

Attachments

Council Meeting

Monday 24 June 2024

1	PETITIONS AND JOINT LETTERS	
2	COUNCIL REPORTS	
10.1	Adoption of 2024/25 Budget	
	Attachment 1 2024-25 Budget.....	3
10.2	Suburban Rail Loop - Council Submission to Draft Key Directions	
	Attachment 1 Draft Council Submission	147
	Attachment 2 Draft Key Directions Maps.....	168
10.3	Adoption of Whitehorse City Council Governance Rules	
	Attachment 1 Whitehorse City Council Governance Rules (Final)	178
	Attachment 2 Community Consultation Submissions - Draft Whitehorse City Council Governance Rules ...	230
10.4	Part Road Discontinuance 5 Beresford Street, Mont Albert	
	Attachment 1 Survey Plan.....	237
10.5	Melbourne East Region Sport and Recreation Fair Access Policy	
	Attachment 1 Melbourne East Region Sport and Recreation Fair Access Policy	239
	Attachment 2 Victoria State Government Fair Access Policy Roadmap.....	251
10.6	Strategic Internal Audit Plan 2024-26 (2024-25 Focus)	
	Attachment 1 Strategic Internal Audit Plan 2024-26 (2024-25 Focus)	267
3	COUNCILLOR DELEGATE AND CONFERENCE / SEMINAR REPORTS	

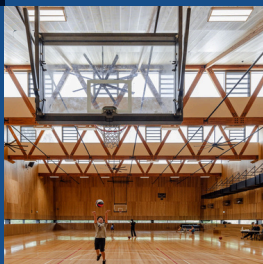
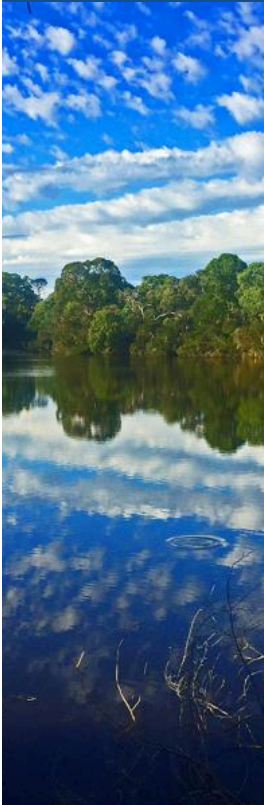
10.1 Adoption of 2024/25 Budget

Attachment 1 2024-25 Budget

10.1 – ATTACHMENT 1. 2024-25 Budget



WHITEHORSE 2024/25 Budget



10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Table of Contents

	Page
Mayor and CEO's introduction	2
Budget summary	6
Budget reports	11
1 Link to the Council Plan	12
2 Services and initiatives	21
3 Financial statements	41
4 Financial performance indicators	54
Budget analysis	57
5 Budget influences	58
6 Analysis of Income Statement	65
7 Analysis of Balance Sheet	83
8 Analysis of Statement of Changes in Equity	87
9 Analysis of Cash Flow Statement	89
10 Analysis of Capital Works Statement	92
Appendices	
A Fees and charges schedule	106
B Glossary of terms	134
C Service performance indicator measurement	137
D Council reserve governing principles	139

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Mayor and CEO's introduction

On behalf of Whitehorse City Council, we are pleased to present the 2024/25 Budget to the Whitehorse community – the final annual budget of this Council's four-year term. The Budget forms an integral part of Council's integrated strategic planning and reporting framework.

The Budget has been prepared after community feedback received during the Budget engagement process, which began in September 2023. Early engagement meant Council could understand key priorities and themes valued by our community; it also provided an opportunity to check in and see if community priorities had shifted.

This Budget reflects the priorities and aspirations of our community and Council, as outlined in the **Whitehorse 2040 Community Vision** and **Council Plan 2021-2025**. In 2024/25, Council will deliver on the final year of its four-year Council Plan 2021-2025. Together, the Council Plan and the Budget establish our key directions and priority actions and set out how they will be achieved.

It is important to balance community expectations with maintaining a sustainable financial position in an unpredictable economic environment. Inflation and the cost of living continue to place pressure on Council operations and our community. Council is also challenged with keeping rates at affordable levels, in line with the rate cap and below inflation. For 2024/25, rates will be capped at 2.75 per cent in line with the rate cap set by Victorian Government policy.

Whitehorse is the location of two Victorian Government Big Build Projects – the Suburban Rail Loop (SRL) and North East Link (NEL). While both projects come with opportunities, Council needs to invest time and expertise to ensure that we professionally assess their impacts. We are also working with and advocating to the State Government to mitigate any negative impacts on local communities while ensuring maximum benefits are realised. We are strongly advocating for the local businesses, landowners, homeowners, sport and community groups that are being disrupted.

In the face of these pressures, Council's budget remains balanced and financially responsible. It confirms our ongoing commitment to optimise and improve services and infrastructure, as well as deliver key projects and initiatives valued by our community.

Community Engagement

Thank you to all those in the community who contributed to early public engagement to inform the Budget, through our community engagement program at the end of 2023. By engaging early, we had time to explore the ideas and priorities presented to us and create a budget that truly reflects the needs of Whitehorse.

We received more than 320 responses to our Budget engagement survey, which helped to guide Councillors. While there were many great ideas contributed, supporting the community to stay healthy and well, prioritising environmental and sustainability outcomes, investment in parks, playgrounds and open spaces,

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

maintenance of Council's roads, footpaths and drains, along with community safety within Whitehorse were strong priorities from the feedback given. The outcomes of the engagement, including key themes and initiatives funded, are outlined in the Budget.

Budget highlights

The \$226 million Budget outlines the services, initiatives and the extensive Capital Works Program that Council plans to deliver in 2024/25 and the funding and resources required. The Budget 2024/25 will deliver an extensive Capital Works Program, key projects and initiatives. It also includes continued investment in Council's transformation program.

The key components of the Budget 2024/25 are highlighted in the following.

Operational Budget

The operational budget provides \$180 million for the delivery of services to the community including:

- \$25.70 million Kerbside and Public Waste Services;
- \$16.11 million Parks and Natural Environment (maintenance of sports fields, parks and gardens);
- \$15.20 million Leisure and Recreation Services;
- \$12.12 million Health and Family Services;
- \$11.66 million City Services (maintenance of footpaths, drains and roads, sustainability and depot operations);
- \$10.71 million Whitehorse Recycling and Waste Centre (waste transfer station);
- \$9.94 million Community Safety (community laws, parking, school crossings and emergency management);
- \$8.84 million City Planning and Development;
- \$7.76 million Arts and Cultural Services;
- \$7.18 million Engineering and Investment;
- \$6.05 million Libraries;
- \$5.11 million Project Delivery and Assets;
- \$2.19 million Community Engagement and Development;
- \$1.07 million Positive Ageing; and
- \$0.56 million Major Projects.

Capital Works Program

The \$46 million Capital Works Program includes:

- \$10.67 million for land, buildings and building improvements;
- \$7.33 million for plant and equipment;
- \$7.10 million for roads, bridges and off-street car parks;
- \$9.44 million for recreational, leisure and community facilities;
- \$5.13 million for footpaths and cycleways;
- \$3.77 million for parks, open space and streetscapes; and

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

- \$2.47 million for drainage improvements.

Key highlights of the 2024/25 Capital Works Program include \$3.03 million in pavilion upgrades, \$2.91 million for surface and lighting upgrades to the Elgar Park North East Oval, \$1.80 million for sports field ground renewal at East Burwood South Oval, and \$1.37 million to continue the Box Hill City Oval major redevelopment.

Other significant operational initiatives for 2024/25 include:

- continued focus on review, planning and continuous improvement in service delivery;
- embedding a new 'best value' focus within the procurement of goods, services and works, and contract management;
- enhanced focus on customer experience improvements through technology changes addressing pain points;
- continuation of the Strategic Property Program, which will inform Council decisions and community consultation;
- development of Open Space Master Plans, which will guide the planning, design and development of key open space sites across Whitehorse so they can be shared and enjoyed by everyone for a diverse range of purposes;
- implementation of the Urban Forest Strategy, which will deliver key actions to better protect, enhance and connect Whitehorse's natural assets;
- implementation of the Integrated Water Management Strategy actions, which aims to reduce our dependence on drinking water to sustain our parks and gardens; and
- enhanced sports field surface maintenance activities, which will enable safe and effective playing surfaces for community sport.

More information about the Major Initiatives and other initiatives for 2024/25 that support the delivery of actions in the Community Vision and Council Plan are provided in Section 2 of this document. These include a mix of operational and capital initiatives and cover a range of service areas.

A projected average rate increase of 2.75% per cent in line with the Victorian Government's Fair Go Rates System will help fund our extensive Capital Works Program and ensure ongoing delivery of Council's high-quality services and programs.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Summary

We are looking forward to working with the community over the coming year to achieve the commitments set out in our Budget. We invite you to read about our priorities and initiatives for 2024/25 that are designed to deliver sustained financial and community benefits, improved customer service and increased organisational capability. This Budget puts the community at the heart of what we do.

For more information about Council's 2024/25 Budget visit www.whitehorse.vic.gov.au/budget

*Signature to be inserted upon adoption***Cr Denise Massoud****Whitehorse Mayor***Signature to be inserted upon adoption***Simon McMillan****Chief Executive Officer**

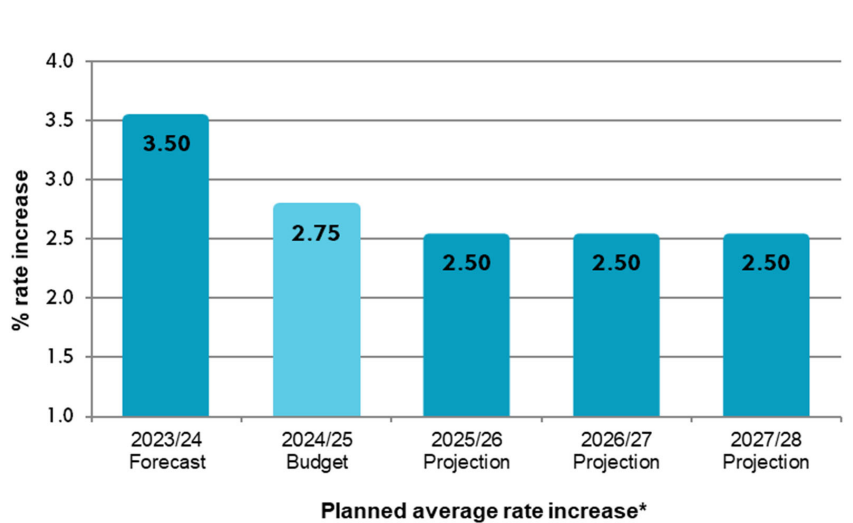
10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Budget summary

Council has prepared a Budget for the 2024/25 financial year that will ensure Council continues to meet the community's demand for high-quality services and will provide for renewal and upgrade of community infrastructure and facilities. This Budget summary provides an overview of key information from the rest of the document.

Rate increases



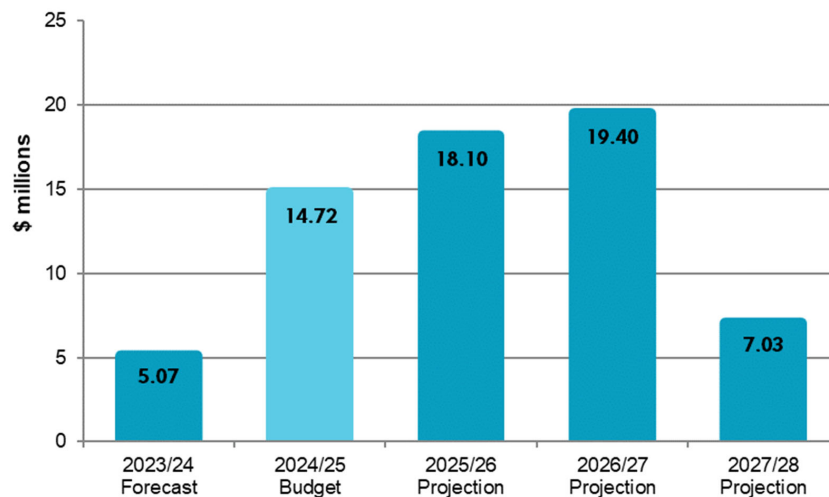
* Note: the planned average rate increase excludes supplementary rates and interest on overdue rates and is subject to future year rate cap determinations by the Minister for Local Government.

The estimated total amount to be raised by all rates and charges is \$148.64 million (2023/24 forecast \$142.86 million). This includes the rate cap increase of 2.75%, waste service charges, supplementary bin charges, Cultural and Recreational lands, supplementary rates income as well as interest charged on rates. Refer to Section 6.2.2 Rates and charges for more information.

Future average rate increases are forecast to be 2.50% and are based on predicted future CPI increases from the Department of Treasury and Finance; however, this does not commit Council to any predetermined increase. The Long Term Financial Plan is reviewed annually as part of Council's budget deliberations and future rate increases will be considered in light of prevailing economic conditions, community needs and the rate cap ordered by the Minister of Local Government.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Operating result

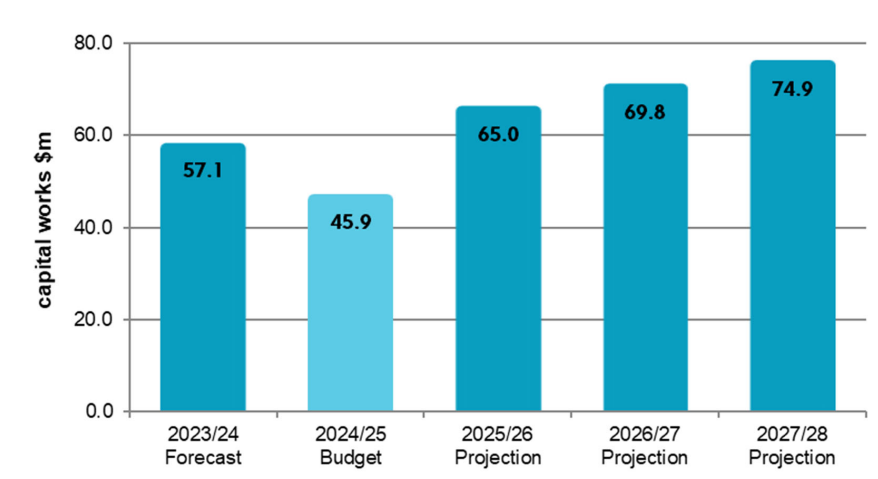
Planning for a surplus is fiscally responsible to ensure long-term, uninterrupted service delivery to our community and to provide essential funding for capital works including the redevelopment of major community facilities.

The expected operating result for 2024/25 is a surplus of \$14.72 million, which is \$9.65 million higher than the 2023/24 forecast. This is mainly due to a \$5.79 million increase in rates and charges and \$5.40 million increase in the Victoria Local Government Grants Commission funding due to the 2023/24 funding allocation being paid early and recognised in 2022/23.

Other variances include a \$4.30 million favourable variance in asset disposals mainly as a result of the demolition of two major buildings at Silver Grove in 2023/24 (\$3.82 million written down value). The favourable variances have been partly offset by a \$4.27 million increase in materials and services costs and a \$3.83 million increase in employee costs. Refer to Section 6, Analysis of Income Statement, for more information.

10.1 – ATTACHMENT 1. 2024-25 Budget

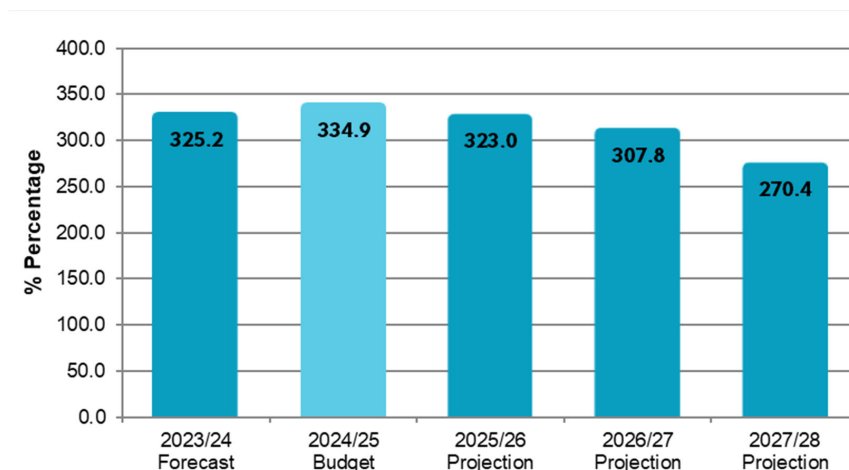
Whitehorse City Council – Budget 2024/25

Capital works

The 2024/25 Capital Works Program is budgeted to be \$45.90 million, which includes \$39.73 million to renew and upgrade the city's existing \$4.28 billion community assets and \$6.17 million for new and expanded assets.

Of this total capital budget, \$8.47 million will be funded from reserves, \$5.92 million from external grants and \$1.60 million from plant and motor vehicle sales. The decrease in planned expenditure in 2024/25 primarily relates to the completion of major redevelopments in 2023/24 relating to The Round (\$10.29 million) and Morack Public Golf (\$4.59 million).

Refer to Section 3 for the Budgeted Statement of Capital Works and Section 10 for the Analysis of Capital Works Statement.

Financial position (working capital)

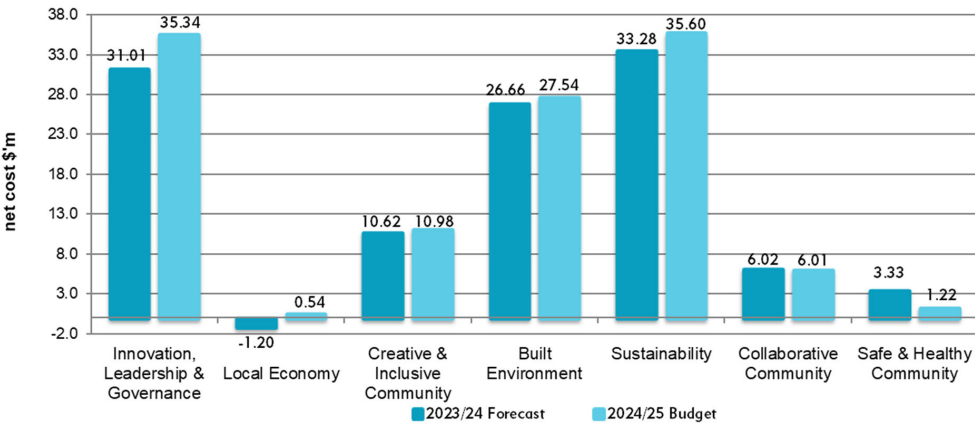
10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

The working capital is expected to slightly increase with current assets and liabilities at similar levels compared with the 2023/24 forecast. Forecast projections remain sound and changes in working capital over the four years reflect increases in the Capital Works Program and includes transformation initiatives over the period.

Refer to Section 3 for the Budgeted Balance Sheet and Section 7 for an analysis of Council’s financial position including working capital.

Net cost of strategic directions



The Budget includes a range of services and initiatives that will contribute to achieving the strategic objectives specified in the Council Plan. The above graph shows the level of funding allocated in the 2024/25 Budget to achieve each strategic direction as set out in the *Council Plan 2021-2025*. The services that contribute to these directions are set out in Section 2.

Notes: ‘Local Economy – 2023/24 Forecast Net Surplus’ a result of the reversal of a doubtful debts provision in relation to multideck car parks.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Council expenditure allocations

The following chart provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends.



* The above service areas include an allocation of internal services expenditure.

10.1 – ATTACHMENT 1. 2024-25 BudgetWhitehorse City Council – Budget 2024/25

BUDGET REPORTS

This part includes the following reports and statements in accordance with the *Local Government Act 2020* and the Local Government Model Financial Report.

1. Link to the Council Plan
2. Services and service performance indicators
3. Financial statements
4. Financial performance indicators

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

1 | Integrated Strategic Planning and Reporting Framework

The *Local Government Act 2020* ('the Act') requires Council to take an integrated approach to planning and reporting under a principles-based approach. The principles-based legislation is designed to support Council with an adaptive response based on the local needs of the community; social, economic, environmental and cultural context; and the capacity of Council.

Part 4 of the Act requires councils to prepare the following:

- a Community Vision (for at least the next 10 financial years);
- a Council Plan (for at least the next 4 financial years);
- a Financial Plan (for at least the next 10 financial years);
- an Asset Plan (for at least the next 10 financial years);
- a Revenue and Rating Plan (for at least the next 4 financial years);
- a Budget (for the next 4 financial years);
- a Quarterly Budget Report;
- an Annual Report (for each financial year); and
- financial policies.

The Act also requires councils to prepare:

- a Workforce Plan (including projected staffing requirements for at least 4 years).

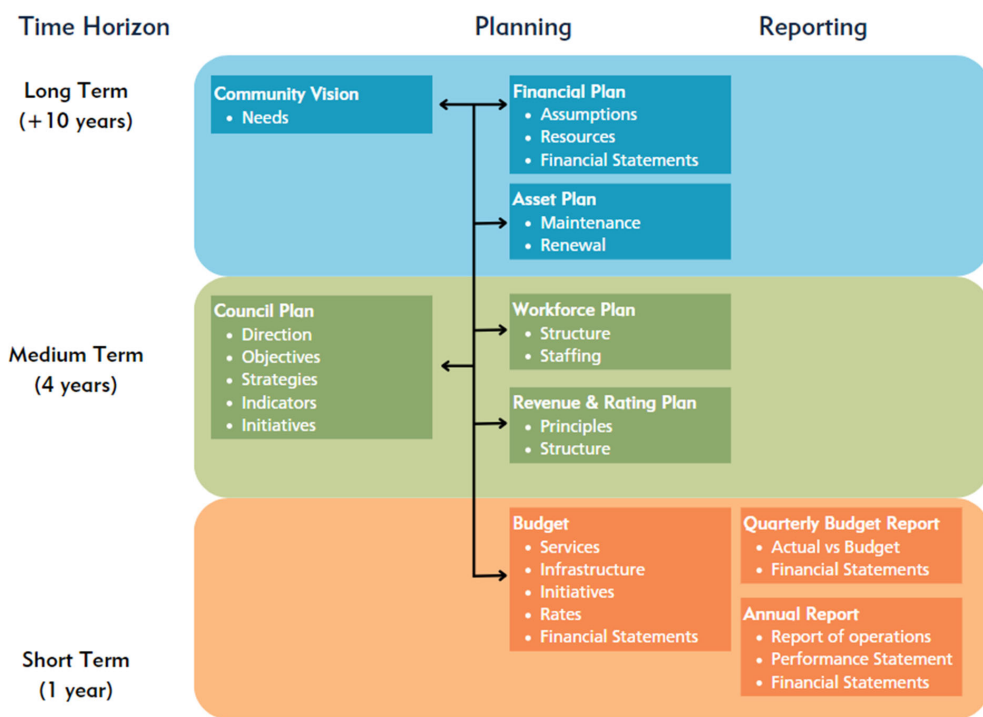
Integrated planning and reporting play a critical role in ensuring the goals and aspirations outlined in the Whitehorse 2040 Community Vision and the four-year Council Plan are reflected in our planning. The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan.

The legislative timeframes for development, review and adoption of the elements of the Integrated Strategic Planning and Reporting Framework (ISPRF) and the time horizons for each element vary. However, there are also many linkages, including the central importance of community engagement. It is therefore vital to recognise the relationships and degrees of integration between different elements. To aid this process, visual representations of the ISPRF have been developed.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

The following figure demonstrates how each element of the integrated framework might inform or be informed by other parts of the framework.



Source: Mark Davies (Financial Professional Solutions)

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

1.1 Community Engagement

The *Local Government Act 2020* defines how we engage with our community on the development of key strategic documents, including our Community Vision, Council Plan, Financial Plan and Annual Budget.

As per the Act, community engagement on the 2024/25 Budget has been conducted in accordance with Council's *Community Engagement Policy*. Whitehorse's Community Engagement Policy is a formal expression of Council's commitment to engaging with the Whitehorse community. It outlines Council's position, role and commitment to ensure community engagement is integrated into Council activities.

An extensive community engagement process has been undertaken for the 2024/25 budget, comprising:

- an online survey administered to the community via Your Say Whitehorse from 25 September to 20 October 2023. The survey was available in English, Simplified Chinese, Vietnamese and Greek.
- 6 live pop-up sites across the municipality, including at Spring Festival.
- The consultation listed 12 key Council service areas and asked respondents to choose the top five they would like prioritised in the 2024/25 budget. Also included was a section called 'have we missed anything', where community members could enter open text responses or upload a document.

City officers and Councillors collated feedback gathered from the engagement activities and in November 2023 reviewed all priorities and ideas received. Early engagement meant Council could identify important themes and make informed decisions as the budget development progressed.

It is important for Council to understand community priorities. This could be progressing existing projects, looking at new project ideas, or other ways we can support residents to achieve great things in the community.

The top 5 themes to emerge for the 2024/25 Budget were as shown in the diagram below.



10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Key activities funded in the 2024/25 budget that align with the themes identified in the community engagement process are summarised as follows.

Health & Family Services



- Average spend of \$13.00 million per annum in operating budget for health and family services over the next 4 years, including centre-based childcare, integrated kindergarten, maternal and child health, parent and youth support services, and positive ageing services and support (2024/25: \$13.19 million).
- 2024/25 highlights:
 - Development of the Municipal Health and Wellbeing Plan 2025–2029.
 - Implementation of Whitehorse Council Child Safe Standards Action Plan 2022–25.
 - Continued development of the new Positive Ageing function, which focuses on strategies and community capacity-building initiatives to support older people in Whitehorse.
 - Tunstall Park older age exercise equipment \$0.20 million (2024/25 Capital Works Program).

Parks, Playgrounds & Open Spaces



- \$3.00 million provision in 2024/25 Capital Works Program for Open Space Strategy and Strategic Land Acquisition.
- \$6.71 million in 2024/25 Capital Works Program for renewal/upgrade of sports fields including surface, lighting, nets and other infrastructure.
- \$3.77 million in 2024/25 Capital Works Program for parks, open space and streetscapes.
- 2024/25 highlights:
 - \$3.03 million in pavilion upgrades.
 - \$2.91 million for surface and lighting upgrades to the Elgar Park North East oval (NELP funded).
 - \$1.80 million for sports field ground renewal at East Burwood South Oval.
 - \$1.41 million to progress course improvements at Morack Golf Course.
 - \$1.37 million to continue the Box Hill City Oval major redevelopment.
 - \$1.00 million for play space renewals.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Sustainability, Waste & Recycling

- Approximately \$35.00 million per annum in operating budget for sustainability, waste and recycling services over the next 4 years, including the Whitehorse Recycling & Waste Centre and Council's kerbside waste and recycling services (\$35.57 million in 2024/25).
- 2024/25 highlights:
 - Develop a final Transition Plan to a 4-bin kerbside waste and recycling system, in line with the State Government's Recycling Victoria Policy.
 - Development of a business case to transition Council buildings and assets off gas to electric.

Roads, Footpaths & Drains

- Average spend of \$15.74 million per annum for roads, footpaths and cycleways, and drains in 4-year Capital Works Program (\$14.36 million in 2024/25, including \$6.76 million for roads, \$5.13 million for footpaths and cycleways, and \$2.47 million for drainage), including \$12.92 million on the renewal of existing infrastructure.
- 2024/25 highlights:
 - Easy Ride routes \$0.36 million.
 - Box Hill Integrated Transport Strategy (BHITS) Implementation \$0.35 million.
 - Road Safety Improvements Program \$0.26 million.

Community Safety

- Average spend of \$9.00 million per annum in operating budget over the next 4 years for Community Safety services, including community laws, parking, Council's School Crossing Program, and emergency management and business continuity support (2024/25: \$9.94 million).
- 2024/25 highlights include increased support for the School Crossing Program and the continuation of the Mobile CCTV Cameras Program.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

1.2 Our Purpose

The Community's Vision

The Whitehorse 2040 Community Vision was developed in 2021 by the community for the community and reflects the community's aspirations and priorities for the next 20 years.

It sets out the strategic direction for the City of Whitehorse, which helps shape Council's priorities and goals. The Community Vision 2040 is operationalised through the Council Plan.

COMMUNITY VISION:

Whitehorse is a resilient community where everyone belongs. We are active citizens who value our natural environment, history and diversity. We embrace sustainability and innovation. We are dynamic. We learn, grow and thrive.

The overarching Community Vision is underpinned by seven broad strategic directions and key objectives to achieve our desired long-term future.



Under each strategic direction is a set of objectives aimed at guiding Council and the community in working towards achieving the Vision.

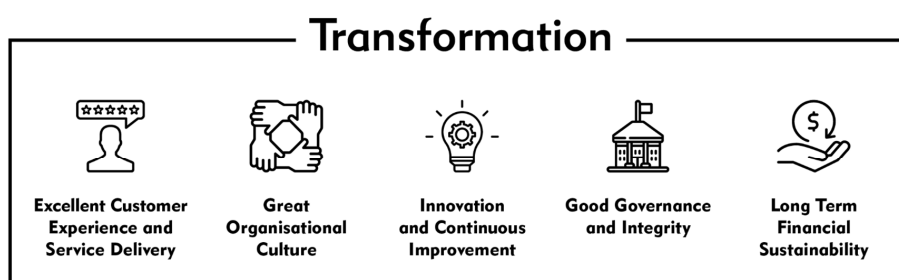
The Vision was developed with people who work, live, study or own a business across Whitehorse. The extensive process comprised a broad community engagement with the results of this feeding into a deliberative panel that demographically represent the community of Whitehorse.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

1.3 Council Transformation

The operating environment for Victorian local government continues to change significantly and in response, Whitehorse City Council continues to undertake organisation transformation. Transformation aims to ensure Council continues to meet the needs and expectations of our community. This transformation is designed to achieve five objectives, which are outlined in the figure below.



The Transformation Program in 2024/25 builds on previous years of effort to:

- balance investment decision-making with long-term financial sustainability;
- systematically review all of Council's services over time;
- expand our Continuous Improvement Program and approach to deliver sustained financial and customer benefits;
- invest in technology and systems to improve customer experience; and
- build and sustain a great organisational culture that puts community at the heart of what we do.

Transformation Program for 2024/25

The priorities for 2024/25 included within this Budget are summarised below.

Improved customer experience

At the heart of the Transformation Program is the objective to enhance customer experiences. This will involve making changes to our services by prioritising the needs and preferences of our customers and incorporating these into our processes alongside technological advancements. This year, our focus will be on several key areas:

- developing and implementing capabilities, processes, and practices that prioritise the needs of our customers;
- establishing a sustainable program that consistently gathers, analyses and utilises customer feedback to continually improve our services;
- cultivating a strong organisational culture that emphasises the importance of prioritising customer values in our process design;

1. Link to the Council Plan

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

- integrating human-centred design principles into our technology transformation projects; and
- documenting customer processes and implementing changes for visible value.

Technology Transformation

The Technology Transformation Program is making technology better so that customers have a smoother experience, services run more efficiently, and cybersecurity stays strong. This year, we will focus on a few key things:

- replacing old technology systems that are no longer supported or outdated;
- making changes to improve how we handle data, so we can turn it into useful insights;
- keeping our cybersecurity strong and finding ways to make it even better; and
- lowering the risks and controlling costs for keeping our technology running smoothly.

Service Reviews

Service reviews are detailed assessments of the services provided by Council. They analyse the current methods and reasons behind them. These reviews are conducted by independent facilitators who then suggest recommendations for how to improve and handle things differently in the future.

Enterprise Change Management

The Transformation Program is making changes to help reach our objectives. The Enterprise Change Management practice is putting in place the skills, knowledge and structures in the organisation needed to make these changes stick. It is important to make sure projects achieve change that is sustained.

Strategic Property Program

Continuation of current funding for the Strategic Property Program will seek community input into a new strategic property framework and roadmap. It will also deliver a library asset business case.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

1.4 Our Values & Behaviours

Organisational values are integral in inspiring our best efforts and underpinning our organisational culture.

In 2021, our employees redefined the organisational values and behaviours. These values and behaviours form our commitment to each other and the community about how we interact with each other and go about our work.



Community is at the heart of everything we do.

Collaboration

- We work flexibly together to achieve outcomes and solve problems.
- We talk openly and share information.
- We demonstrate community / organisation orientated decision making.
- We help others shine.
- We support and encourage each other.

Respect

- We actively listen.
- We encourage others to express opinions and ideas.
- We value diversity and consider ways to improve representation in our workforce and decision making.
- We treat others with care, kindness and empathy.

Excellence

- We adapt, respond, learn and grow.
- We support innovative and creative approaches.
- We encourage and explore diverse ideas and perspectives.
- We strive to be sector leading.

- We seek and give considered and thoughtful feedback in order to improve.
- We celebrate our achievements.

Accountability

- We share collective responsibility and are individually accountable.
- We are clear with our requests.
- We keep our promises.
- We are responsible for our actions and attitude.
- We are proficient in managing the resources we're entrusted with.
- We consider environmental and economic sustainability in our decision making.

Trust

- We act with integrity, aligning words and actions.
- We have confidence in our people.
- We are empowered to make decisions and we empower others.
- We are transparent, fair and equitable.
- We communicate openly and truthfully.

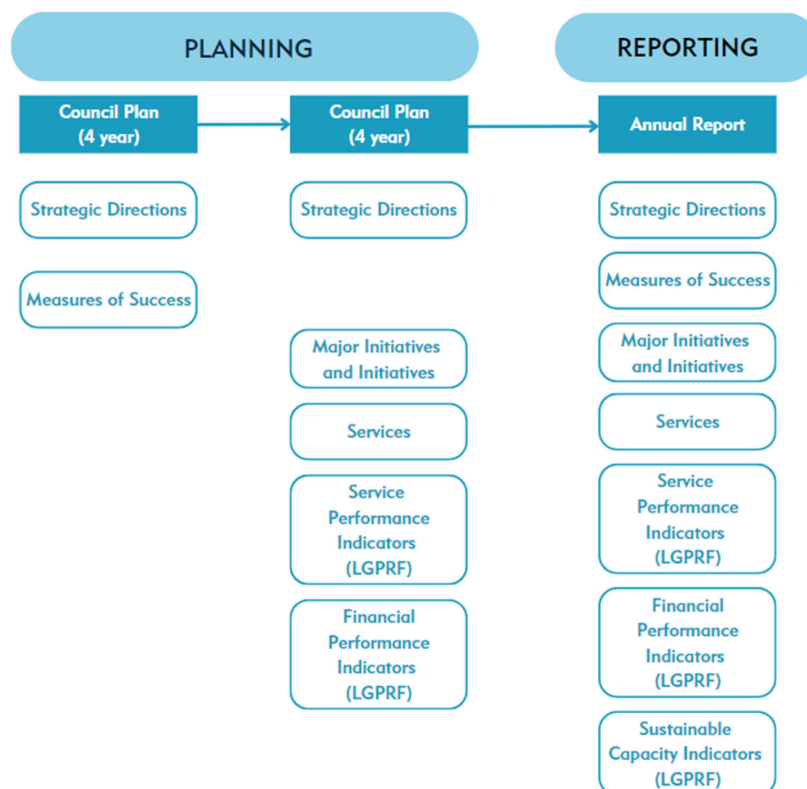
10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

2 | Services and Initiatives

This section provides a description of services and initiatives to be funded in the Budget for the 2024/25 year and how these will contribute to achieving the strategic directions specified in the Whitehorse 2040 Community Vision and Council Plan 2021–2025. It also describes the mandatory Local Government Performance Reporting Framework service performance outcome indicators for key areas of Council's operations.

Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in the Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is depicted below.



There is not always a one-to-one relationship between initiatives or services and Council's strategic direction. One initiative/service is likely to contribute to the delivery of several strategic directions. To make this document easier to read, initiatives and services have been included under the strategic direction they have the strongest alignment to in terms of outcomes.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Strategic Direction One:**An innovative Council that is well led and governed*****Council will be a trusted organisation that embraces innovation.*****Strategic Actions:****Deliver the Transformation Program.****Review Council's approach to integrated planning and reporting with an increased focus on service outcomes and reporting.****Deliver long-term financial sustainability within a rate capping environment through responsible financial and asset management decisions.****Drive a culture of strong governance by strengthening fraud and corruption controls, embedding risk management into planning and decision making processes and maintaining transparency in Council decisions.****Major initiatives**

Implement Year 4 of Council's Transformation Strategy 2021–2025, including the following.

Continuation of Technology Transformation Program

\$6.22 million in 2024/25 Operational Budget

Continued implementation of transforming our technology to support customer experience and service delivery.

Strategic Property Projects

\$0.29 million in 2024/25 Operational Budget

Continuation of the Strategic Property Program in 2024/25 will seek community input into a new strategic property framework and roadmap. It will also deliver a library asset business case.

Undertake Organisational Service Planning and Review

\$0.73 million in 2024/25 Operational Budget

Continue with Council's service planning and review to further understand the current state and inform the best service delivery model for the future.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Implementation of the Whitehorse Gender Equality Action Plan 2022–2026*Funded within Operational Budget*

Whitehorse City Council Gender Equality Action Plan 2022–2026 outlines key gender equality insights and the positive actions that we are committed to driving forward over the life of this plan in pursuit of improved gender equality.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Services

Service area		Actual 2022/23 \$'000	Forecast 2023/24 \$'000	Budget 2024/25 \$'000
Executive Management	Rev	-	-	-
This area includes the Chief Executive Officer and the Executive Leadership Team and associated support.	Exp	(1,735)	(1,802)	(1,797)
	NET	(1,735)	(1,802)	(1,797)
Transformation	Rev	-	-	-
Development and implementation of the Transformation Strategy to assist Council in continuing to improve performance, customer experience and organisational culture. It includes resources for the strategic property program to assess our property portfolio and inform Council decisions on investment and use.	Exp	(587)	(724)	(293)
	NET	(587)	(724)	(293)
Technology Transformation	Rev	-	-	-
This service is responsible for the implementation of Council's Technology Transformation Program, which has been designed to improve the customer experience and service delivery. For the years 2022/23 and 2023/24, this service also managed the implementation of Council's IT Strategy, including Council's new ERP system, both of which are scheduled to conclude in 2023/24.	Exp	(6,875)	(4,831)	(6,216)
	NET	(6,875)	(4,831)	(6,216)
Change & Continuous Improvement	Rev	-	-	40
This service area supports sustained organisational change and improvement. It includes resources for service planning and review and continuous improvement.	Exp	(1,501)	(1,681)	(2,112)
	NET	(1,501)	(1,681)	(2,072)
Finance	Rev	570	305	335
This service manages Council's financial activities to ensure statutory compliance and financial sustainability. This includes financial planning and reporting (including the Annual Budget and Financial Plan), financial management, procurement, tendering and contract administration, and administration and collection of Council's rate revenues and service charges.	Exp	(3,030)	(3,331)	(3,498)
	NET	(2,460)	(3,026)	(3,163)
<i>Lease accounting was previously shown separately but has been reclassified as it relates to centralised accounting adjustments for lease liabilities relating to Councils financial activities.</i>				
Corporate Planning & Performance	Rev	-	-	-
This service facilitates the development and ongoing management of Council's integrated planning, performance monitoring and reporting processes, including the development and maintenance of the Council Plan and ensuring that Council meets its statutory reporting obligations in accordance with legislative and Council reporting cycles.	Exp	(168)	(455)	(423)
	NET	(168)	(455)	(423)
Governance & Integrity	Rev	332	308	523
This service includes governance, executive and council support, information management, and controls and compliance services, and manages Council's audit, risk management and insurance processes.	Exp	(6,153)	(6,957)	(8,342)
	NET	(5,821)	(6,649)	(7,819)
Organisational Technology	Rev	1	-	-
This service enables Council to provide technology capability and business services that are secure, reliable and scaleable across the Municipality.	Exp	(5,556)	(6,437)	(6,869)
	NET	(5,555)	(6,437)	(6,869)
People and Culture	Rev	-	-	-
This service provides human resource management services including staff recruitment, corporate training and development, industrial relations and volunteer advisory services as well as managing the payroll service.	Exp	(4,368)	(5,407)	(6,079)
	NET	(4,368)	(5,407)	(6,079)
Contracts & Benefits Realisation	Rev	-	-	-
The new Contracts and Benefits Realisation function targets financial opportunities in procurement sourcing, contract negotiation and management, and expenditure category management to mitigate cost pressures and to support financial sustainability longevity.	Exp	-	-	(605)
	NET	-	-	(605)

2. Services and initiatives

Page 24

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Strategic Direction Two: A thriving local economy with high-quality, accessible education opportunities

Council will support and advocate for a diverse range of businesses, to facilitate local investment, education and employment opportunities.

Strategic Actions:

Council will explore partnerships with local organisations to encourage social enterprises.

Deliver and or partner with the education sector to engage, promote and advocate for improved learning and educational opportunities for local businesses and their staff.

Facilitate the renewal of retail special rate schemes as per the Special Rate Charge Scheme in Commercial Precinct or Centres Policy 2014

Continue to implement the Business Communication Program.

Major initiatives**Implementation of the Investment & Economic Development Strategy 2023–2027**

Funded within Operational Budget

Council adopted the strategy in 2023/24, with the intention to implement the key actions over future years. This will provide support and direction for local businesses and employment opportunities, and contribute to a resilient and thriving economy for the City of Whitehorse.

Development and implementation of the Social Enterprise Policy

Funded within Operational Budget

The Social Enterprise Policy guides Council officers in the development of opportunities that attract, promote and support social enterprises in the municipality. This policy is to articulate Council's intention to support and guide further development of a robust social enterprise sector in Whitehorse.

Development and implementation of the Inclusive Employment Program

Funded within Operational Budget

Explore the implementation of an inclusive employment model to increase the employment of people with disability and others who face barriers to employment.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Suburban Rail Loop Business Support Advocacy*Funded within Operational Budget*

Advocate to the State Government and to monitor and provide strong support for businesses, employees and customers displaced by Suburban Rail Loop (SRL) development, in accordance with the Small Business Engagement Guidelines.

Services

Service area		Actual	Forecast	Budget
		2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Investment and Economic Development	Rev	144	115	143
This service works in partnership with a range of organisations to support a local economic environment that attracts investment.	Exp	(1,011)	(981)	(1,128)
	NET	(867)	(866)	(985)
<hr/>				
Box Hill multi-deck car parks	Rev	535	690	694
This service provides multi-level car parking facilities in Watts Street and Harrow Street, Box Hill.	Exp	(433)	1,380	(247)
	NET	102	2,070	447
<hr/>				
Council Pandemic Response	Rev	-	-	-
This reflects Council's Coronavirus Pandemic Response including hardship support and stimulus packages, and an additional temporary resource to deliver financial benefits as part of Council's pandemic recovery response.	Exp	(168)	-	-
	NET	(168)	-	-

Note: Box Hill multi-deck car parks increase in 2023/24 net surplus is a result of the reversal of doubtful debts provision in relation to contract settlement (prior years).

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Strategic Direction Three: A culturally rich, diverse, creative and inclusive community

Council will promote diversity, social connection and access to community services.

Strategic Actions:
Support, promote and celebrate Council's volunteer programs.
Work in partnership with community groups to celebrate and host events that promote culture and heritage, faith and gender diversity.
Ensure Council communications represent our diverse community in stories and images.
Work with traditional owners to celebrate Wurundjeri Woi-wurrung heritage and culture and its significance to Whitehorse as a part of the world's oldest living culture.
Partner with the Eastern Affordable Housing Alliance and Regional Social Housing Charter Group in advocacy and raising community awareness.
Provide and promote arts and cultural experiences to enhance community creativity and connection.
Implement initiatives from the Diversity Action Plan to reduce discrimination.

Major initiatives**Development of the Strategic Partnerships Framework (Indoor Sports Facilities)**

Funded within Operational Budget

Development of the Strategic Partnerships Framework, which includes principles to guide and encourage partnerships in developing sport facilities.

Other initiatives**Launch and implement the Reconciliation Action Plan (RAP)**

Funded within Operational Budget

Implementation of the Reconciliation Action Plan (RAP) to be inclusive in our work and contribute to national reconciliation and further strengthen the monitoring of our actions towards reconciliation.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Community Grants*Funded within Operational Budget*

Continue providing funding opportunities to encourage, develop and support a wide range of initiatives that contribute positively to the health and wellbeing of the community.

Services

Service area		Actual 2022/23 \$'000	Forecast 2023/24 \$'000	Budget 2024/25 \$'000
Arts & Cultural Services				
This service provides a diverse and ongoing program of arts, cultural and heritage events as well as access to the Whitehorse Art Collection, meeting room hire and function services.	Rev	1,472	2,936	3,494
	Exp	(4,298)	(6,172)	(6,637)
	NET	(2,826)	(3,236)	(3,143)
The service also manages many arts and cultural facilities within the municipality, including The Round performing arts centre, Box Hill Community Arts Centre, and Box Hill Town Hall & Community Halls.				
Community Development				
This service focuses on the development and implementation of policies, strategies, and initiatives to respond to community wellbeing issues to promote social inclusion particularly for those population groups that experience disadvantage and inequity. It also provides community grants to local not-for-profit groups and organisations and promotes our volunteering programs.	Rev	42	21	22
	Exp	(1,259)	(840)	(1,091)
	NET	(1,217)	(819)	(1,069)
Libraries				
This service operates via the Manningham Whitehorse Library Corporation and provides for public library services at four locations in the municipality.	Rev	68	70	72
	Exp	(5,694)	(5,874)	(6,052)
	NET	(5,626)	(5,804)	(5,980)
Events				
This program develops and delivers Council festivals and events that encourage community participation and connection.	Rev	139	46	27
	Exp	(881)	(810)	(814)
	NET	(742)	(764)	(787)

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Strategic Direction Four: A built environment that encourages movement with high-quality public places

Council will plan, build, renew and maintain community assets and public spaces to meet community needs. We will plan for and facilitate appropriate land use and high-quality development outcomes.

Strategic Actions:

Prepare strategies and guidelines that support high-quality urban design outcomes for development including community assets.

Advocate to and partner with State Government on major transport infrastructure projects to facilitate a safe, accessible and integrated transport network.

Implement the Whitehorse Asset Plan 2022–2032.

Deliver a Capital Works Program that strengthens the inclusiveness and accessibility of our local neighbourhoods, assets, facilities and services.

Major initiatives**Pavilion Upgrades**

\$3.03 million in 2024/25 Capital Works Program

Continue with pavilion upgrades at Vermont Reserve, East Burwood Reserve, Mirrabooka Reserve and Forest Hill Reserve (subject to confirmation of external funding).

Box Hill City Oval Redevelopment

\$1.37 million in 2024/25 Capital Works Program

Continue planning and developing the design of Box Hill City Oval to create a multipurpose venue for the community to participate in sport, recreational and other community activities.

Implementation of Easy Ride routes

\$0.36 million in 2024/25 Capital Works Program

Continue to construct and improve a range of Easy Ride routes that consist of low stress roads and paths and on-road routes through the municipality.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Implementation of Infrastructure Developer Contributions Plan*Funded within Operational Budget*

Approved by the Minister for Planning in December 2023, Council will continue to focus on the implementation and administration of the Development Contributions Plan (DCP) and the collection of levies from new developments towards provision of infrastructure projects.

Update the Nunawading, Megamile East and Mitcham Structure Plan*Funded within Operational Budget*

Continue work to update the Nunawading / Megamile East and Mitcham Activity Centres Structure Plan.

Other initiatives**Elgar Park North East Sports Field upgrade***\$2.91 million in 2024/25 Capital Works Program*

Installation of a synthetic sports field surface and floodlighting improvements on the Elgar Park North East Oval (\$2.33 million North East Link Program funded).

Implementation of the Play Space Renewal Program*\$1.00 million in 2024/25 Capital Works Program*

Continue with the renewal and upgrade to various play spaces across the municipality including Heatherdale Reserve, Walker Park, Elmhurst Basin, Springfield Park, Mahoneys Reserve and Dagola Reserve.

Major Transport Project Advocacy*Funded within Operational Budget*

Council will continue to strongly advocate for improved outcomes for the Whitehorse community on all major transport projects, including the Suburban Rail Loop and the North East Link Program.

Implementation of Box Hill Integrated Transport Strategy*\$0.35 million in 2024/25 Capital Works Program*

Continue with implementation of the Box Hill Integrated Transport Strategy, which creates a framework to consider the different modes of transport available to the Whitehorse community and provides direction to facilitate travel options and networks that are sustainable, convenient, accessible and safe.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Services

Service area		Actual 2022/23 \$'000	Forecast 2023/24 \$'000	Budget 2024/25 \$'000
Assets, Building Projects and Capital Works	<i>Rev</i>	-	-	-
This service is responsible for the development, monitoring and performance reporting of Council's Capital Works Program, the managing of design, construction and overall project management of capital building projects and the planning and implementation of strategic asset management initiatives across the organisation including Council's Asset Management System.	<i>Exp</i>	(1,556)	(1,705)	(1,584)
	<i>NET</i>	(1,556)	(1,705)	(1,584)
Major Projects	<i>Rev</i>	-	-	-
This service is responsible for the facilitation and project management of major projects.	<i>Exp</i>	(749)	(1,054)	(563)
	<i>NET</i>	(749)	(1,054)	(563)
Engineering Services	<i>Rev</i>	2,166	2,687	2,456
This service provides strategic traffic and sustainable transport planning and traffic investigations and reports; capital works project scoping; civil asset protection; drainage and other civil approvals for developments	<i>Exp</i>	(4,586)	(4,823)	(5,026)
	<i>NET</i>	(2,420)	(2,136)	(2,570)
Public Street Lighting	<i>Rev</i>	942	-	-
This service provides street lighting throughout Whitehorse.	<i>Exp</i>	(1,653)	(1,262)	(1,218)
	<i>NET</i>	(711)	(1,262)	(1,218)
City Services	<i>Rev</i>	152	129	131
Services are provided for the ongoing maintenance and cleanliness of Council's civil infrastructure including roads, footpaths, kerb and channel, stormwater assets, roadside furniture, bridges and path structures. This includes the services of street sweeping, public litter bin collection, removal of dumped rubbish and graffiti, and the provision of an after-hours emergency response service.	<i>Exp</i>	(8,708)	(8,529)	(8,757)
	<i>NET</i>	(8,556)	(8,400)	(8,626)
Fleet & Workshop	<i>Rev</i>	-	-	-
Services are provided to manage Council's fleet of vehicles, plant and equipment items including the operation of a workshop and overall management of the functions of the Operations Centre.	<i>Exp</i>	(1,912)	(1,810)	(1,839)
	<i>NET</i>	(1,912)	(1,810)	(1,839)
Facilities Maintenance	<i>Rev</i>	-	-	-
This service provides reactive and preventative maintenance and minor capital renewal of Council's many buildings and structures. It also includes scheduled inspections and maintenance to satisfy Building Code Essential Safety Measures Regulations.	<i>Exp</i>	(3,200)	(3,241)	(3,355)
	<i>NET</i>	(3,200)	(3,241)	(3,355)
Sports Fields	<i>Rev</i>	4	4	4
This service is responsible for the design, installation, maintenance and renewal of sports field infrastructure and project management of sports field capital projects.	<i>Exp</i>	(2,264)	(2,204)	(1,701)
	<i>NET</i>	(2,260)	(2,200)	(1,697)
Property	<i>Rev</i>	416	382	403
This service manages Council properties, conducts property valuations, and maintains the Geographic Information System.	<i>Exp</i>	(1,947)	(1,840)	(1,911)
	<i>NET</i>	(1,531)	(1,458)	(1,508)
Planning	<i>Rev</i>	3,340	3,692	4,256
This service provides statutory and strategic land use planning functions, ensuring compliance of land use and developments under the Whitehorse Planning Scheme and administration of the Whitehorse Development Contributions Plan .	<i>Exp</i>	(7,011)	(7,086)	(8,836)
	<i>NET</i>	(3,671)	(3,394)	(4,580)

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Strategic Direction Five:**Sustainable Climate and Environmental Care**

Council will take a leadership role in addressing climate change and ensure we protect and enhance our natural environment.

Strategic Actions:

Lead on climate change and build the resilience of our community and the natural and built environment through implementation of the Sustainability Strategy 2030 Taking Climate Action.

Advocate to State Government to lead statewide vegetation strategies and reform regulation to more strongly discourage tree removal and increase canopy cover to create more shade and reduce urban heat island effect.

Sustainably manage, enhance and increase trees and vegetation in Council's streetscapes, parks and gardens with species that enhance neighbourhood character, support biodiversity and are adaptable to a changing climate.

Implement the actions of the Integrated Water Management Strategy 2022–2042 to improve the water quality of local waterways.

Advocate to and work with State Government agencies and councils on initiatives that promote and contribute to circular economy principles and state targets.

Seek changes to the planning scheme to increase environmentally sustainable development targets.

Major initiatives**Develop a transition plan to a four-bin kerbside waste and recycling system**

Funded within Operational Budget

Develop a final transition plan to a four-bin kerbside waste and recycling system (in line with the State Government's Recycling Victoria Policy), including support to assist with planning and implementation processes.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Other initiatives**Delivery of Urban Forest Strategy actions***Funded within Operational Budget*

The implementation plan sets out the actions Council will take to achieve its urban forest vision – ‘a diverse, healthy and resilient urban forest’ – which is increase the tree canopy cover to 30% in Whitehorse by 2050.

Delivery of integrated Water Management Strategy actions*Funded within Operational Budget*

Continue to work closely with the community and other organisations with a role in water management and finding smarter solutions to water conservation. This strategy also aligns with the State Government, Dandenong and Yarra Catchment Integrated Water Management Plans.

Delivery of the Climate Response Strategy 2023–2030 (2024/25 actions)*Funded within Operational Budget*

Implementation of the Climate Response Strategy 2023, involving key actions that have been developed in response to community feedback, climate science and Council's legislated obligations to act on climate change. These actions include development of a business case to transition Council buildings and assets off gas to electricity, a plan to transition Council's fleet to zero emissions and the development of a Net Zero Emissions Reduction Plan for Council operations.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Services

Service area		Actual	Forecast	Budget
		2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Whitehorse Recycling & Waste Centre	Rev	13,104	12,886	13,347
The Centre is open to the public providing services for recycling of various items and disposal of general or bulky non-hazardous waste.	Exp	(10,282)	(10,310)	(10,714)
	NET	2,822	2,576	2,633
Sustainability, Waste and Recycling	Rev	5,638	166	650
This service supports Council to deliver on its Climate Response Strategy 2023-2030 to reduce greenhouse gas emissions through mitigation, adaptation and systematic measures within the organisation and community. In addition the service supports the Waste Management Strategy 2018-2028 to reduce waste and increase recycling including the provision of Council's kerbside waste and recycling services.	Exp	(21,114)	(22,693)	(24,851)
	NET	(15,476)	(22,527)	(24,201)
Open Space Maintenance	Rev	218	149	114
This team is responsible for the management of Council's bushland, open space and parklands including developing plant stock, landscaping, pruning, grass cutting and fire management. The service also provides an education program on ecological and environmental issues largely centred on Blackburn Lake Sanctuary and Yarran Dheran Nature Reserve.	Exp	(6,765)	(6,582)	(6,965)
	NET	(6,547)	(6,433)	(6,851)
Tree Management	Rev	189	195	201
This service is responsible for the management of Council's street and park trees to meet community expectations as well as statutory and safety obligations. It includes planning for increasing the quantity and quality of trees within Whitehorse as well as maintaining the health and amenity of existing trees.	Exp	(6,904)	(6,877)	(7,156)
	NET	(6,715)	(6,682)	(6,955)
Strathdon House and Orchard Precinct	Rev	12	34	80
Strathdon hosts educational programs in environment, sustainability, health and wellbeing.	Exp	(251)	(249)	(307)
	NET	(239)	(215)	(227)

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Strategic Direction Six:**An Empowered and Collaborative Community**

Council will engage with the community and provide opportunities to be included in decision-making processes.

Strategic Actions:

Provide opportunities for the community to be engaged in decision making processes and share the outcomes with them.

Work with our diverse community to reduce barriers to community engagement.

Provide opportunities for children, young and older people to inform decision-making.

Other initiatives**Review of the Whitehorse Community Engagement Policy**

Funded within Operational Budget

Review of the Whitehorse Community Engagement Policy that defines Council's commitment to engaging with our community and explains the role of Council and how the community can expect to be involved in decision making.

Undertake Shaping Whitehorse Community Engagement

Funded within Operational Budget

Undertake the Shaping Whitehorse Community Engagement process for the development of Council's key strategic documents, including the 2025–2029 Council Plan (including the Municipal Health & Wellbeing Plan), Financial Plan, Asset Plan and 2025/26 Annual Budget.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Services

Service area		Actual	Forecast	Budget
		2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Strategic Marketing and Communications	<i>Rev</i>	-	-	-
This service manages strategic marketing and communications plans for the Council including marketing for The Round and Leisure services. It manages production of Council publications, graphic design, video and photography and social media. The service develops a range of communications materials tailored to each audience, including for the diverse community, staff and Councillors.	<i>Exp</i>	(2,327)	(2,787)	(2,483)
	<i>NET</i>	(2,327)	(2,787)	(2,483)
Community Engagement	<i>Rev</i>	13	13	12
This service provides a range of opportunities for community involvement in Council's decision making and strategic planning. It enables Council to make well-informed decisions at an operational and strategic level and creates a better level of understanding between Council and our community.	<i>Exp</i>	(1,226)	(1,304)	(1,474)
	<i>NET</i>	(1,213)	(1,291)	(1,462)
Customer Service	<i>Rev</i>	30	60	-
This service delivers the provision of customer service at Council's three service centres in Box Hill, Forest Hill and Nunawading.	<i>Exp</i>	(1,706)	(2,002)	(2,065)
	<i>NET</i>	(1,676)	(1,942)	(2,065)

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Strategic Direction Seven: A safe and healthy community

Council will protect and promote the health and wellbeing of the Whitehorse community.

Strategic Actions:

Advocate for and respond to social, health and wellbeing needs identified in the Municipal Public Health and Wellbeing Plan, in partnership with local agencies.

Promote community participation in sporting and recreational opportunities, especially by under-represented groups.

Inform and educate the community, especially those most at risk, about how to prepare for, respond to and recover from emergencies and identified emergency risks.

Increase the capacity of Council, its partners and the community to identify, respond to and prevent elder abuse and family violence.

Major initiatives**Development of the Municipal Health and Wellbeing Plan 2025-2029**

Funded within Operational Budget

Development of the Municipal Health and Wellbeing Plan 2025–2029 will focus on key priorities and objectives Council will undertake in partnership with the community and key stakeholders to improve the health and wellbeing of people in the municipality.

Implementation of Whitehorse Council Child Safe Standards Action Plan 2022–2025

Funded within Operational Budget

The Action Plan builds on the current work Council already does to keep children and young people safe. The Action Plan outlines the actions and measures Council will continue to undertake to safeguard child safety.

Other initiatives**Open Space Master Plans**

\$0.30 million in 2024/25 Operational Budget

Continued development of a suite of open space master and landscape plans to guide the planning, design and management of recreation and open spaces within the municipality.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Services

Service area		Actual	Forecast	Budget
		2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Leisure and Recreation Management	Rev	812	632	630
This program represents costs relating to the overall management of the Leisure and Recreation Services Department including administration and project support, and the facilitation of planning and policy for parks, open space and recreation resources throughout Whitehorse.	Exp	(1,921)	(2,573)	(1,683)
	NET	(1,109)	(1,941)	(1,053)
Leisure Facilities	Rev	10,794	10,141	12,353
This service provides a range of leisure facilities including Morack Golf Course, Aqualink Box Hill and Aqualink Nunawading, Sportlink and Nunawading Community Centre.	Exp	(12,395)	(13,029)	(13,222)
	NET	(1,601)	(2,888)	(869)
Home and Community Services	Rev	14,243	372	-
This service provided in-home care and support under the Commonwealth Home Support Program and Home Care Program, and the state funded Home and Community Care Program, with Council transitioning out of the service in September-2023.	Exp	(21,644)	(364)	-
	NET	(7,401)	8	-
Positive Ageing	Rev	-	-	-
This service focuses on fostering an inclusive community where residents have access to essential information, social opportunities, and support services cultivate and environment where residents can maintain a high quality of life, actively engage in diverse activities, and establish meaningful connections as they age. It also works in partnership with other service providers and community organisations to reduce social isolation and help make Whitehorse a great place to live as people age.	Exp	-	(722)	(1,075)
	NET	-	(722)	(1,075)
Family Services	Rev	9,148	9,218	9,609
This service provides centre-based childcare at Whitehorse Early Learning Services (WELS), integrated kindergarten, Kindergarten facility lease management, maternal and child health, playgroup and toy library group support, parent support and youth support services.	Exp	(11,482)	(11,761)	(11,740)
	NET	(2,334)	(2,543)	(2,131)
Community Safety	Rev	10,947	13,761	13,711
This service delivers regulatory functions including: domestic animal management, school crossing supervision, Council's local law framework, emergency management and managing parking controls across the municipality.	Exp	(7,066)	(8,817)	(9,593)
	NET	3,881	4,944	4,118
Emergency Management and Business Continuity	Rev	-	-	-
This service implements Council's responsibilities as detailed in the Emergency Management Act 2013, the Municipal Emergency Management Plan and Business Continuity Policy.	Exp	(170)	(190)	(213)
	NET	(170)	(190)	(213)

Note 1: Decrease in leisure facilities revenue in 2023/24 driven by indoor pool closure at Aqualink Box Hill to enable tile rectification works.

Note 2: Increase in leisure facilities revenue in 2024/25 mainly related to new lease agreement at Morack Golf Course.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Service performance outcome indicators

Service	Indicator	Performance Measure	2022/23 Actual	2023/24 Forecast	2024/25 Budget Target
Animal Management	Health and safety	Animal management prosecutions	100.0%	100.0%	100.0%
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities	7.86	9.00	9.00
Food safety	Health and safety	Critical and major non-compliance notifications	100.0%	90.0%	90.0%
Libraries	Participation	Library membership	New indicator in 2023/24	20.0%	20.0%
Maternal and Child Health	Participation	Participation in the MCH service	77.6%	80.0%	80.0%
		Participation in MCH service by Aboriginal children	93.4%	80.0%	80.0%
Statutory Planning	Timeliness	Planning applications decided within required timeframes	64.7%	58.0%	58.0%
Roads	Condition	Sealed local roads below the intervention level	98.5%	98.0%	98.0%
Waste management	Waste diversion	Kerbside collection waste diverted from landfill	56.3%	57.0%	58.0%
Governance	Satisfaction	Satisfaction with community consultation and engagement.	55	56	57

Refer to Appendix C for an explanation of how these indicators are calculated.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Reconciliation with budgeted operating result

	Net Revenue / (Cost) \$'000	Revenue \$'000	Expenditure \$'000
Strategic Direction One: An innovative Council that is well led and governed	(35,335)	898	(36,233)
Strategic Direction Two: A thriving local economy with high quality accessible education opportunities	(538)	837	(1,375)
Strategic Direction Three: A culturally rich, diverse, creative and inclusive community	(10,979)	3,615	(14,594)
Strategic Direction Four: A built environment that encourages movement with high quality public places	(27,539)	7,250	(34,789)
Strategic Direction Five: Sustainable climate and environmental care	(35,603)	14,391	(49,994)
Strategic Direction Six: An empowered and collaborative community	(6,010)	12	(6,022)
Strategic Direction Seven: A safe and healthy community	(1,222)	36,303	(37,525)
Total services and initiatives	(117,226)	63,306	(180,532)
Other non-attributable expenses			
Depreciation	(39,300)		
Amortisation - intangible assets	(390)		
Depreciation - right of use assets	(1,278)		
Interest expense	(120)		
Deficit before funding sources	(158,314)		
Funding sources			
Rates and Charges	148,643		
Victoria Local Government Grants Commission	5,664		
Interest income	7,000		
Grants - capital	5,918		
Contributions - monetary	5,500		
Net gain / (loss) on disposal of assets	310		
Operating surplus/(deficit) for the year	14,721		

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

3 | Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The Budget information for the year 2024/25 has been supplemented with projections to 2027/28.

This section includes the following Financial Statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*:

- Comprehensive Income Statement;
- Balance Sheet;
- Statement of Changes in Equity;
- Statement of Cash Flows;
- Statement of Capital Works;
- Statement of Human Resources; and
- Summary of Planned Human Resources.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Budgeted Comprehensive Income Statement**For the four years ending 30 June 2028**

	Notes	Forecast	Budget	Projections		
		2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Income/Revenue						
Rates and charges	6.2.1	142,855	148,643	153,335	158,253	163,294
Statutory fees and fines	6.2.2	11,813	12,684	12,977	13,192	13,521
User fees	6.2.3	34,727	36,866	37,788	38,732	39,701
Grants - operating	6.2.4	7,890	13,045	13,444	13,534	13,727
Grants - capital	6.2.4	4,717	5,918	9,961	13,720	380
Contributions - monetary	6.2.5	5,411	5,500	6,250	6,000	6,250
Other income	6.2.6	12,230	13,375	14,632	12,665	12,664
Total income / revenue		219,643	236,031	248,386	256,096	249,536
Expenses						
Employee costs	6.3.1	80,832	84,658	89,949	92,710	94,923
Materials and services	6.3.2	81,547	85,815	88,236	90,678	92,912
Depreciation	6.3.3	38,100	39,300	40,367	41,430	42,573
Amortisation - intangible assets	6.3.4	390	390	390	390	390
Depreciation - right of use assets	6.3.5	1,326	1,278	1,253	1,158	1,135
Allowance for impairment losses	6.3.6	(215)	1,418	1,453	1,490	1,527
Finance costs - leases	6.3.7	139	120	101	83	65
Contribution expense - Whitehorse Manningham Library	6.3.8	5,864	6,025	6,176	6,330	6,488
Other expenses	6.3.9	2,605	2,616	2,681	2,748	2,817
Net loss/(gain) on disposal of assets	6.3.10	3,990	(310)	(323)	(325)	(328)
Total expenses		214,578	221,310	230,284	236,693	242,502
Surplus for the year		5,065	14,721	18,103	19,404	7,034
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain/(loss)		-	-	-	-	-
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods						
Other		-	-	-	-	-
Total comprehensive result		5,065	14,721	18,103	19,404	7,034

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Budgeted Balance Sheet

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Current assets						
Cash and cash equivalents		191,664	202,428	198,920	193,281	171,570
Trade and other receivables		15,921	16,781	17,448	17,878	18,145
Prepayments		1,522	1,522	1,522	1,522	1,522
Other assets		2,500	2,500	2,500	2,500	2,500
Total current assets	7.1	211,608	223,231	220,390	215,181	193,737
Non-current assets						
Trade and other receivables		376	376	376	376	376
Investments in associates		6,556	6,556	6,556	6,556	6,556
Property, infrastructure, plant and equipment		4,280,087	4,284,858	4,307,538	4,333,922	4,364,215
Right-of-use assets		8,466	7,188	5,935	4,777	3,642
Intangible assets		973	973	973	973	973
Total non-current assets	7.1	4,296,458	4,299,951	4,321,378	4,346,604	4,375,762
Total assets		4,508,066	4,523,182	4,541,768	4,561,785	4,569,499
Current liabilities						
Trade and other payables		23,503	24,149	24,753	25,372	26,006
Contracts and other liabilities		8,165	8,165	8,165	8,165	8,165
Trust funds and deposits		15,683	16,115	16,518	16,930	17,354
Provisions		16,457	16,974	17,619	18,288	18,983
Lease liabilities		1,254	1,249	1,170	1,159	1,148
Total current liabilities	7.2	65,063	66,652	68,224	69,914	71,656
Non-current liabilities						
Provisions		1,806	1,863	1,943	2,026	2,113
Lease liabilities		7,404	6,155	4,985	3,825	2,677
Other liabilities		3,031	3,030	3,030	3,030	3,030
Total non-current liabilities	7.2	12,241	11,048	9,958	8,881	7,820
Total liabilities		77,304	77,699	78,182	78,796	79,476
Net assets		4,430,762	4,445,483	4,463,586	4,482,990	4,490,023
Equity						
Accumulated surplus		1,544,155	1,559,893	1,584,458	1,610,712	1,633,627
Asset Revaluation reserve		2,788,244	2,788,244	2,788,244	2,788,244	2,788,244
Other reserves		98,363	97,346	90,884	84,033	68,152
Total equity		4,430,762	4,445,483	4,463,586	4,482,989	4,490,023

Note: The line item 'Unearned income/revenue' under current liabilities has been replaced with 'Contract and other liabilities' to better reflect terminology in AASB 15 Revenue from Contracts with Customers and in line with Local Government Model Financial Report.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Budgeted Statement of Changes in Equity**For the four years ending 30 June 2028**

		Total	Accumulated	Revaluation	Other
		\$'000	surplus	reserve	reserves
		\$'000	\$'000	\$'000	
2024 Forecast Actual					
Balance at beginning of the financial year		4,425,697	1,535,881	2,788,244	101,572
Surplus for the year		5,065	5,065	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfer to other reserves		-	(7,266)	-	7,266
Transfer from other reserves		-	10,474	-	(10,474)
Balance at end of the financial year	8.1	4,430,762	1,544,155	2,788,244	98,363
2025					
Balance at beginning of the financial year		4,430,762	1,544,155	2,788,244	98,363
Surplus for the year		14,721	14,721	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfer to other reserves		-	(7,606)	-	7,606
Transfer from other reserves		-	8,623	-	(8,623)
Balance at end of the financial year	8.1	4,445,483	1,559,893	2,788,244	97,346
2026					
Balance at beginning of the financial year		4,445,483	1,559,893	2,788,244	97,346
Surplus for the year		18,103	18,103	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfer to other reserves		-	(7,780)	-	7,780
Transfer from other reserves		-	14,243	-	(14,243)
Balance at end of the financial year		4,463,586	1,584,458	2,788,244	90,884
2027					
Balance at beginning of the financial year		4,463,586	1,584,458	2,788,244	90,884
Surplus for the year		19,404	19,404	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfer to other reserves		-	(6,585)	-	6,585
Transfer from other reserves		-	13,435	-	(13,435)
Balance at end of the financial year		4,482,989	1,610,712	2,788,244	84,033
2028					
Balance at beginning of the financial year		4,482,989	1,610,712	2,788,244	84,033
Surplus for the year		7,034	7,034	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfer to other reserves		-	(6,544)	-	6,544
Transfer from other reserves		-	22,426	-	(22,426)
Balance at end of the financial year		4,490,023	1,633,627	2,788,244	68,152

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Budgeted Statement of Cash Flows

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023/24	2024/25	2025/26	2026/27	2027/28
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows	Inflows	Inflows	Inflows	Inflows
GST Inclusive		(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities						
Rates and charges		142,530	147,784	152,668	157,822	163,026
Statutory fees and fines		12,028	11,266	11,524	11,702	11,994
User fees		38,002	40,340	41,348	42,382	43,441
Grants - operating		8,654	13,782	14,216	14,308	14,515
Grants - capital		4,717	5,918	9,961	13,720	380
Contributions - monetary		5,411	5,500	6,250	6,000	6,250
Interest received		7,400	7,000	8,097	5,968	5,798
Trust fund and deposits taken		27,431	27,862	28,265	28,678	29,101
Other receipts		5,673	7,173	7,360	7,543	7,729
Net GST refund /(payment)		9,956	9,153	11,176	11,802	12,430
Employee costs		(82,728)	(84,085)	(89,224)	(91,957)	(94,141)
Materials and services		(92,907)	(98,466)	(103,080)	(106,222)	(109,170)
Trust fund and deposits repaid		(26,900)	(27,431)	(27,862)	(28,265)	(28,678)
Other payments		(9,316)	(9,505)	(9,743)	(9,986)	(10,236)
Net cash provided by operating activities	9.1	49,951	56,290	60,957	63,494	52,442
Cash flows from investing activities						
Payments for property, plant and equipment		(57,081)	(45,902)	(64,990)	(69,778)	(74,855)
Proceeds for investments		5,000	-	-	-	-
Proceeds from sale of property, plant and equipment		3,600	1,750	1,875	1,900	1,925
Payment of loans and advances		(1)	-	-	-	-
Net cash provided by/(used in) investing activities	9.2	(48,482)	(44,152)	(63,115)	(67,878)	(72,930)
Cash flows from financing activities						
Interest paid - lease liability		(139)	(120)	(101)	(83)	(65)
Repayment of lease liabilities		(1,282)	(1,254)	(1,249)	(1,172)	(1,158)
Net cash provided by/(used in) financing activities	9.3	(1,421)	(1,374)	(1,350)	(1,255)	(1,223)
Net increase (decrease) in cash and cash equivalents		48	10,764	(3,508)	(5,639)	(21,711)
Cash and cash equivalents at beginning of year	9.4	191,616	191,664	202,428	198,920	193,281
Cash and cash equivalents at end of year		191,664	202,428	198,920	193,281	171,570

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Budgeted Statement of Capital Works**For the four years ending 30 June 2028**

		Forecast	Budget	Projections		
		2023/24	2024/25	2025/26	2026/27	2027/28
	Notes	\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		3,000	3,000	3,060	3,121	3,184
Buildings		20,102	4,457	26,748	29,062	30,453
Building improvements		5,970	3,211	3,905	3,840	6,453
Total property	10.1.1	29,072	10,668	33,713	36,023	40,090
Plant and equipment						
Plant, machinery and equipment		3,491	5,295	4,917	5,056	5,136
Fixtures, fittings and furniture		660	721	551	756	867
Computers and telecommunications		1,410	1,314	1,474	1,824	2,027
Total plant and equipment	10.1.2	5,561	7,330	6,942	7,636	8,030
Infrastructure						
Roads		6,282	6,764	6,402	6,991	6,593
Bridges		-	-	-	-	74
Footpaths and cycleways		4,468	5,125	4,826	4,739	4,520
Drainage		2,255	2,473	2,928	5,362	6,231
Recreational, leisure and community facilities		5,081	9,439	4,918	2,973	3,536
Parks, open space and streetscapes		3,412	3,766	4,841	5,417	4,848
Off street car parks		950	338	420	637	933
Total infrastructure	10.1.3	22,448	27,904	24,335	26,119	26,735
Total capital works expenditure		57,081	45,902	64,990	69,778	74,855
Represented by:						
New asset expenditure		7,862	5,161	3,464	3,922	3,607
Asset renewal expenditure		32,845	34,448	44,719	44,506	52,590
Asset upgrade expenditure		7,018	5,281	8,597	11,091	2,086
Asset expansion expenditure		9,356	1,012	8,211	10,259	16,572
Total capital works expenditure		57,081	45,902	64,990	69,778	74,855
Funding Sources represented by:						
Grants	10.2.1	4,717	5,918	9,961	13,720	380
Contributions	10.2.2	411	-	-	-	-
Asset Sales	10.2.3	1,350	1,600	1,725	1,750	1,775
Council Cash	10.2.3	40,279	29,911	41,211	45,647	65,574
Reserves	10.2.3	10,324	8,473	12,093	8,660	7,126
Total capital works expenditure		57,081	45,902	64,990	69,778	74,855

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Budgeted Statement of Human Resources

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	80,832	84,658	89,949	92,710	94,923
Employee costs - capital	2,376	2,717	2,923	3,026	3,156
Total staff expenditure	83,208	87,375	92,872	95,736	98,079
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	699	710	718	722	719
Total staff numbers	699	710	718	722	719

* Future employee numbers are predicted to grow by up to 1.0% to support compliance, community service and strategic initiatives. Increases are subject to formal Council assessment and approval.

** 2023/24 forecast employee numbers represent the approved substantive positions per the 2023/24 budget.

* Total staff expenditure is inclusive of all employee-related costs.

A summary of human resources expenditure categorised according to the organisational structure of Council is shown in the table below.

Department	Budget 2024/25 \$'000	Comprises:			
		Permanent Full Time \$'000	Permanent Part Time \$'000	Casual \$'000	Temporary \$'000
Transformation	3,254	728	-	159	2,367
City Development	17,208	10,546	1,106	1,760	3,795
Infrastructure	14,942	12,729	530	220	1,463
Corporate Services	16,201	8,229	2,705	139	5,128
Community Services	26,676	10,834	5,141	8,184	2,518
Total permanent staff expenditure	78,281	43,067	9,481	10,462	15,270
Other employee related expenditure	6,377				
Capitalised labour costs	2,717				
Total expenditure	87,375				

A summary of the number of full-time equivalent (FTE) Council staff in relation to the above expenditure is shown in the table below.

Department	Budget 2024/25	Comprises:			
		Permanent Full Time	Permanent Part Time	Casual	Temporary
Transformation	21	5	-	1	15
City Development	150	95	11	17	27
Infrastructure	162	143	8	0	11
Corporate Services	130	70	26	1	32
Community Services	248	99	51	81	17
Total staff	710	412	96	100	102

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Summary of Planned Human Resources Expenditure**For the four years ending 30 June 2028**

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
TRANSFORMATION				
Permanent - Full time	728	784	811	846
Women	728	784	811	846
Men	0	0	0	0
Persons of self-described gender	0	0	0	0
Permanent - Part time	0	0	0	0
Women	0	0	0	0
Men	0	0	0	0
Persons of self-described gender	0	0	0	0
Casual and temporary staff	2,525	2,592	2,545	1,293
TOTAL TRANSFORMATION	3,254	3,376	3,356	2,140
CITY DEVELOPMENT				
Permanent - Full time	10,546	11,348	11,745	12,250
Women	4,517	4,860	5,030	5,246
Men	6,030	6,488	6,715	7,003
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,106	1,190	1,232	1,285
Women	1,106	1,190	1,232	1,285
Men	0	0	0	0
Persons of self-described gender	0	0	0	0
Casual and temporary staff	5,555	6,007	6,217	6,485
TOTAL CITY DEVELOPMENT	17,208	18,545	19,194	20,019
INFRASTRUCTURE				
Permanent - Full time	12,729	13,697	14,176	14,785
Women	2,815	3,029	3,135	3,270
Men	9,915	10,668	11,041	11,516
Persons of self-described gender	0	0	0	0
Permanent - Part time	530	570	590	615
Women	460	495	512	534
Men	70	75	78	81
Persons of self-described gender	0	0	0	0
Casual and temporary staff	1,683	1,921	1,988	2,074
<i>Capitalised labour</i>	<i>2,717</i>	<i>2,923</i>	<i>3,026</i>	<i>3,156</i>
TOTAL INFRASTRUCTURE	17,659	19,111	19,780	20,631

Table continues on the next page

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Table continues from the previous page

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
CORPORATE SERVICES				
Permanent - Full time	8,229	8,855	9,165	9,559
Women	4,596	4,945	5,118	5,338
Men	3,634	3,910	4,047	4,221
Persons of self-described gender	0	0	0	0
Permanent - Part time	2,705	2,910	3,012	3,141
Women	2,419	2,602	2,694	2,809
Men	286	308	318	332
Persons of self-described gender	0	0	0	0
Casual and temporary staff	5,267	5,298	5,314	5,137
TOTAL CORPORATE SERVICES	16,201	17,063	17,490	17,837
COMMUNITY SERVICES				
Permanent - Full time	10,834	11,657	12,065	12,584
Women	8,215	8,839	9,148	9,541
Men	2,619	2,818	2,917	3,042
Persons of self-described gender	0	0	0	0
Permanent - Part time	5,141	5,531	5,725	5,971
Women	4,841	5,209	5,391	5,623
Men	300	323	334	348
Persons of self-described gender	0	0	0	0
Casual and temporary staff	10,702	11,002	11,322	11,809
TOTAL COMMUNITY SERVICES	26,676	28,190	29,111	30,363
Other employee related expenditure	6,377	6,587	6,804	7,089
Total staff expenditure	87,375	92,872	95,736	98,079

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Summary of Planned Human Resources FTE**For the four years ending 30 June 2028**

	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE
TRANSFORMATION				
Permanent - Full time	4.9	4.9	5.0	5.0
Women	4.9	4.9	5.0	5.0
Men	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	0.0	0.0	0.0	0.0
Women	0.0	0.0	0.0	0.0
Men	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Casual and temporary staff	16.3	16.5	15.6	7.6
TOTAL TRANSFORMATION	21.2	21.4	20.6	12.6
CITY DEVELOPMENT				
Permanent - Full time	95.1	96.0	97.0	98.0
Women	41.1	41.5	41.9	42.3
Men	54.0	54.6	55.1	55.7
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	11.0	11.1	11.2	11.3
Women	11.0	11.1	11.2	11.3
Men	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Casual and temporary staff	43.6	44.6	45.1	45.5
TOTAL CITY DEVELOPMENT	149.7	151.7	153.3	154.8
INFRASTRUCTURE				
Permanent - Full time	126.6	127.8	129.1	130.4
Women	28.0	28.3	28.5	28.8
Men	98.6	99.6	100.6	101.6
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	5.9	5.9	6.0	6.1
Women	5.1	5.2	5.2	5.3
Men	0.8	0.8	0.8	0.8
Persons of self-described gender	0.0	0.0	0.0	0.0
Casual and temporary staff	9.0	10.1	10.2	10.3
Capitalised labour	20.0	20.2	20.4	20.6
TOTAL INFRASTRUCTURE	161.5	164.2	165.8	167.5

Table continues on the next page

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Table continues from the previous page

	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE
CORPORATE SERVICES				
Permanent - Full time	70.2	70.9	71.6	72.3
Women	39.1	39.5	39.9	40.3
Men	31.1	31.4	31.7	32.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	26.2	26.4	26.7	26.9
Women	23.3	23.5	23.8	24.0
Men	2.8	2.9	2.9	2.9
Persons of self-described gender	0.0	0.0	0.0	0.0
Casual and temporary staff	33.7	34.2	33.7	32.0
TOTAL CORPORATE SERVICES	130.1	131.6	132.0	131.2
COMMUNITY SERVICES				
Permanent - Full time	99.0	100.0	101.0	102.0
Women	75.3	76.1	76.8	77.6
Men	23.7	23.9	24.1	24.4
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	50.9	51.4	51.9	52.5
Women	47.1	47.6	48.0	48.5
Men	3.8	3.9	3.9	4.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Casual and temporary staff	97.8	97.3	97.7	98.7
TOTAL COMMUNITY SERVICES	247.7	248.7	250.6	253.2
Total staff numbers	710.2	717.5	722.3	719.2

Note: Full-time equivalent staff numbers have been projected with reference to existing Council employee data, which does not currently capture data for self-described gender. This will be updated in future years as this information becomes available.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

4a | Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report. (Refer to Appendix C for an explanation of how these indicators are calculated.)

Targeted performance indicators – Service

Indicator	Measure	Actual	Forecast	Target	Target Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
Governance								
Consultation and engagement (Council decisions made and implemented with community input)	Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	55	56	57	58	59	60	+
Roads								
Condition (sealed local roads are maintained at the adopted condition standard)	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	98.52%	98.48%	98.00%	98.00%	98.00%	98.00%	+
Statutory planning								
Service standard (planning application processing and decisions are in accordance with legislative requirements)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	64.67%	58.00%	58.00%	58.00%	58.00%	58.00%	+
Waste management								
Waste diversion (amount of waste diverted from landfill is maximised)	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	56.32%	57.00%	58.00%	59.00%	62.00%	64.00%	+

4. Financial performance indicators

Page 52

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Targeted performance indicators – Financial

Indicator	Measure	Notes	Target Projections						Trend +/-
			Actual 2022-23	Forecast 2023-24	Target 2024-25	2025-26	2026-27	2027-28	
Liquidity									
Working Capital	Current assets / current liabilities	1	327.8%	325.2%	334.92%	323.04%	307.78%	270.37%	-
Obligations									
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	2	126.13%	104.63%	101.09%	132.08%	134.20%	128.43%	+
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	3	59.91%	67.87%	66.09%	65.95%	66.86%	67.13%	o
Efficiency									
Expenditure level	Total expenses / no. of property assessments	4	\$2,867	\$2,681	\$2,735	\$2,811	\$2,854	\$2,889	o

Key to forecast trend:

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

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

4b | Financial performance indicators

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

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

Indicator	Measure	Notes	Actual 2022-23	Forecast 2023-24	Budget 2024-25	Projections 2025-26	Projections 2026-27	Projections 2027-28	Trend +/-
Operating position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	5	-4.06%	-1.99%	1.47%	0.81%	-0.13%	0.17%	o
Liquidity									
Working capital	Current assets / current liabilities		327.83%	325.2%	334.92%	323.04%	307.78%	270.37%	-
Unrestricted cash	Unrestricted cash / current liabilities	6	-109.89%	181.4%	193.97%	189.89%	178.57%	145.30%	o
Obligations									
Loans and borrowings compared to rates	Interest-bearing loans and borrowings / rate revenue	7	0.0%	0.0%	0.00%	0.0%	0.0%	0.0%	
Loans and borrowings repayments compared to rates	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	7	0.0%	0.0%	0.00%	0.0%	0.0%	0.0%	
Indebtedness	Non-current liabilities / own source revenue	8	6.97%	6.07%	5.21%	4.55%	3.98%	3.41%	+
Asset renewal and upgrade	Asset renewal and upgrade expense / Asset depreciation		126.13%	104.63%	101.09%	132.08%	134.20%	128.43%	+
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue		59.91%	67.87%	66.09%	65.95%	66.86%	67.13%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality	9	0.15%	0.17%	0.17%	0.17%	0.17%	0.17%	o
Efficiency									
Expenditure level	Total expenses / number of property assessments		\$2,867	\$2,681	\$2,735	\$2,811	\$2,854	\$2,889	o
Revenue level	General rates and municipal charges / no. of property assessments	10	\$1,646	\$1,474	\$1,512	\$1,544	\$1,577	\$1,610	o

4. Financial performance indicators

Page 54

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Notes to Financial Indicators (revised)

1. **Working capital** – Sufficient working capital is required to pay bills as and when they fall due. A high or increasing level of working capital suggests an improvement in liquidity.
2. **Asset renewal** – This percentage indicates the extent of Council's renewal and upgrade of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.
3. **Rates concentration** – Assessment of whether Council can generate revenue from a range of sources to fund services and activities. Lower proportion of rate to underlying revenue suggests greater stability.
4. **Expenditure level** – This is measured as total expenditure per the number of property assessments. Resources should be used efficiently in the delivery of services. A low or decreasing level of expenditure suggests an improvement in organisational efficiency.
5. **Adjusted underlying result** – This is an indicator of the Council's ability to sustainably self-fund its operating result, to enable Council to continue providing its core services and meet its objectives. It is calculated by taking Council's total comprehensive result less income generated from capital grants and capital contributions (including open space contributions). The adjusted underlying result over the next four years reflects Council's investment in transformation initiatives that support the delivery of actions in the Council Plan.
6. **Unrestricted cash** – Sufficient cash that is free of restrictions is required to pay bills as and when they fall due. A high or increasing level of unrestricted cash suggests an improvement in liquidity that councils are able to pay bills in a timely manner. The 2022/23 result was impacted due to cash held to fund carry forward capital works from 2022/23, conditional grants unspent and statutory reserves. Also contributing to the 2022/23 result were high levels of funding held in investments with a term of greater than 90 days maturity in order to maximise interest income at the end of 30 June 2023.
7. **Loans and borrowings** – The level of debt should be appropriate to the size and nature of a council's activities. A low or decreasing level of debt suggests an improvement in the capacity to meet long-term obligations. Council does not intend to take out loan borrowings over the four-year projections.
8. **Indebtedness** – The level of long-term liabilities should be appropriate to the size and nature of a council's activities. A low or decreasing level of long-term liabilities suggests an improvement in the capacity to meet long-term obligations. The primary driver within this measure relates to contract lease payments for waste reduction services over the four-year projections as lease payments are made.
9. **Rates effort** – Assessment of whether councils set rates at an appropriate level. A low or decreasing level of rates suggests an improvement in the rating burden on the community.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

10. Revenue level – Assessment of whether resources are being used efficiently to deliver services, using total rate revenue divided by the number of property assessments. A low or decreasing level of rates suggests an improvement in organisational efficiency.

10.1 – ATTACHMENT 1. 2024-25 BudgetWhitehorse City Council – Budget 2024/25

BUDGET ANALYSIS

This part includes the following analysis to provide thorough explanation of the Budget influences and to all the financial statements.

5. Budget influences
6. Analysis of Income Statement
7. Analysis of Balance Sheet
8. Analysis of Statement of Changes in Equity
9. Analysis of Cash Flow Statement
10. Analysis of Capital Works Statement

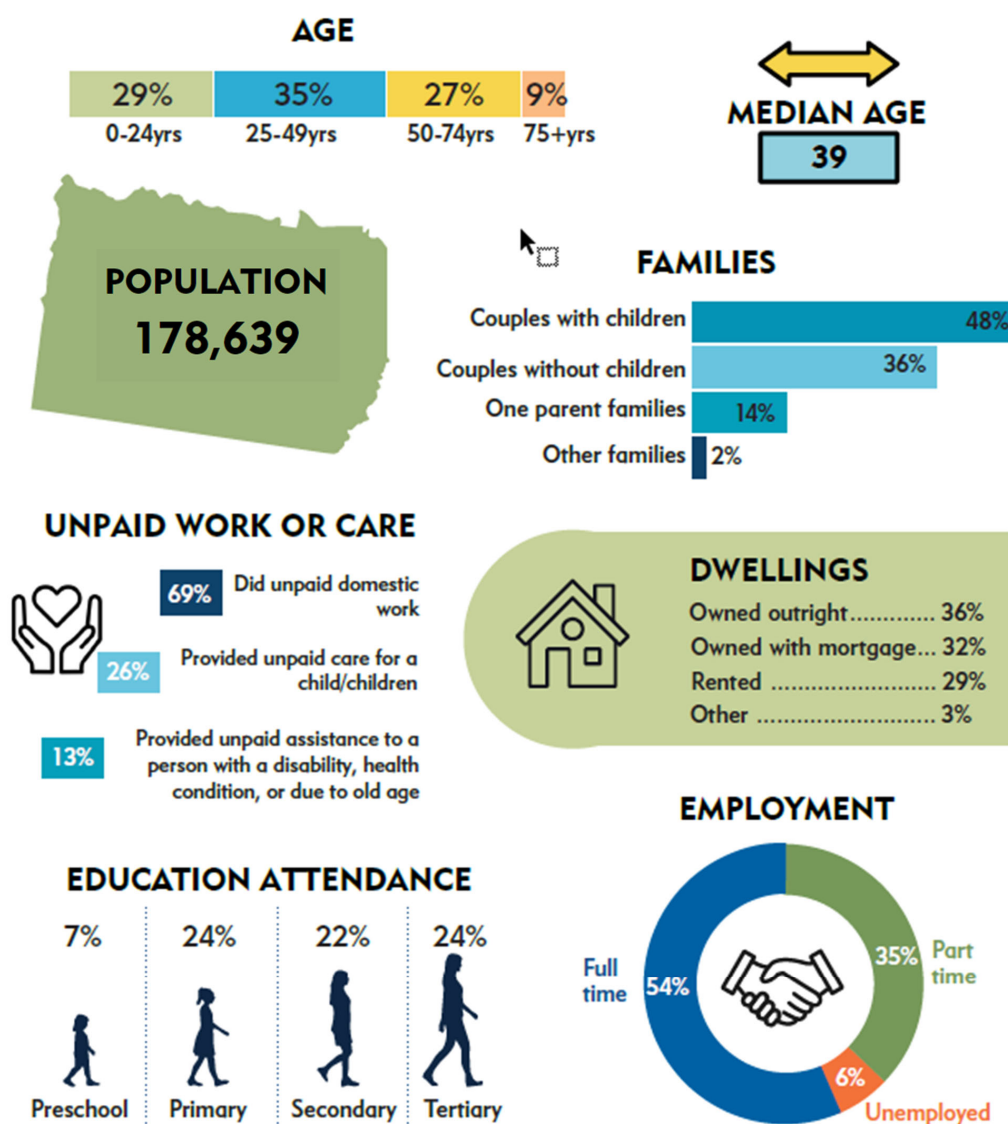
10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

5 | Budget influences

This section sets out the key budget influences arising from the internal and external environment within which Council operates, budget principles that Council has established, as well as the long-term strategies which impacts on the budget preparation.

5.1 About the City of Whitehorse

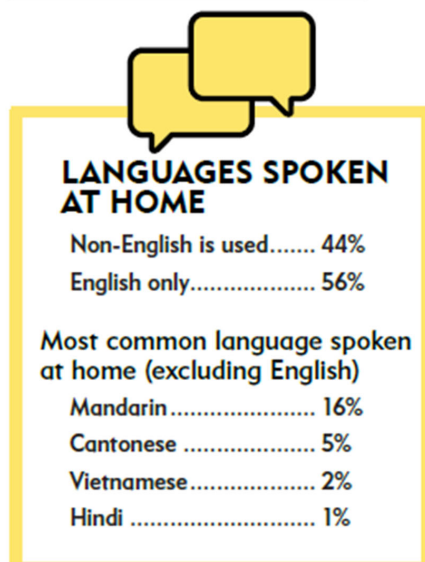
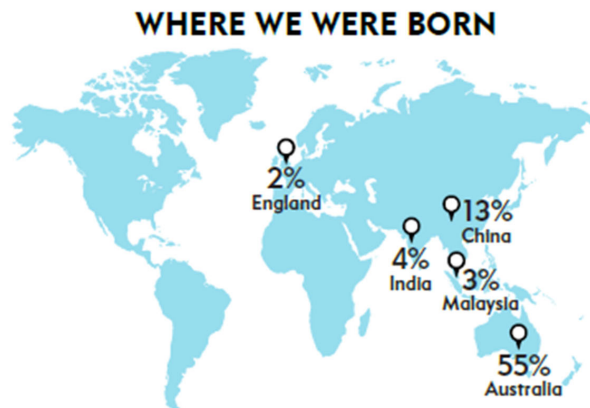
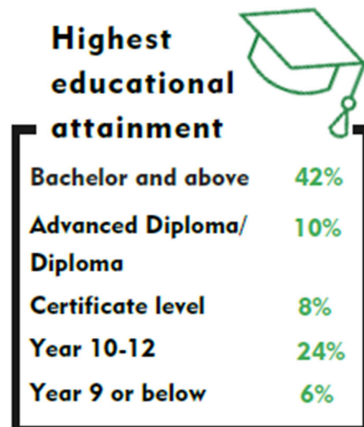


Australian Bureau of Statistics (2021) <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA26980>, ABS Website, accessed 30 June 2023.

Population data <https://www.whitehorse.vic.gov.au/about-council/facts-maps/demographic-snapshot>, accessed 13 May 2024.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

**Four most common long-term health conditions**

Mental health 7.4%

Asthma 7.3%

Arthritis 7%

Diabetes 4%

No long term health condition health 65%

Needs help with core activities (due to a disability) 6%

**Our median weekly income**

Personal \$778



Household \$2,300

Family \$1,841



Out of the **75,591** who work in Whitehorse, **22,190 (30%)** also live in Whitehorse

Australian Bureau of Statistics (2021) <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA26980>, ABS Website, accessed 30 June 2023.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

5.2 External influences

In preparing the Budget 2024/25, a number of external influences have been taken into consideration because they are likely to impact significantly on the services delivered by Council in the Budget period. These include:

- The average rate increase will be 2.75% in 2024/25 under the Fair Go Rates System. Rate cap increases for Victorian councils have generally been linked to the forecast movement in the Consumer Price Index (CPI) from the Department of Treasury and Finance. The rate increase continues to remain below the level of inflation within the economy, with the rate rise of 2.75% for 2024/25 below the All Groups CPI of 3.6% over the twelve months to March 2024.
- The cost of waste and recycling continues to rise as a result of Victorian Government waste levy increases and increasing volumes of waste and recyclable materials collected, with the waste levy set to increase by 2.7% in 2024/25. At the time of the writing of this document, the State Government announced a further 27.9% increase in the waste levy in 2025/26, the impact of which will be considered in future budget setting. The cost of processing co-mingled recyclable materials has also risen from 2023/24 to 2024/25, with significant operational cost increases and increases associated with regulatory changes to both the local and international recycling markets, somewhat offset by new revenue from Victoria's Container Deposit Scheme (CDS).
- Two Victorian Government Big Build Projects taking place in Whitehorse – the Suburban Rail Loop (SRL) and North East Link (NEL) – represent both challenges and opportunities. The SRL, including planned stations in Burwood and Box Hill, along with the NEL, once up and running, would create employment, business and community hubs that benefit a swathe of Melbourne's east region.

However, these developments come with certain risks. There are challenges balancing the construction of multiple Victorian Government Big Build projects with the social, environment, community and transport impacts that come with a lengthy construction phase. A project of this size, complexity and ambition will involve significant disruption, particularly during the lengthy construction phase, in order to achieve the long-term benefits.

Whitehorse seeks to engage in creative and constructive partnerships with the Federal and Victorian governments, as well as neighbouring local government authorities (LGAs). The Big Build Projects have a construction program over many years and Council will strongly advocate for assistance from the State Government to support local businesses, communities and Council.

- Cost inflation. Inflationary pressures and supply issues continue to pose significant challenges to businesses, households and economies worldwide in 2024. As in previous years, Council did not apply for a variation to the rate cap for the 2024/25 Budget, which means increasing costs will need to be absorbed. Construction and other costs continue to increase significantly faster than the rate cap, presenting on ongoing challenge in accurately predicting costs for the 2024/25 Capital Works Program.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

- On 31 March 2024, several changes to Victoria's Workcover Scheme came into effect, including changes to mental injury eligibility, changes to the second entitlement review, and improvements to the way the Workcover scheme operates. These new changes will help to ensure that Victoria's WorkCover scheme is sustainable and fit for purpose. The 2024/25 Budget reflects an estimated increase in WorkCover premium.
- Cost shifting by other levels of government. Cost shifting occurs where local government provides a service to the community on behalf of the State or Federal Governments. Over time, the funds received by Council do not increase in line with real cost increases. Examples of services that are subject to cost shifting include school crossing supervision and library services.
- The State Government Fire Services Property Levy (FSPL) will continue to be collected by Council on behalf of the state government under the *Fire Services Property Levy Act 2012*. In 2024/25, the FSPL variable rate will almost double for general residential properties from the current rate of 4.6 cents to 8.7 cents per \$1,000 of capital improved value.
- In December 2023, the Minister for Local Government made Good Practice Guidelines for Service Rates and Charges. The new guidelines are the first of their kind and were provided to councils on 22 December 2023, to be effective from 1 March 2024. The Minister provided advice on 5 March 2024 acknowledging that some councils may require more time than the next budget cycle (2024/25) to comply with the guidelines and expects that they will demonstrate a pathway for compliance in future budgets. On 15 April 2024, a resolution at the Council meeting was carried that noted the impact of the guidelines on Council's financial position and that Council will advocate for changes to the guidelines that minimise the impact on Council's financial position.
- Changing demographics as a result of an ageing and increasingly culturally diverse population has resulted in the need for Council to develop facilities that are accessible and adaptable to intergenerational, diverse and multicultural community users.
- Community expectations that Council will be a leader in environmental sustainability by planning for the effects of climate change, education and awareness of the benefits of trees and natural bushland, and supporting the community in protecting and enhancing our natural assets and open spaces.
- Impact from market competition, particularly in relation to other childcare centres and leisure facilities in the local region.
- Interest rates have increased during the 2023/24 year, resulting in favourable returns on Council's investments. Council's ability to generate earnings on cash and investments is expected to remain consistent in 2024/25, with an average interest rate on investments of 4.5% assumed for the upcoming financial year.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

5.3 Internal influences

As well as external influences, there are also several internal influences expected to have an impact that have been taken into consideration when setting the Budget for 2024/25. These include the following.

- The cost of maintaining Council's infrastructure assets. The challenge is balancing the demand for new infrastructure while maintaining or upgrading existing assets to ensure that infrastructure assets are provided to support services that are appropriate, accessible, responsive and sustainable to the community. Given the significant value of Council's asset base, renewal investment forms a major component of the capital works budget.
- Council's Collective Agreement 2022 was approved by the Fair Work Commission in July 2022 and applies for the period 27 July 2022 to 27 July 2025. The 2024/25 Budget allows for an annual increment in line with the 2024/25 rate cap and Council's Collective Agreement 2022. The compulsory Superannuation Guarantee Scheme (SGC) will also increase from 11.00% to 11.50%.
- Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The last call on local government was in the 2012/2013 financial year. The amount and timing of any liability is dependent on the global investment market. At present, the actuarial ratios are currently at levels that additional calls are not required. Council officers continue to monitor regularly.
- Council's transformation process in 2024/25 builds on previous years of effort. It includes continued focus on review, planning and continuous improvement in service delivery, the continuation of Council's Technology Transformation Program (with an enhanced focus on customer experience improvements through technology changes), the embedding of a new commercial focus within the procurement of goods and services, and contract management.

5.4 Budget principles

The following principles were established to guide the 2024/25 Budget process:

- Pursue operational expenditure growth to within the rate cap to preserve and maintain operational flexibility and the current Capital Works Program.
- Continued focus on business process improvement, innovation and cost saving initiatives so as to optimise and improve current service delivery standards and Council's financial sustainability.
- Priority will be given to the renewal of existing community infrastructure.
- New budget initiatives (operational and capital) require Council approval and a funding source or savings/improvement initiative.
- Major community infrastructure projects require a Council-approved business case that explicitly considers Council's funding capacity and funding sourcing. They must also be considered in the context of the whole capital program and maintaining Council's long-term sustainability.

The principles have been applied with reference to, and in the context of, achieving and maintaining Council's financial sustainability.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

5.5 Long-Term Financial Plan

Council's long-term planning strategy is aimed at creating a sustainable fiscal environment to enable Council to continue to provide the community with high-quality services and infrastructure into the medium and long term. The plan is reviewed annually and published every four years in accordance with the *Local Government Act 2020*.

The financial plan is a continuation of Council's responsible financial program. It is a financial plan aimed at:

- balancing the community's needs and ensuring that Council continues to be financially sustainable in the long term;
- increasing Council's commitment to sustainable asset renewal and maintenance of the community's assets;
- maintaining a strong cash position for financial sustainability;
- achieving efficiencies through targeted savings and an ongoing commitment to contain costs;
- rate and fee increases that are both manageable and sustainable; and
- providing a framework to deliver balanced budgets including sustainable annual underlying surpluses.

The assumptions underpinning the Financial Plan are:

- a forward plan average rate increases of 2.50% (2.75% in 2024/25) per annum in line with predicted CPI increases, subject to future year rate caps as announced by the Minister for Local Government;
- state and federal government grant funding increases of up to 1.75% per annum;
- fees and charges overall revenue increase in line with estimated CPI increases;
- expected rate cap increases of 2.50% per annum have been allowed to cover annual EBA increments (2.75% in 2024/25);
- a return to long-term CPI estimates of no more than 2.5% per annum underpinning materials and services cost increases; and
- an extensive Capital Works Program over the next ten years, including a sustainable level of funding for the renewal and maintenance of the community's assets.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

5.6 Continuous Improvement Program

Council's Continuous Improvement Program provides a consistent customised methodology that supports our culture of continuous improvement to deliver reportable benefits for our community. This methodology focuses on improving processes to deliver the following benefits:

- improved customer experience;
- increased staff capacity to meet customer needs;
- improved financial benefits (reduced cost, avoided cost, increased income); and
- reduced risk and better governance.



The Continuous Improvement Program continues to focus on increased ability to deliver more community benefits by:

- training existing staff in their day-to-day roles to become Continuous Improvement Champions. These champions deliver smaller-scale projects;
- focusing two dedicated Continuous Improvement Project Specialists on delivering large-scale projects; and
- identifying project opportunities that are prioritised through a prioritisation framework and form part of the Continuous Improvement project pipeline. This framework considers the following criteria: complexity, strategic importance, level of change, time demands, dependencies/interrelated projects, political importance, cost and return on investment.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6 | Analysis of Income Statement

This section presents detailed information on the significant components of the 2024/25 budgeted financial statements.

6.1 Adjusted underlying result

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	Change %
Total income	219,643	236,031	16,388	7.5%
Total expenses	214,578	221,310	(6,732)	(3.1%)
Surplus/(deficit) for the year	5,065	14,721	9,656	190.6%
Grants - capital (non-recurrent)	3,759	5,918	2,159	57.4%
Contributions - capital and monetary	5,411	5,500	89	1.6%
Adjusted underlying surplus / (deficit)	(4,105)	3,303	7,408	180.5%

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions (including open space contributions) from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items, which can often mask the operating result.

The adjusted underlying result for the 2024/25 year is a surplus of \$3.30 million, which is \$7.41 million higher than the 2023/24 forecast deficit of \$4.11 million. This is mainly due to:

- the Victorian Local Government Grants Commission 2024/25 funding allocation being recognised in 2024/25 (compared with the entire 2023/24 funding allocation being paid early and recognised in 2022/23 income);
- the 2023/24 forecast including expenditure for the demolition of buildings at Silver Grove with associated write-down of assets value; and
- the write-off in 2023/24 of prior year expenditure related to the redevelopment of The Round that did not meet the asset criteria for capitalisation.

This has been partly offset by an increase in expenditure mainly related to Phase 2 of Council's Technology Transformation Program, higher waste and recycling collection and disposal costs, and depreciation expense.

The surplus before capital items provides essential funding for capital works including the renewal and redevelopment of major community facilities.

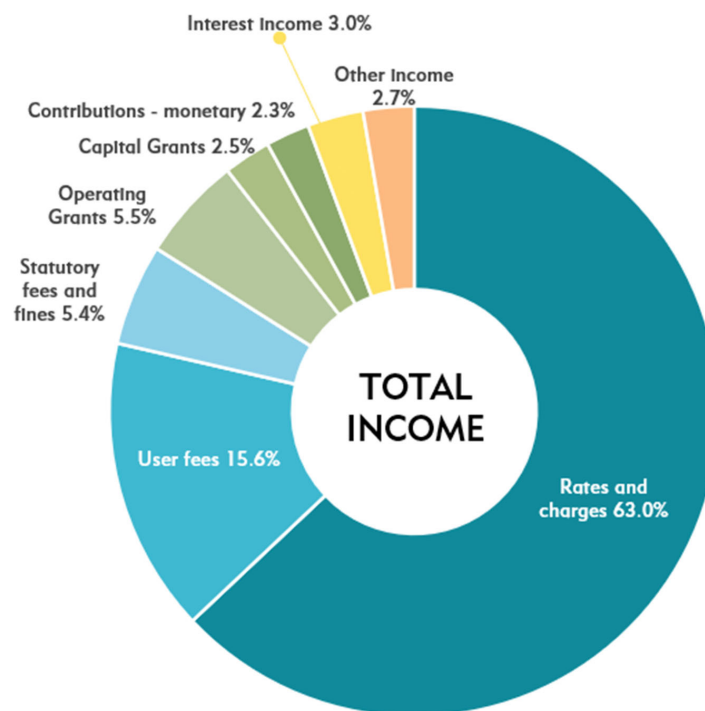
10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.2 Total income

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	Change %
Rates and charges	142,855	148,643	5,788	4.1%
Statutory fees and fines	11,813	12,684	871	7.4%
User fees	34,727	36,866	2,139	6.2%
Grants - Operating	7,890	13,045	5,155	65.3%
Grants - Capital	4,717	5,918	1,201	25.5%
Contributions - monetary	5,411	5,500	89	1.6%
Interest income	7,400	7,000	(400)	(5.4%)
Other income	4,830	6,375	1,545	32.0%
Total income	219,643	236,031	16,388	7.5%

6.2.1 Income breakdown



10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.2.2 Rates and charges

Rates and charges are required by the *Local Government Act 2020* (the Act) and the *Local Government (Planning and Reporting) Regulations 2020* to be disclosed in Council's Annual Budget.

Rates and charges are an important source of revenue, accounting for 63.0% of the total revenue received by Council annually. Planning for future rate increases has therefore been an important component of the Budget and Long Term Financial Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024/25, the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of Council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the Whitehorse community.

In order to achieve Council's strategic objectives – including maintaining service levels and continuing a strong capital expenditure program focusing on the renewal of community infrastructure and facilities – the average general rate will increase by 2.75% in 2024/25 in line with the rate cap. This will raise general rates for the 2024/25 Budget to \$121.66 million (refer note 6.2.2(l)).

6.2.2(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is shown in the table below.

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change \$	Change %
General rates *	117,073,652	121,655,446	4,581,795	3.91%
Service rates and charges ^	24,352,399	25,696,852	1,344,453	5.52%
Supplementary rates and rate adjustments	900,000	900,000	-	0.00%
Revenue in lieu of rates *	39,429	40,513	1,084	2.75%
Interest on rates and charges	490,000	350,000	(140,000)	(28.57%)
Total rates and charges	142,855,480	148,642,811	5,787,332	4.05%

* General rates are subject to the rate cap established under the Fair Go Rates System (FGRS). For 2024/25, the rate cap has been set at 2.75% and includes adjusting for annualised prior year supplementary rates.

^ These items are not subject to the rate cap established under the FGRS, except in the year of introduction (2023/24).

* Revenue in lieu of rates refers to revenue Council raises from properties under other legislation or via private agreement instead of general rates under the Local Government Act 1989, including cultural and recreational properties under the Cultural and Recreational Lands Act 1963.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

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

Type or class of land	Budget 2023/24 cents/\$CIV	Budget 2024/25 cents/\$CIV	Change
General rate for rateable residential properties	0.141535	0.138259	(2.3%)
General rate for rateable commercial properties	0.141535	0.138259	(2.3%)
General rate for rateable industrial properties	0.141535	0.138259	(2.3%)
Rate concession for rateable recreational properties	0.041227	0.040845	(0.9%)

* Cultural and Recreational properties are provided with a rates concession in accordance with the Section 4 of the Cultural and Recreational Lands Act (CRLA).

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

Type or class of land	Budget 2023/24 \$	Annualised rates levied 2023/24 \$	Budget 2024/25 \$	Change from annualised rates levied 2023/24 \$	%
Residential	104,832,767	105,950,007	109,095,255	3,145,248	2.97%
Commercial	8,733,219	8,930,718	9,004,463	73,745	0.83%
Industrial	3,507,666	3,519,354	3,555,728	36,374	1.03%
Total amount to be raised by general rates	117,073,652	118,400,080	121,655,446	3,255,367	2.75%

* Cultural and Recreational Properties are excluded from the State Government's Fair Go Rates System rate cap calculation and are not included above.

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

Type or class of land	Budget 2023/24 Number	Budget 2024/25 Number	Change Number	%
Residential	73,479	74,377	898	1.2%
Commercial	3,852	3,930	78	2.0%
Industrial	1,693	1,703	10	0.6%
Cultural and Recreational	32	32	-	0.0%
Total number of assessments	79,056	80,042	986	1.2%

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

Council rates are levied on the Capital Improved Value (CIV) of properties as determined by and certified by the Valuer-General of Victoria. The Valuer-General has taken over the rateable property general valuation process from 1 July 2018, changing it to once a year rather than every two years.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

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

Type or class of land	Budget 2023/24	Forecast 2023/24	Budget 2024/25	Change \$	%
Residential	74,068,440,000	74,857,814,000	78,906,440,000	4,048,626,000	5.41%
Commercial	6,170,360,000	6,309,901,000	6,512,750,000	202,849,000	3.21%
Industrial	2,478,303,000	2,486,561,000	2,571,788,000	85,227,000	3.43%
Cultural and Recreational	95,639,000	95,639,000	99,187,000	3,548,000	3.71%
Total value of land	82,812,742,000	83,749,915,000	88,090,165,000	4,340,250,000	5.18%

6.2.2(g) Council does not levy a municipal charge under Section 159 of the Act.**6.2.2(h) The estimated total amount to be raised by municipal charges is \$0, compared with the previous financial year (\$0).****6.2.2(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 and 221 of the Act compared with the previous financial year.**

Type of charge	Per rateable Property 2023/24	Per rateable Property 2024/25	Change \$	%
Kerbside Waste Service Charge - (1x 80 litre garbage bin and 1 x 240 recycling bin) - eligible rateable and non-rateable properties *	184.80	185.95	1.15	0.6%
Public Waste Service Charge - eligible rateable and non rateable properties *	67.85	75.10	7.25	10.7%
Supplementary bin services **				
120 litre initial garbage bin (instead of 80 litre)	67.00	71.00	4.00	6.0%
240 litre initial garbage bin (instead of 80 litre)	350.00	366.00	16.00	4.6%
Additional garbage bins (per 120 litre increase in capacity)	280.00	295.00	15.00	5.4%
Additional recycling bin (240 litre) - per bin	60.00	60.00	0.00	0.0%
140 litre FOGO bin (per bin)	66.00	74.00	8.00	12.1%
240 litre FOGO bin (per bin)	87.00	98.00	11.00	12.6%

* Kerbside Waste Service to be charged to all properties eligible for kerbside collection services. Public Waste Charge to be charged to all properties even if property does not have access to kerbside service or hard waste service.

** Supplementary bin services previously a fee for service under User Fees and invoiced separately. From 2023/24 included on rates notice where applicable. For further information please refer to Appendix A, Fees and Charges Schedule.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

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

Type of charge	Budget 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$	%
Kerbside Waste Service Charge - eligible rateable and non-rateable properties ^	12,581,369	12,621,914	40,545	0.3%
Public Waste Service Charge - eligible rateable and non-rateable properties ^	5,394,550	6,017,087	622,537	11.5%
Subtotal Waste service charges	17,975,919	18,639,001	663,082	
Supplementary bin services *	5,893,401	7,057,851	1,164,450	19.8%
Total waste charges (including supplementary bins)	23,869,320	25,696,852	1,827,532	7.7%

^ Kerbside Waste Service to be charged to all properties eligible for kerbside collection services. Public Waste Charge to be charged to all properties even if property does not have access to kerbside service or hard waste service.

* Supplementary bin services previously a fee for service under User Fees and invoiced separately. From 2023/24 included on rates notice where applicable. For further information on waste charges please refer to Appendix A, Fees and Charges Schedule.

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

The estimated total amount to be raised by all rates and charges is \$148.64 million (2023/24 forecast \$142.86 million). This includes service charges, revenue in lieu of rates (Cultural and Recreational lands), supplementary rates and charges income as well as interest on rates.

6.2.2(l) Fair Go Rates System Compliance.

Whitehorse City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the FGRS.

	Budget 2023/24	Budget 2024/25
Total raised income based on 30 June valuation	\$135,049,669	\$121,655,446
Number of rateable properties	79,024	80,010
Base Average Rate	\$1,651.18	\$1,479.82
Maximum rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$1,708.97	\$1,520.50
Maximum General Rates Revenue	\$135,049,800	\$121,656,082
Less net waste charge separated from general rates *	(17,975,919)	N/A
Maximum General rates adjusted for waste charge separated from general rates in 2023/24	\$117,073,881	N/A
Budgeted general rates	\$117,073,652	\$121,655,446
Budgeted supplementary rates	\$900,000	\$900,000
Budgeted interest on rates	\$100,000	\$350,000
Budgeted total rates revenue	\$118,073,652	\$122,905,446
* Waste Charge separated from general rates		
Total cost of delivering service - waste charge	\$23,869,320	
Less supplementary bin income	(\$5,893,401)	
* Waste service charge to be separated from general rates (2023/24)	\$17,975,919	

* The above excludes Cultural and Recreational properties as they are not included in the rate cap.

6. Analysis of Income Statement

Page 70

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

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

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

- the making of supplementary valuations (2024/25: estimated \$0.90 million);
- the variation of returned levels of value (e.g. valuation objections and appeals); and
- changes of use of land such that rateable land becomes non-rateable land and vice versa.

6.2.2(n) Rating structure.

Having reviewed the various valuation bases for determining the property value component of rates, Council made a decision in 1997/98 to apply a Capital Improved Value (CIV) system on the grounds that it provides the most equitable distribution of rates across the municipality. CIV refers to the total market value of the property including land, buildings and other improvements and is relatively easy to understand for ratepayers.

The revised rating structure comprises a general rate, the introduction of waste service charges from 1 July 2023 (separated from general rates in 2023/24) and a rate concession for recreational land. Under the *Cultural and Recreational Lands Act 1963*, provision is made for a council to levy the rate for recreational lands at “such amount as the municipal council thinks reasonable having regard to the services provided by the municipal council in relation to such lands and having regard to the benefit to the community derived from such recreational lands”. Council does not levy a municipal charge.

Council's Rating Strategy is included within the *Revenue and Rating Plan 2023–2027*. The Rating Strategy contains expanded information on Council's rating structure and the reasons behind its choices in applying the rating mechanisms it has used. The Revenue and Rating Plan is available on Council's website.

6.2.2(o) Revaluation of properties.

The Valuer-General Victoria is responsible for the conduct of annual property valuations for rating and tax purposes from 1 July 2018 following a change in the *Valuation of Land Act 1960*.

The revaluation is undertaken in accordance with the *2022 Valuations Best Practice Specifications Guidelines*. The proposed Budget uses preliminary valuations (Capital Improved Value - CIV) provided by the Victorian Valuer-General. Council may receive minor adjustments to the preliminary valuations and these changes may occur prior to final adoption. Any minor adjustments (if necessary) will be reflected to the final rate in the dollar upon adoption.

While Council proposes an average rate increase that is in line with the 2.75% cap, the actual rate movement experienced by individual ratepayers may be different due to the property valuation movement of individual properties relative to the average across the municipality.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

A revaluation of all properties within the municipality was carried out based on the property market as at 1 January 2024 and will apply from 1 July 2024 for the 2024/25 year. Overall, CIV property valuations across the municipal district have increased by 5.18%. Of this change, on average residential properties have increased by 5.41%, commercial properties have increased by 3.21%, industrial properties have increased by 3.43% and cultural and recreational properties have increased by 3.71%.

6.2.2(p) Average residential valuation and average residential rate movements by suburb.

The following table summarises the valuation changes between the 2023 and 2024 general revaluations for residential properties by suburb, together with the rating changes between the 2023/24 and 2024/25 years based on a 2.75% average rate increase and the valuation movements listed.

Residential by suburb	Valuation Increase (Decrease)	Rate increase Increase (Decrease)
BALWYN NORTH	3.69%	1.29%
BLACKBURN	5.59%	3.15%
BLACKBURN NORTH	6.42%	3.96%
BLACKBURN SOUTH	4.89%	2.46%
BOX HILL	3.66%	1.26%
BOX HILL NORTH	6.69%	4.22%
BOX HILL SOUTH	5.82%	3.37%
BURWOOD	5.84%	3.39%
BURWOOD EAST	5.42%	2.98%
FOREST HILL	6.18%	3.72%
MITCHAM	3.72%	1.32%
MONT ALBERT	7.86%	5.36%
MONT ALBERT NORTH	3.79%	1.39%
NUNAWADING	5.23%	2.79%
SURREY HILLS	4.56%	2.14%
VERMONT	5.55%	3.11%
VERMONT SOUTH	6.46%	4.00%
Average residential	5.41%	2.97%

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.2.3 Statutory fees and fines

	Forecast 2023/24	Budget 2024/25	Change	
	\$'000	\$'000	\$'000	%
Infringements and costs	8,161	8,499	338	4.1%
Court recoveries	35	25	(10)	(28.6%)
Town planning	1,872	2,476	604	32.3%
Land information certificates	176	152	(23)	(13.2%)
Building services	763	668	(95)	(12.4%)
Permits	806	863	56	7.0%
Total statutory fees and fines	11,813	12,684	870	7.4%

Statutory fees and fines mainly relate to fees and fines levied in accordance with legislation, including planning and building applications, some engineering permits and parking infringements. Increases in statutory fees are made in accordance with legislative requirements. The Department of Treasury and Finance sets the value of a penalty unit annually.

Statutory fees and fines are budgeted to increase by \$0.87 million or 7.4% compared with 2023/24. This increase primarily reflects a \$0.60 million increase in planning permit application fees. A detailed listing of Council's fees and charges is included in Appendix A.

6.2.4 User fees

	Forecast 2023/24	Budget 2024/25	Change	
	\$'000	\$'000	\$'000	%
Aged and health services	91	104	13	14.4%
Arts and culture	2,767	3,289	521	18.8%
Leisure centres and recreation	9,454	10,289	835	8.8%
Child care/ children's programs	1,980	2,131	151	7.6%
Parking	3,384	3,136	(248)	(7.3%)
Registrations and other permits	2,765	2,908	143	5.2%
Building services	254	375	120	47.4%
Waste management services	12,519	13,022	503	4.0%
Other fees and charges	1,512	1,612	100	6.6%
Total user fees	34,727	36,866	2,139	6.2%

User fees relate to the recovery of service delivery costs through the charging of fees to users of Council's services. These fees are determined through market forces, with consideration given to cost recovery and community affordability.

User fees are projected to increase by \$2.14 million or 6.2% from the 2023/24 year. Significant variations in the 2024/25 budgeted user fees are:

- \$0.84 million increase in leisure and recreation centres, mainly due to Aqualink Box Hill indoor pool closure for tile rectification works in 2023/24;
- \$0.52 million increase in Arts and Culture income, predominantly reflecting a full year of operations budgeted for The Round; and
- \$0.50 million increase in user fee income at the Recycling and Waste Centre compared with the 2023/24 forecast. Current year estimates are impacted by reduced capacity to transport material to landfill, mainly due to traffic congestion (this impact continues in 2024/25, with total user fees projected to be \$397k below 2023/24 budgeted levels).

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

A detailed listing of Council's fees and charges is included in Appendix A.

6.2.5 Grants

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Grants were received in respect of:				
Summary of grants				
Commonwealth funded grants	6,271	11,652	5,381	85.8%
State funded grants	6,336	7,311	974	15.4%
Total grants received	12,607	18,963	6,355	50.4%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Aged and Disability Services	330	0	(330)	(100.0%)
Family and children	3,782	4,192	410	10.8%
Victoria Local Government Grants Commission	249	5,664	5,415	2,174.7%
Other	24	24	-	0.0%
Recurrent - State Government				
Aged and disability services	3	4	1	33.3%
Community safety	127	128	1	0.8%
Family and children	943	708	(235)	(24.9%)
Maternal and child health	1,415	1,507	92	6.5%
School crossing supervisors	818	818	-	0.0%
Total recurrent grants	7,691	13,045	5,354	69.6%
Non-recurrent - State Government				
Community safety	27	0	(27)	(100.0%)
Community planning	150	0	(150)	(100.0%)
Family and children	22	0	(22)	(100.0%)
Total non-recurrent grants	199	0	(199)	(100.0%)
Total operating grants	7,890	13,045	5,155	65.3%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	958	0	(958)	(100.0%)
Total recurrent grants	958	0	(958)	(100.0%)
Non-recurrent - Commonwealth Government				
Buildings	928	1,772	844	90.9%
Non-recurrent - State Government				
Buildings	903	671	(232)	(25.7%)
Parks Open Space & Streetscapes	498	390	(108)	(21.7%)
Recreational, Leisure and Community Facilities	1,346	2,769	1,423	105.7%
Footpaths & Cycleways	84	316	232	100.0%
Total non-recurrent grants	3,759	5,918	2,159	57.4%
Total capital grants	4,717	5,918	1,201	25.5%
Total Grants	12,607	18,963	6,357	50.4%

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Grants – operating

Operating grants and subsidies include all operating monies received from state and federal sources for the purposes of funding the delivery of Council's services. Overall, the level of operating grants is estimated to increase by \$5.16 million or 65.3% compared with 2023/24, primarily due to the 2024/25 Victoria Local Government Grants Commission funding being recognised in 2024/25, compared with the 2023/24 funding allocation that was paid early and recognised in 2022/23 income.

Grants – capital

Capital grants include all monies received from state and federal sources for the purposes of funding the Capital Works Program. Council expects to receive \$5.92 million of capital grants in 2024/25, including:

- \$2.72 million associated with North East Link Project (NELP) projects, including Elgar Park North East sports field surface and lighting upgrades (\$2.33 million) and dog exercise infrastructure upgrades (\$0.39 million);
- \$1.07 million related to Box Hill City Oval redevelopment;
- \$1.37 million related to pavilion upgrades at Forest Hill Reserve (\$0.80 million) and Mirrabooka Reserve (\$0.57 million);
- Ballyshannassy Reserve new sports field lighting (\$0.44 million); and
- Easy Ride routes (\$0.32 million).

Refer to Section 10.2 for further details of funding sources for 2024/25 capital works projects.

6.2.6 Contributions

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000 %	
Monetary	5,411	5,500	89	1.6%
Non-monetary	0	0	-	0.0%
Total contributions	5,411	5,500	89	1.6%

Contributions – monetary

Contributions – monetary include monies contributed by developers, sporting clubs or residents towards development of public open space, drainage, roads, recreational facilities and other assets. The 2024/25 budget of \$5.50 million reflects \$5.00 million for Open Space Contributions and expected Development Contributions Plan income of \$0.50 million.

Contributions – non-monetary

Contributions – non-monetary include donations of property and infrastructure assets, which are primarily received from developers. There are no non-monetary contributions confirmed for 2024/25.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.2.7 Interest income

Interest income reflects interest earned on Council's cash investments. Interest income is budgeted to decrease by \$0.40 million or 5.4% compared with 2023/24, which is primarily attributed to an assumed interest rate on investments for 2024/25 of 4.50%.

6.2.8 Other income

	Forecast 2023/24	Budget 2024/25	Change	
	\$'000	\$'000	\$'000	%
Cost recovery income	1,713	1,298	(415)	(24.2%)
Recycling income	290	940	650	224.1%
Rent	886	1,683	797	90.0%
Swim school income	898	1,448	550	61.2%
Other	1,043	1,006	(37)	(3.5%)
Total other income	4,830	6,375	1,545	32.0%

Other income includes swim school income, rent income from Council properties, cost recoveries and other miscellaneous external income. Other income is budgeted to increase by \$1.55 million or 32.0% in 2024/25, primarily reflecting:

- the new lease agreement at Morack Golf Course following the reopening of the redeveloped facility in March 2024 (\$0.76 million);
- additional recycling income related to the Victorian Government's Container Deposit Scheme (\$0.65 million);
- an increase in swim school licence fees (\$0.55 million) predominantly due to Aqualink Box Hill resuming normal activities after the indoor pool closure in 2023/24; and
- expected non-voter fine income related to the 2024/25 elections (\$0.21 million).

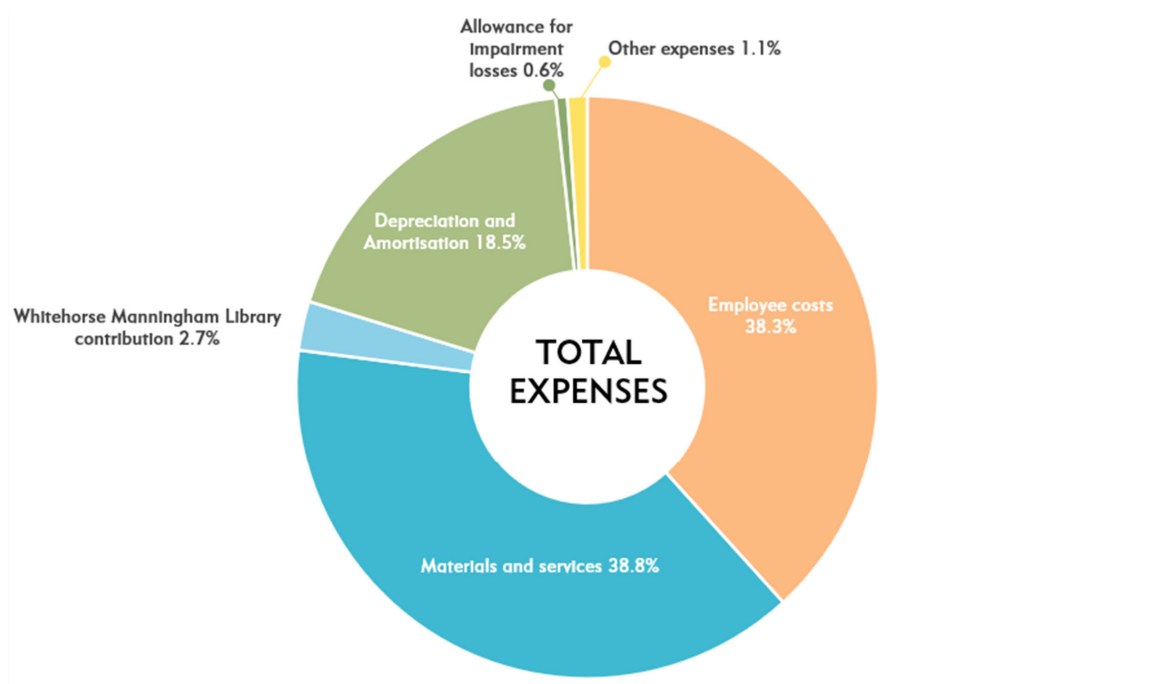
The overall increase in other income is offset by a reduction in cost recovery income (\$0.42 million), mainly due to reimbursement income associated with major transport projects, with the Union Station Level Crossing Removal Project completed in 2023/24, and an expected decrease in debt and legal cost settlements.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.3 Total expenses

	Reference	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Employee costs	6.3.1	80,832	84,658	3,826	4.7%
Materials and services	6.3.2	81,547	85,815	4,268	5.2%
Depreciation	6.3.3	38,100	39,300	1,200	3.1%
Amortisation - intangible assets	6.3.4	390	390	-	0.0%
Depreciation - right of use assets	6.3.5	1,326	1,278	(48)	(3.6%)
Allowance for impairment losses	6.3.6	(215)	1,418	1,633	(759.5%)
Finance costs - leases	6.3.7	139	120	(19)	(13.7%)
Contributions expense - Whitehorse Manningham Library	6.3.8	5,864	6,025	161	2.7%
Other expenses	6.3.9	2,605	2,616	11	0.4%
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	6.3.10	3,990	(310)	(4,300)	(107.8%)
Total expenses		214,578	221,310	6,732	3.1%



[^] Other expenses (1.1%) includes other expenses as detailed in Table 6.3.9 – Other Expenses, finance costs (leases) and net gain / loss on disposal of assets.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.3.1 Employee costs

	Forecast 2023/24	Budget 2024/25	Change	
	\$'000	\$'000	\$'000	%
Wages and salaries	70,705	73,289	2,584	3.7%
Superannuation	6,781	7,414	633	9.3%
Fringe benefits tax	800	830	30	3.8%
Staff development	1,245	1,310	66	5.3%
WorkCover	1,301	1,814	513	39.5%
Total employee costs	80,832	84,658	3,826	4.7%

Employee costs include all labour-related expenditure such as wages and salaries, on-costs such as allowances, leave entitlements, employer superannuation and WorkCover insurance, as well as staff development and training costs.

Employee costs in total are budgeted to be \$84.66 million, \$3.83 million or 4.7% higher compared with 2023/24. The main variances include:

- \$2.58 million increase primarily reflecting the estimated increase from Council's Collective Agreement 2022 and allowance for banding increments;
- \$0.63 million increase in superannuation, mainly due to the compulsory Super Guarantee Charge (SGC) increasing from 11% to 11.5%; and
- \$0.51 million increase in WorkCover costs as a result of higher WorkCover premiums due to changes to Victoria's Workcover Scheme that came into effect on 31 March 2024.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.3.2 Materials and services

	Forecast 2023/24	Budget 2024/25	Change	
	\$'000	\$'000	\$'000	%
Arts & recreation contracts	2,454	2,718	264	10.8%
City works contracts	4,836	4,755	(81)	(1.7%)
Park and trees contracts	7,883	8,088	205	2.6%
Waste collection contracts	10,000	11,928	1,928	19.3%
Recycling & waste contracts	16,715	17,551	836	5.0%
Other contract payments	4,220	5,209	989	23.4%
Council election	0	994	994	0.0%
Building maintenance	2,397	2,473	75	3.1%
General maintenance	1,693	1,732	38	2.3%
Utilities	3,744	3,922	179	4.8%
Office administration	2,817	3,156	339	12.1%
Information technology	7,033	9,368	2,335	33.2%
Insurance	2,496	2,807	311	12.5%
Legal expenses	1,547	1,459	(88)	(5.7%)
Consultants	957	998	41	4.3%
Materials and supplies	6,132	4,463	(1,669)	(27.2%)
Other services	6,624	4,194	(2,430)	(36.7%)
Total materials and services	81,547	85,815	4,268	5.2%

Materials and services expenditure is budgeted to increase by \$4.27 million or 5.2% compared with 2023/24.

Significant variations in the 2024/25 budget are:

- \$2.34 million overall increase in information technology costs, mainly reflecting year two costs of the Technology Transformation Program (\$2.65 million increase);
- \$1.93 million increase for waste collection contracts, reflecting higher garbage collection (\$830k), hard waste collection (\$507k), recycling collection (\$400k) and green waste collection (\$190k) costs;
- \$0.99 million increase for conduct of the 2024 Council General Election;
- \$0.84 million increase for recycling and waste contracts, reflecting increased tipping fees (\$368k), green waste disposal costs (\$243k) and garbage disposal costs (\$227k), mainly due to higher estimated tonnages and higher disposal rates;
- \$0.34 million increase, mainly reflecting higher Fines Victoria lodgement fees (\$200k) as a result of higher parking infringements expected in 2024/25;
- \$0.31 million increase for insurance, including higher insurance premiums for industrial risk (\$185k) and public liability and professional indemnity (\$127k);
- \$0.26 million increase for arts and recreation contracts largely in Arts and Cultural Services (\$207k), reflecting increases in Box Hill Town Hall (\$98k) from hall hire activities expected to resume to normal levels and The Round (\$55k) based on a full year of operation (official opening in October 2023); and
- \$0.99 million increase for Other Contract payments, mainly relating to City Planning and Development (\$355k) due to resourcing challenges in 2023/24, Community Safety (\$220k) reflecting full year expenditure for parking services after-hour contract

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

and installation of inground sensors (delayed commencement in October 2023), People and Culture (\$155k) for support with workplace relations and business partnering, and Community Engagement and Development (\$122k).

These are partly offset by:

- \$2.43 million decrease in Other Services, mainly reflecting lower project costs associated with Recreation and Open Space masterplans (\$0.38 million), once-off Silver Grove buildings demolition costs (\$0.35 million in 2023/24), lower project costs within Strategic Planning, including Tally Ho major activity centre structure plan (\$175k) and Heritage Framework Plan (\$166k), and lower costs associated with service review initiatives compared with 2023/24; and
- \$1.67 million decrease in materials and supplies, which is primarily driven by an \$1.90 million abnormal write-off in 2023/24 of prior year Works in Progress (WIP) project costs related to The Round redevelopment that did not fulfil the accounting requirements for capitalisation, partly offset by an increase within Arts & Cultural Services (\$168k) mainly due to a full year of operation at The Round in 2024/25.

6.3.3 Depreciation

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Property	11,335	11,692	357	3.1%
Plant & equipment	4,526	4,669	143	3.1%
Infrastructure	22,239	22,939	700	3.1%
Total depreciation	38,100	39,300	1,200	3.1%

Depreciation relates to the usage of Council's property, plant and equipment, and infrastructure assets such as roads and drains. Depreciation expense is budgeted to be \$39.30 million for 2024/25, a \$1.20 million or 3.1% increase compared with 2023/24.

6.3.4 Amortisation – intangible assets

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Intangibles	390	390	-	0.0%
Total amortisation - intangible assets	390	390	-	0.0%

Amortisation – intangible assets relates to the usage of Council's intangible assets, primarily software, and is budgeted to be \$0.39 million in 2024/25.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.3.5 Depreciation – right of use assets

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Right of use assets	1,326	1,278	(48)	(3.6%)
Total depreciation - right of use assets	1,326	1,278	(48)	(3.6%)

Depreciation – right of use assets relates to the usage of leased assets that Council is deemed to have control of or a 'right of use' under accounting standard AASB 16 Leases. Depreciation – right of use assets is budgeted to be \$1.27 million in 2024/25, a decrease of \$0.05 million compared with the 2023/24 forecast.

6.3.6 Allowance for impairment losses

Allowance for impairment losses (previously called bad and doubtful debts) are estimated provisions to identify uncollectable debts during the year, which is budgeted to be \$1.42 million for 2024/25, an increase of \$1.63 million compared with the 2023/24 forecast. This increase is predominantly related to the reversal in 2023/24 of a bad and doubtful debts provision related to the multi-deck car parks. The estimated provisions in 2024/25 are primarily related to parking infringements and animal infringements.

6.3.7 Finance costs – leases

Finance costs – leases relates to the finance cost portion of lease or contract payments for leased assets in accordance with accounting standard AASB 16 *Leases* and is budgeted to be \$0.12 million in 2024/25.

6.3.8 Contributions expense – Whitehorse Manningham Regional Library Corporation

Council provides contributions towards the operational and capital costs of the jointly owned Whitehorse Manningham Regional Library Corporation. The contribution for 2024/25 is budgeted for \$6.03 million.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

6.3.9 Other expenses

	Forecast 2023/24	Budget 2024/25	Change	
	\$'000	\$'000	\$'000	%
Community grants	1,043	1,102	59	5.6%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	80	83	2	3.0%
Auditor's remuneration - Internal	145	149	4	3.0%
Councillor's allowances	548	560	12	2.2%
Operating lease rentals	331	203	(128)	(38.8%)
Fire services property levy	250	265	15	6.0%
Other expenses	208	254	46	22.3%
Total other expenses	2,605	2,616	10	0.4%

Other expenses include community grants, Councillor allowances, the Fire Service Property Levy for Council properties, lease payments for equipment, audit fees, and other external miscellaneous expenditure. Other expenses in total are budgeted to increase in 2024/25 by \$0.01 million or 0.4%.

6.3.10 Net (gain)/loss on disposal of property, infrastructure, plant and equipment

Proceeds from the sales of Council assets is budgeted to be \$1.75 million for 2024/25 and reflects the planned cyclical replacement of part of the plant and vehicle fleet (\$1.60 million) and sale of rights-of-way throughout the municipality (\$0.15 million). The written-down value of disposed assets is budgeted to be \$1.44 million, resulting in a net gain on disposal of assets of \$0.31 million.

The forecast for 2023/24 includes the demolition of two major buildings at Silver Grove (written-down value of \$3.82 million) and the expected disposal of Neil Court.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

7 | Analysis of Balance Sheet

	Notes	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Current assets					
Cash and cash equivalents		191,664	202,428	10,764	5.6%
Trade and other receivables		15,921	16,781	860	5.4%
Other assets		1,522	1,522	-	0.0%
Total current assets	7.1	211,608	223,231	11,623	5.5%
Non-current assets					
Trade and other receivables		376	376	-	0.0%
Investments in associates		6,556	6,556	-	0.0%
Property, infrastructure, plant and equipment		4,280,087	4,284,858	4,771	0.1%
Right-of-use assets		8,466	7,188	(1,278)	(15.1%)
Intangible assets		973	973	-	0.0%
Total non-current assets	7.1	4,296,458	4,299,951	3,493	0.1%
Total assets		4,508,066	4,523,182	15,116	0.3%
Current liabilities					
Trade and other payables		23,503	24,149	646	2.7%
Contracts and other liabilities		8,165	8,165	-	0.0%
Trust funds and deposits		15,683	16,115	432	2.8%
Provisions		16,457	16,974	517	3.1%
Lease liabilities		1,254	1,249	(5)	(0.4%)
Total current liabilities	7.2	65,063	66,652	1,589	2.4%
Non-current liabilities					
Provisions		1,806	1,863	57	3.2%
Lease liabilities		7,404	6,155	(1,249)	(16.9%)
Other liabilities		3,031	3,030	(1)	(0.0%)
Total non-current liabilities	7.2	12,241	11,048	(1,193)	(9.7%)
Total liabilities		77,304	77,699	396	0.5%
Net assets		4,430,762	4,445,483	14,720	0.3%
Equity					
Accumulated surplus		1,544,155	1,559,893	15,738	1.0%
Asset Revaluation reserve		2,788,244	2,788,244	-	0.0%
Other reserves		98,363	97,346	(1,017)	(1.0%)
Total equity		4,430,762	4,445,483	14,721	0.3%

Contracts and other liabilities under current liabilities were previously referred to as 'Unearned income/revenue'. This update is to better reflect terminology in AASB 15 Revenue from Contracts with Customers. The value of contracts and other liabilities is based on actual year-end balances and is difficult to predict for future years.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

7.1 Current and non-current assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short-term maturities of three months or less. These balances are projected to increase by \$10.84 million during the year in line with the rise and fall of Council's operations.

Non-current assets primarily represent Council's fixed assets such as land, buildings, roads, footpaths, vehicles and equipment that has been built up by Council over many years. The \$4.77 million increase is due to property, infrastructure, plant and equipment as a result of \$45.90 million in capital expenditure offset by \$39.30 million in depreciation expenditure and cyclical disposal of assets.

7.2 Current and non-current liabilities

Trade and other payables are those to whom Council owes money as at 30 June of the year. Provisions include accrued annual leave and long service leave. These employee entitlements are expected to increase as a result of the provisions contained within the Enterprise Bargaining Agreement.

Lease liabilities include operating leases and liabilities associated with assets that Council is deemed to have a right of use over in accordance with the new accounting standard AASB16 Leases. The lease liability is split between lease liabilities expected to be repaid within the next twelve months and those expected to be repaid beyond the next year.

Other liabilities reflects Council's obligation for future landfill-related costs for the Clayton landfill.

7.3 Working capital

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months and are therefore not available for discretionary spending.

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000
Current assets	211,608	223,231	11,623
Current liabilities	65,063	66,652	1,589
Working capital	146,545	156,579	10,034
Restricted cash and investment current assets			
- Statutory reserves	57,908	57,004	(904)
Unrestricted working capital	88,637	99,575	10,939

In addition to the restricted cash shown in the table above, Council also projects to hold \$40.34 million in discretionary reserves at 30 June 2025. Although not restricted by a statutory purpose, Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds should be used for those earmarked purposes.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

7.4 Borrowings

	Forecast		Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$	\$	\$	\$	\$
Amount borrowed as at 30 June of the prior year	0	0	0	0	0
Amount proposed to be borrowed	0	0	0	0	0
Amount projected to be redeemed	0	0	0	0	0
Amount of borrowings as at 30 June	0	0	0	0	0

Council currently holds no borrowings on its balance sheet. There are no new borrowings planned for 2024/25.

7.5 Leases

As per AASB 16 Leases, Council is required to bring the majority of operating leases on-balance sheet and these are recognised as a right-of-use asset and lease liability across Land and Buildings, Plant & Equipment and Vehicles.

7.6 Key assumptions

In preparing the Budgeted Balance Sheet for the year ending 30 June 2025, it was necessary to make a number of assumptions about assets, liabilities and equity balances. The key assumptions are as follows.

- Trade receivables collections are expected to increase in 2024/25 due to anticipated collections and timing of rates receivables (refer to Section 7.1).
- Other receivables will remain consistent with 2023/24 levels.
- No new borrowings are planned for 2024/25.
- Total capital expenditure for 2024/25 will be \$45.90 million.
- A total of \$8.62 million will be transferred from reserves to accumulated surplus primarily reflecting internal funding of the Capital Works Program for 2024/25.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

7.7 Proposed new leases

Section 115 of the *Local Government Act 2020* requires a council to include in its budget any proposal to lease land where the rent for any period of the lease is \$100,000 or more a year, OR the current market value of the land is more than \$100,000, OR the lease is for 10 years or more. Council only needs to meet any one of the 3 tests to require disclosure.

Importantly, if a council proposes to lease land that was not included in the budget, then the council must undertake a community engagement process in accordance with its community engagement policy.

There are no proposed new leases that trigger Section 115 of the *Local Government Act 2020*.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

8 | Analysis of Statement of Changes in Equity

8.1 Statement of Reserves

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Statutory				
Public open space reserve	57,908	57,004	(904)	(1.6%)
Total statutory reserves	57,908	57,004	(904)	(1.6%)
Discretionary				
Council development reserve	39,007	38,894	(113)	(0.3%)
Other (Waste Management Reserve)	1,448	1,448	-	0.0%
Total discretionary reserves	40,455	40,342	(113)	(0.3%)
Total other reserves	98,363	97,346	(1,017)	(1.0%)

* Note that Discretionary Reserves are governed by the reserve principles outlined in Appendix D, and are of a capital nature for the long-term benefit of the Whitehorse community.

Public Open Space Reserve

The Public Open Space Reserve must be used for land acquisition or capital works projects and should be directed by the *Whitehorse Open Space Strategy* in accordance with the requirements of Section 20 of the *Subdivision Act 1988*. In 2024/25, Council plans to transfer \$7.61 million into the Public Open Space Reserve, reflecting anticipated contributions and interest earnings for the year, and to transfer \$8.51 million from the reserve to partly fund capital works projects related to the development or improvement of recreational, leisure and community facilities and public open space sites.

Development Reserve

The Development Reserve provides a funding source for selected capital works projects that are meaningful to a broad section of the community, consistent with Council-provided services and of a meaningful consequence and scale. In 2024/25, Council plans to transfer \$0.11 million from the Development Reserve to help fund the Box Hill City Oval redevelopment.

Waste Management Reserve

This reserve was established in 2013/14 resulting from the previous Federal Government's introduction of the carbon tax levy. Amounts held in this reserve represent the difference between the initial carbon tax per tonne that was announced and the actual price charged by independent landfill operators. The carbon tax levy was abolished and subsequently outflows from this reserve will be used to rehabilitate landfill sites.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

8.2 Equity

Total equity equals net assets and is made up of the following components:

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

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

9 | Analysis of Cash Flow Statement

	Notes	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Cash flows from operating activities					
Rates and charges		142,530	147,784	5,254	3.7%
Statutory fees and fines		12,028	11,266	(762)	(6.3%)
User fees		38,002	40,340	2,338	6.2%
Grants - operating		8,654	13,782	5,128	59.3%
Grants - capital		4,717	5,918	1,201	25.5%
Contributions - monetary		5,411	5,500	89	1.6%
Interest received		7,400	7,000	(400)	(5.4%)
Trust fund and deposits taken		27,431	27,862	431	1.6%
Other receipts		5,673	7,173	1,500	26.4%
Net GST refund /(payment)		9,956	9,153	(803)	(8.1%)
Employee costs		(82,728)	(84,085)	(1,357)	1.6%
Materials and services		(92,907)	(98,466)	(5,559)	6.0%
Trust fund and deposits repaid		(26,900)	(27,431)	(531)	2.0%
Other payments		(9,316)	(9,505)	(189)	2.0%
Net cash provided by / (used in) operating activities	9.1	49,951	56,290	6,340	12.7%
Cash flows from investing activities					
Payments for property, plant and equipment		(57,081)	(45,902)	11,179	(19.6%)
Proceeds for investments		5,000	-	(5,000)	
Proceeds from sale of property, plant and equipment		3,600	1,750	(1,850)	(51.4%)
Payment of loans and advances		(1)	-	1	(133.3%)
Net cash provided by / (used in) investing activities	9.2	(48,482)	(44,152)	4,330	(8.9%)
Cash flows from financing activities					
Interest paid - lease liability		(139)	(120)	19	(13.7%)
Repayment of lease liabilities		(1,282)	(1,254)	28	(2.2%)
Net cash provided by / (used in) financing activities	9.3	(1,421)	(1,374)	47	(3.3%)
Net increase (decrease) in cash and cash equivalents		48	10,764	10,716	22,140.0%
Cash and cash equivalents at beginning of year	9.4	191,616	191,664	48	0.0%
Cash and cash equivalents at end of year		191,664	202,428	10,764	5.6%

Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure Council can sustain with or without using existing cash reserves or taking on external debt. This section analyses the expected cash flows for 2024/25 based on three main categories of cash flows: operating activities, investing activities and financing activities.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

9.1 Operating activities

Council is estimating to generate a net cash surplus of \$56.29 million from operating activities in 2024/25, an increase of \$6.34 million compared with the 2023/24 forecast. The increase is due to a number of factors as outlined below.

- Rates and charges (\$5.25 million) – higher expected cash inflows reflecting the 2.75% rate cap in 2024/25 combined with higher waste service charges due to the increased cost of waste collection and disposal.
- Operating grants (\$5.13 million) – increase in cash inflows mainly due to the Victoria Local Government Grants Commission funding allocation for 2023/24 being paid early and recognised in 2022/23 income, with the 2024/25 income reflecting a full year's allocation.
- User fees (\$2.34 million) – higher cash inflow primarily reflects the 3% average user fee increase in 2024/25. In addition, a return to normal utilisation levels at Aqualink Box Hill after the indoor pool closure due to tile rectification works in 2023/24 and a full year of operation budgeted for The Round.

These inflows are partly offset by unfavourable variances, with the most significant being:

- Materials and services (\$5.56 million) – increase in cash outflows mainly due to higher waste and recycling services (\$2.84 million) across waste collection & disposal and operation of the Recycling and Waste Centre, implementation of year 2 of the Technology Transformation Project (\$2.54 million) and Council general election costs (\$0.99 million) in 2024/25.

The net cash flows from operating activities do not equal the surplus for the year as the expected revenues and expenses reflected in the Income Statement include non-cash items, such as depreciation, which have been excluded from the Statement of Cash Flows. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table.

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Surplus for the year	5,065	14,721	9,656	190.6%
Depreciation	38,100	39,300	1,200	3.1%
Amortisation - intangible assets	390	390	-	0.0%
Depreciation - right of use assets	1,326	1,278	(48)	(3.6%)
Finance costs - leases	139	120	(19)	(13.7%)
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	3,990	(310)	(4,300)	(107.8%)
Change in assets and liabilities	941	791	(150)	(15.9%)
Cash flows available from operating activities	49,951	56,290	6,339	12.7%

Note 1: The favourable variance in net (gain)/loss on disposal of property, infrastructure, plant and equipment for 2024/25 is primarily due to the demolition of major buildings at Silver Grove with \$3.82 million written-down value (loss) recognised in 2023/24.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

9.2 Investing activities

The decrease in net cash used in investing activities is primarily due to an \$11.18 million decrease in payments for the Capital Works Program when compared with 2023/24. The decrease in planned expenditure in 2024/25 primarily relates to the completion of major redevelopments that have occurred in 2023/24 relating to The Round (\$10.29 million) and Morack Public Golf (\$4.59 million).

The 2023/24 forecast includes proceeds from investments of \$5.00 million and relate to a term deposit with a maturity date greater than 12 months at 30 June 2023. The term deposit has matured during 2023/24 and no proceeds with this maturity term are expected in 2024/25.

9.3 Financing activities

Council has budgeted for a \$0.05 million decrease in net cash outflow used in financing activities relating to servicing of Council's lease liabilities.

9.4 Cash and cash equivalents at end of year

Overall, total cash and investments are forecast to increase by \$10.76 million to \$191.66 million as at 30 June 2025.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

10 | Analysis of Capital Works Statement

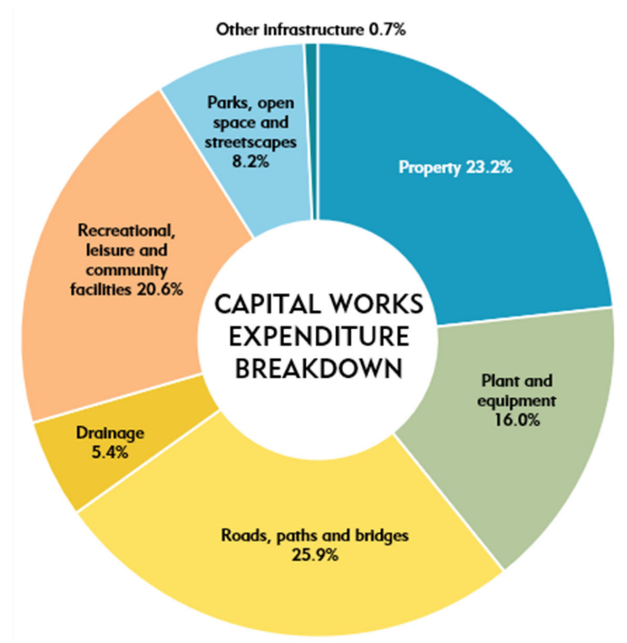
This section presents a listing of the capital works projects that will be undertaken for 2024/25, classified by expenditure type and funding source.

10.1 Capital works expenditure

	Notes	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Property					
Land		3,000	3,000	-	0.0%
Buildings		20,102	4,457	(15,645)	(77.8%)
Building improvements		5,970	3,211	(2,759)	(46.2%)
Total property	10.1.1	29,072	10,668	(18,404)	(63.3%)
Plant and equipment					
Plant, machinery and equipment		3,491	5,295	1,804	51.7%
Fixtures, fittings and furniture		660	721	61	9.3%
Computers and telecommunications		1,410	1,314	(96)	(6.8%)
Total plant and equipment	10.1.2	5,561	7,330	1,769	31.8%
Infrastructure					
Roads		6,282	6,764	482	7.7%
Bridges		-	-	-	0.0%
Footpaths and cycleways		4,468	5,125	657	14.7%
Drainage		2,255	2,473	218	9.7%
Recreational, leisure and community facilities		5,081	9,439	4,358	85.8%
Parks, open space and streetscapes		3,412	3,766	354	10.4%
Off street car parks		950	338	(612)	(64.4%)
Total infrastructure	10.1.3	22,448	27,904	5,456	24.3%
Total capital works expenditure		57,081	45,902	(11,179)	(19.6%)
Represented by:					
New asset expenditure		7,862	5,161	(2,701)	(34.4%)
Asset renewal expenditure		32,845	34,448	1,603	4.9%
Asset upgrade expenditure		7,018	5,281	(1,737)	(24.7%)
Asset expansion expenditure		9,356	1,012	(8,344)	(89.2%)
Total capital works expenditure		57,081	45,902	(11,179)	(19.6%)

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Capital Works Expenditure Breakdown**10.1.1 Property**

The property class comprises land, buildings and building improvements. For 2024/25, \$10.67 million is planned to be spent on property improvements, including the following significant projects:

- \$3.00 million provision for strategic land acquisitions;
- \$1.37 million (subject to funding agreements) for the Box Hill City Oval major redevelopment (including \$1.00 million carry forward from 2023/24);
- \$1.25 million for the Buildings Refurbishment and Component Renewal Program;
- \$0.87 million to continue the Vermont Reserve pavilion upgrade;
- \$0.80 million carried forward from 2023/24 for the Mirrabooka pavilion upgrade (subject to funding agreement);
- \$0.80 million carried forward from 2023/24 for an upgrade of the Forest Hill Reserve pavilion; and
- \$0.57 million to continue the East Burwood Reserve South pavilion upgrade.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

10.1.2 Plant and equipment

Plant and equipment comprise plant, machinery, equipment, fixtures, fittings, furniture, and computer and telecommunication assets. For the 2024/25 year, \$7.33 million is budgeted to be spent on plant and equipment, including:

- \$5.30 million for the cyclical replacement of Council's plant and vehicle fleet (including \$0.89 million carry forward from 2023/24);
- \$1.31 million for the replacement and upgrade of computers and telecommunication equipment; and
- \$0.72 million for replacement of fixtures, fittings and furniture across Council facilities.

10.1.3 Infrastructure

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes and off-street car parks. The 2024/25 Capital Works Program includes \$27.90 million for the improvement of Whitehorse community infrastructure including the following significant projects.

\$14.70 million for roads, bridges, paths, drainage and car parks, including:

- \$3.75 million for Footpath Renewal Program;
- \$3.10 million for the Road Resurfacing Program and \$1.20 million for renewal of kerbs and channels;
- \$2.47 million for renewal and upgrade of drainage assets;
- \$0.60 million for the Loudon Road and Burwood Road reconstruction;
- \$0.60 million to commence the Raleigh Street, Blackburn South/Forest Hill Road reconstruction (to be delivered over two financial years);
- \$0.48 million for the Laneway 202 and Mitcham Road reconstruction;
- \$0.36 million to continue progress on the Easy Ride routes; and
- \$0.35 million to continue implementation of the Box Hill Integrated Transport Strategy.

\$9.44 million for recreational, leisure and community facilities, including:

- \$2.91 million to complete synthetic surface and lighting upgrades on the Elgar Park North East sports field (including \$2.20 million carry forward from 2023/24);
- \$1.80 million for the East Burwood South sports field ground renewal;
- \$1.41 million for course improvements at Morack Public Golf;
- \$0.94 million for renewal of sports field floodlighting;
- \$0.90 million carried forward for new sports field lighting at Ballyshannassy Reserve; and
- \$0.50 million for relocation and replacement of the batting cage at Billabong Park.

\$3.77 million for parks, open space and streetscapes, including:

- \$1.03 million for streetscape renewals;
- \$1.00 million for renewal and upgrade of playgrounds;

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

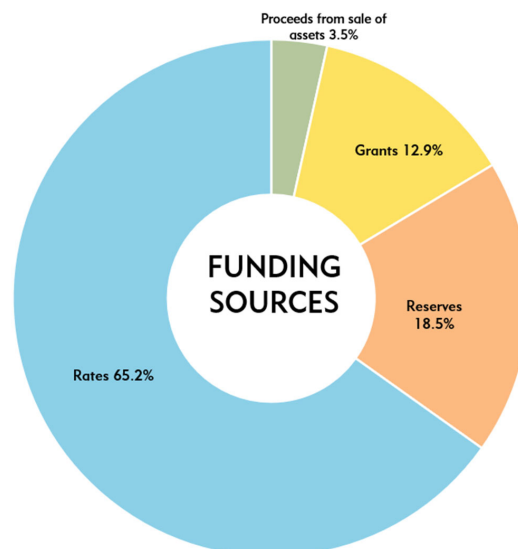
- \$0.40 million for park furniture renewal program;
- \$0.39 million for upgrades of dog exercise and walking infrastructure;
- \$0.20 million for older-age exercise equipment at Tunstall Park; and
- \$0.11 million for landscaping and refurbishments in passive parks.

10.1.4 Asset renewal, asset upgrade, new assets and expansion

A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service level of the asset to its original capability. Expenditure on new assets will result in an additional burden for future operation, maintenance and capital renewal.

10.2 Funding Sources

	Forecast 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000
Grants	4,717	5,918	1,201
Contributions	411	-	(411)
Council cash			
- operations	40,279	29,911	(10,368)
- proceeds from sale of assets	1,350	1,600	250
- reserves	10,324	8,473	(1,851)
Total funding sources	57,081	45,902	(11,179)



10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

10.2.1 Grants

Capital grants include funding received from state and federal sources for the purpose of funding the Capital Works Program. Council expects to receive \$5.92 million of capital grants in 2024/25, primarily including:

- \$2.33 million State Government North East Link Project funding towards the Elgar Park North East sports field synthetic surface and lighting upgrades;
- \$1.07 million combined federal and state funding towards the Box Hill City Oval redevelopment (subject to funding agreements);
- \$0.80 million Federal Government funding for the upgrade of the Forest Hill Reserve pavilion; and
- \$0.57 million combined federal and state funding towards the Mirrabooka pavilion upgrade (subject to funding agreement).

10.2.2 Contributions

Capital contributions may include monies contributed by developers, community groups or residents towards specific capital works projects. There are no known contributions for the 2024/25 capital works program.

10.2.3 Council cash**Cash – operations**

During the year, Council generates cash from its operating activities, which is used as a funding source for the Capital Works Program. It is forecast that \$29.91 million will be generated from operations to fund the 2024/25 Capital Works Program.

Cash – proceeds from sale of assets

Proceeds from sale of assets include plant and motor vehicle sales in accordance with Council's fleet renewal policy and right-of-way sales. Proceeds of \$1.60 million are budgeted to fund the 2024/25 Capital Works Program.

Cash – reserves

Council has specific cash reserves, which it is currently using to fund its annual Capital Works Program. The reserves include monies set aside for specific purposes such as Public Open Space (POS). For 2024/25, \$8.36 million of public open space contributions and \$0.11 million from discretionary reserves will be used to partly fund the qualifying capital works projects.

10.1 – ATTACHMENT 1. 2024-25 Budget

2024/25 Detailed Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2024/25 year, classified by expenditure type and funding source. Works are also disclosed as new capital works or carried forward from prior year.

2024/25 New Capital Works

2024/25 Detailed List of Capital Works											
Project Number	Project title	Total \$'000	Renewal \$'000	Upgrade \$'000	New \$'000	Expansion \$'000	Total \$'000	Council Cash \$'000	Reserves \$'000	Asset Sales \$'000	Grants & Contrib. \$'000
Property											
Land											
2014-227	Open Space Strategy and Strategic Land Acquisition	3,000	-	-	3,000	-	3,000	-	3,000	-	-
	Total Land	3,000	-	-	3,000	-	3,000	-	3,000	-	-
Buildings											
2018-461	East Burwood Reserve South Pavilion Upgrade	565	565	-	-	-	565	459	106	-	-
2018-462	Vermont Reserve Pavilion Upgrade	868	868	-	-	-	868	705	163	-	-
2020-581	Nunawading Gymnastics Building Redevelopment (Scope/Design)	52	26	26	-	-	52	52	-	-	-
2022-623	Box Hill City Oval Redevelopment	372	74	186	-	112	372	160	141	-	71
	Total Buildings	1,857	1,533	212	0	112	1,857	1,376	410	-	71
Building improvements											
2014-127	Pre School Refurbishment Upgrade Program	258	129	129	-	-	258	258	-	-	-
2014-128	Electrical and Plumbing Works Renewal Program	227	227	-	-	-	227	227	-	-	-
2014-130	Essential Services Compliance Renewal Program	72	72	-	-	-	72	72	-	-	-
2014-132	Post Completion Building Works Program	26	26	-	-	-	26	26	-	-	-
2014-135	Mechanical Plant Replacement Renewal Program	464	464	-	-	-	464	464	-	-	-
2014-136	WELS Outdoor Structures Renewal Program	52	52	-	-	-	52	52	-	-	-
2014-69	Buildings and Facilities Cyclic Condition & Accessibility Assessment Renewal Program	309	309	-	-	-	309	309	-	-	-
2016-328	Box Hill Town Hall Renewal Provision	206	206	-	-	-	206	206	-	-	-
2016-335	Civic Centre Renewal Provision	103	103	-	-	-	103	103	-	-	-
2016-336	Operations Centre Renewal Provision	45	45	-	-	-	45	45	-	-	-
2017-355	Building Access Control Systems Upgrade Program	150	-	150	-	-	150	150	-	-	-
2019-533	Buildings Refurbishment & Component Renewal Program	1,254	1,254	-	-	-	1,254	1,254	-	-	-
2023-635	Gawler Chain Rotunda Roof Upgrade	40	-	40	-	-	40	-	40	-	-
2023-642	Old Mont Albert Station Platform Signage Initiative	5	3	-	3	-	5	5	-	-	-
	Total Building improvements	3,211	2,890	319	3	-	3,211	3,171	40	-	0
	TOTAL PROPERTY	8,068	4,423	531	3,003	112	8,068	4,547	3,450	-	72

10.1 – ATTACHMENT 1. 2024-25 Budget

2024/25 Detailed List of Capital Works											
Project Number	Project title	Total \$'000	Renewal \$'000	Upgrade \$'000	New \$'000	Expansion \$'000	Total \$'000	Council Cash \$'000	Reserves \$'000	Asset Sales \$'000	Grants & Contrib. \$'000
Plant and Equipment											
Plant, machinery and equipment											
2014-259	Passenger Vehicle Change Over Renewal Program	2,050	2,050	-	-	-	2,050	800	-	1,250	-
2017-363	Aqualink Box Hill Plant Renewal Program	30	30	-	-	-	30	30	-	-	-
2017-366	Aqualink Nunawading Plant Renewal Program	119	119	-	-	-	119	119	-	-	-
2019-536	Minor Plant Renewal Program	10	10	-	-	-	10	10	-	-	-
2019-537	Heavy Plant Renewal Program	2,200	2,200	-	-	-	2,200	1,850	-	350	-
Total Plant, machinery and equipment		4,409	4,409	-	-	-	4,409	2,809	-	1,600	0
Fixtures, Fittings and Furniture											
2014-193	Sportlink Furniture and Equipment Renewal Program	6	6	-	-	-	6	6	-	-	-
2014-212	Morack Golf Course Furniture and Equipment Renewal Program	8	8	-	-	-	8	8	-	-	-
2014-214	Health and Family Service Facilities Furniture and Equipment Renewal Program	46	46	-	-	-	46	46	-	-	-
2014-220	Civic and Operations Centres Furniture and Equipment Renewal Program	20	20	-	-	-	20	20	-	-	-
2014-223	WELS Furniture and Equipment Renewal Program	52	52	-	-	-	52	52	-	-	-
2014-226	Aqualink Nunawading Furniture and Equipment Renewal Program	54	54	-	-	-	54	54	-	-	-
2014-229	Box Hill Community Arts Centre Furniture and Equipment Renewal Program	12	12	-	-	-	12	12	-	-	-
2014-232	Box Hill Town Hall & Minor Halls Furniture and Equipment Renewal Program	13	13	-	-	-	13	13	-	-	-
2014-249	Art Acquisition & Conservation Program	75	30	-	45	-	75	75	-	-	-
2016-278	CCTV Upgrade Program	175	88	88	-	-	175	175	-	-	-
2017-377	Aqualink Box Hill Furniture and Equipment Renewal Program	245	245	-	-	-	245	245	-	-	-
2021-602	Strathdon House Furniture and Equipment Renewal Program	10	10	-	-	-	10	10	-	-	-
2023-640	Nunawading Community Hub Furniture and Equipment Renewal Program	5	-	5	-	-	5	5	-	-	-
Total Fixtures, Fittings and Furniture		721	584	93	45	-	721	721	-	-	-
Computers and Telecommunications											
2014-250	Geographic Information System Upgrade Program	105	-	105	-	-	105	105	-	-	-
2014-251	Asset Management Strategy and Systems Upgrade Program	45	-	45	-	-	45	45	-	-	-
2014-252	Software Licenses Upgrade Program	90	-	-	-	90	90	90	-	-	-
2014-254	End User Devices Renewal Program	553	553	-	-	-	553	553	-	-	-
2014-258	IT Infrastructure Upgrade Program	258	129	129	-	-	258	258	-	-	-
2016-308	Printroom Colour Copiers Renewal Program	57	57	-	-	-	57	57	-	-	-
2018-419	Mobile Devices Renewal Program	206	196	-	10	-	206	206	-	-	-
Total Computers and Telecommunications		1,314	935	279	10	90	1,314	1,314	-	-	-
TOTAL PLANT, MACHINERY AND EQUIPMENT		6,444	5,927	372	55	90	6,444	4,844	-	1,600	-

10.1 – ATTACHMENT 1. 2024-25 Budget

2024/25 Detailed List of Capital Works											
Project Number	Project title	Total \$'000	Renewal \$'000	Upgrade \$'000	New \$'000	Expansion \$'000	Total \$'000	Council Cash \$'000	Reserves \$'000	Asset Sales \$'000	Grants & Contrib. \$'000
Infrastructure											
Roads											
2014-27	Designs for Future Road Reconstruction Works	103	103	-	-	-	103	103	-	-	-
2014-28	Local Roads Rehabilitation Renewal Program	3,100	3,100	-	-	-	3,100	3,100	-	-	-
2014-29	Minor Works Road Reconstruction Renewal Program	72	72	-	-	-	72	72	-	-	-
2014-30	Road Condition Data Collection Renewal Program	232	232	-	-	-	232	232	-	-	-
2014-32	Street Signage Renewal Program	62	62	-	-	-	62	62	-	-	-
2014-43	Landscaping at Traffic Management Devices Renewal Program	55	-	55	-	-	55	55	-	-	-
2014-56	Road Safety Improvements Upgrade Program	260	-	156	104	-	260	260	-	-	-
2014-8	Kerb & Channel Renewal Program	1,200	1,200	-	-	-	1,200	1,200	-	-	-
2023-628	Loudon Road, Burwood Road Reconstruction Renewal Program	600	600	-	-	-	600	600	-	-	-
2023-629	Raleigh Street, Blackburn South/Forest Hill Road Reconstruction Renewal Program	600	600	-	-	-	600	600	-	-	-
2023-631	Laneway 202, Mitcham Road Reconstruction Renewal Program	480	480	-	-	-	480	480	-	-	-
Total Roads		6,764	6,449	211	104	-	6,764	6,764	-	-	-
Footpaths and Cycleways											
2014-180	Bicycle Facilities Upgrade Program	53	-	27	27	-	53	53	-	-	-
2014-35	Footbridge and Path Structures in Parks Renewal Program	198	139	59	-	-	198	-	198	-	-
2014-42	Gravel Paths in Parks Renewal Program	263	263	-	-	-	263	-	263	-	-
2014-44	Footpaths Renewal Program	3,750	3,750	-	-	-	3,750	3,750	-	-	-
2014-53	Constructed Pathways in Parks Renewal Program	155	155	-	-	-	155	155	-	-	-
2018-426	Easy Ride Routes Upgrade Program	356	-	356	-	-	356	40	-	-	316
2020-553	Box Hill Integrated Transport Strategy (BHITS) Implementation Program	350	-	350	-	-	350	350	-	-	-
Total Footpaths and Cycleways		5,125	4,307	792	27	-	5,125	4,348	461	-	316
Drainage											
2014-185	Stormwater Drainage Network - Development Contributions	46	-	-	46	-	46	46	-	-	-
2014-187	Storm Water Management Infrastructure Renewal Program	210	210	-	-	-	210	210	-	-	-
2014-61	Drainage Pit Lids Renewal Program	227	227	-	-	-	227	227	-	-	-
2014-62	Drainage Network Assets - Field Survey	34	34	-	-	-	34	34	-	-	-
2014-63	Drainage Upgrade Designs Program	88	44	44	-	-	88	88	-	-	-
2014-65	Stormwater Drainage Network Renewal Program	1,339	1,339	-	-	-	1,339	1,339	-	-	-
2014-66	Drainage Upgrade Works Program	200	100	100	-	-	200	200	-	-	-
2014-67	Drainage Works CCTV Investigations Renewal Program	97	97	-	-	-	97	97	-	-	-
2022-613	Hamilton St, Mont Albert - Drainage Upgrade	232	116	116	-	-	232	232	-	-	-
Total Drainage		2,473	2,167	260	46	-	2,473	2,473	-	-	-

10.1 – ATTACHMENT 1. 2024-25 Budget

2024/25 Detailed List of Capital Works											
Project Number	Project title	Total \$'000	Renewal \$'000	Upgrade \$'000	New \$'000	Expansion \$'000	Total \$'000	Council Cash \$'000	Reserves \$'000	Asset Sales \$'000	Grants & Contrib. \$'000
Recreational, leisure and community facilities											
2014-105	Sports Field Floodlighting Renewal Program	939	939	-	-	-	939	704	235	-	-
2014-150	Sports Field Infrastructure Renewal Program	147	147	-	-	-	147	-	147	-	-
2014-151	Sports Field Training Nets Renewal Program	412	412	-	-	-	412	309	103	-	-
2014-183	Sports Field Cricket Wickets Renewal Program	105	105	-	-	-	105	-	105	-	-
2014-186	Sports Field Safety Upgrade Program	103	-	103	-	-	103	-	103	-	-
2014-200	Morack Golf Course - Course Improvements Upgrade Program	1,412	706	706	-	-	1,412	1,412	-	-	-
2014-75	Sports Field Lighting (Lamps and Light Fittings) Renewal Program	100	50	50	-	-	100	100	-	-	-
2014-84	Sports Field Ground Renewal Program (one site per year)	1,800	1,800	-	-	-	1,800	-	1,800	-	-
2019-545	Sports Courts Renewal Program	-	-	-	-	-	-	-	-	-	-
2020-561	Elgar Park North East Sports Field Surface Upgrade	603	603	-	-	-	603	-	473	-	130
2020-562	Elgar Park North East Sports Field Floodlighting Upgrade	107	-	-	107	-	107	-	107	-	-
2022-616	Billabong Park Ground Drainage Improvements	110	-	-	-	110	110	-	110	-	-
2022-617	Billabong Park Batting Cage Relocation	500	-	500	-	-	500	-	500	-	-
Total Recreational, leisure and community facilities		6,339	4,762	1,359	107	110	6,339	2,525	3,683	-	130
Parks, open space and streetscapes											
2014-149	Park Furniture Renewal Program	400	400	-	-	-	400	400	-	-	-
2014-153	Park Lighting Renewal Program	90	90	-	-	-	90	-	90	-	-
2014-157	Outdoor Recreation Equipment Renewal Program	-	-	-	-	-	-	-	-	-	-
2014-169	Drainage in Parks Renewal Program	33	33	-	-	-	33	-	33	-	-
2014-170	Landscaping and Refurbishments in Passive Parks Upgrade Program	113	57	57	-	-	113	-	113	-	-
2014-177	Play Spaces Renewal Program	1,000	900	100	-	-	1,000	1,000	-	-	-
2014-178	BBQs in Parks Renewal Program	26	26	-	-	-	26	26	-	-	-
2014-262	Interpretive Structures and Signage in Parks Upgrade Program	15	15	-	-	-	15	-	15	-	-
2014-51	Streetscape Landscape Treatments Upgrade Program	98	49	49	-	-	98	98	-	-	-
2014-52	Christmas Decorations on Main Roads Renewal Program	38	34	-	4	-	38	38	-	-	-
2014-55	Landscaping at Street Intersections Upgrade Program	55	-	55	-	-	55	55	-	-	-
2014-79	Storm Proof Pathways in Parks Upgrade Program	93	70	23	-	-	93	-	93	-	-
2016-326	Streetscapes Upgrade Program	1,030	927	103	-	-	1,030	1,030	-	-	-
2019-543	Water Sensitive Urban Design Assets Renewal Program	5	5	-	-	-	5	5	-	-	-
2019-548	Retaining Walls in Parks Renewal Program	30	30	-	-	-	30	-	30	-	-
2020-563	Dog Exercise/Walking Infrastructure Upgrade Program	390	-	-	390	-	390	-	-	-	390
2020-575	Ellingworth Parade New Open Space Development	30	-	-	30	-	30	-	30	-	-
2020-578	Charles Rooks Reserve New Pathway Lighting Design	30	-	-	30	-	30	-	30	-	-
2020-583	Dog Bowl Drinking Fountain Upgrade Program	8	5	2	-	-	8	-	8	-	-
2020-584	New Park Seating Along Walking Tracks	20	-	-	20	-	20	-	20	-	-
2020-594	Landscaping and Nameplate Restoration - Local History Park	16	8	8	-	-	16	16	-	-	-
2023-634	Tunstall Park Older Age Exercise Equipment	200	-	-	200	-	200	-	200	-	-
2023-638	Billabong Park New Gravel Path	26	-	-	26	-	26	-	26	-	-
2023-639	Charlesworth Park New Picnic Table Settings	20	-	-	20	-	20	-	20	-	-
Total Parks, open space and streetscapes		3,766	2,649	397	720	-	3,766	2,668	708	-	390

10.1 – ATTACHMENT 1. 2024-25 Budget

2024/25 Detailed List of Capital Works										
Project Number	Project title	Total \$'000	Renewal \$'000	Upgrade \$'000	New \$'000	Expansion \$'000	Total \$'000	Council Cash \$'000	Reserves \$'000	Grants & Contrib. \$'000
Off street car parks										
2016-285	Sealed Carpark Works Renewal Program	278	278	-	-	-	278	278	-	-
2023-641	Nunawading Community Hub Car Park Safety Improvements	60	-	60	-	-	60	60	-	-
Total Off street car parks		338	278	60	-	-	338	338	-	-
TOTAL INFRASTRUCTURE		24,804	20,612	3,079	1,004	110	24,804	19,116	4,852	836
TOTAL NEW CAPITAL WORKS 2024/25		39,316	30,962	3,981	4,061	312	39,316	28,507	8,302	907

Capital Works carried forward from the 2023/24 year

Property										
Buildings										
2022-622	Mirrabooka Pavilion Upgrade	800	160	240	-	400	800	57	171	571
2022-623	Box Hill City Oval Redevelopment	1,000	200	500	-	300	1,000	-	-	1,000
2022-624	Forest Hill Reserve Pavilion Upgrade	800	240	560	-	-	800	-	-	800
Total Buildings		2,600	600	1,300	0	700	2,600	57	171	2,371
TOTAL PROPERTY		2,600	600	1,300	-	700	2,600	57	171	2,371
Plant and Equipment										
Plant, machinery and equipment										
2019-537	Heavy Plant Renewal Program	886	886	-	-	-	886	886	-	-
Total Plant, machinery and equipment		886	886	-	-	-	886	886	-	0
TOTAL PLANT, MACHINERY AND EQUIPMENT		886	886	-	-	-	886	886	-	-
Infrastructure										
Recreational, leisure and community facilities										
2020-561	Elgar Park North East Sports Field Surface Upgrade	2,000	2,000	-	-	-	2,000	-	-	2,000
2020-562	Elgar Park North East Sports Field Floodlighting Upgrade	200	-	-	200	-	200	-	-	200
2020-588	Ballyshannassy Reserve New Sports Field Lighting	900	-	-	900	-	900	461	-	439
Total Recreational, leisure and community facilities		3,100	2,000	-	1,100	-	3,100	461	-	2,639
TOTAL INFRASTRUCTURE		3,100	2,000	-	1,100	-	3,100	461	-	2,639
TOTAL CARRIED FORWARD CAPITAL WORKS FROM 2023/24		6,586	3,486	1,300	1,100	700	6,586	1,404	171	5,010

* Capital projects - subject to funding confirmation

10.1 – ATTACHMENT 1. 2024-25 Budget

Summary of Planned Capital Works Expenditure

	Asset expenditure types					Funding sources				
For the year ending 30 June 2025	Total	Renewal	Upgrade	New	Expansion	Total	Council cash	Reserves	Asset Sales	Grants & Contrib.
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Land	3,000	-	-	3,000	-	3,000	-	3,000	-	-
Buildings	4,457	2,133	1,512	-	812	4,457	1,433	581	-	2,443
Building improvements	3,212	2,890	319	3	-	3,211	3,171	40	-	-
Total buildings	10,668	5,023	1,830	3,003	812	10,668	4,604	3,621	-	2,443
Total property	10,668	5,023	1,830	3,003	812	10,668	4,604	3,621	-	2,443
Plant and equipment										
Plant, machinery and equipment	5,295	5,295	-	-	-	5,295	3,695	-	1,600	-
Fixtures, fittings and furniture	722	584	93	45	-	721	721	-	-	-
Computers and telecommunications	1,314	935	279	10	90	1,314	1,314	-	-	-
Total plant and equipment	7,330	6,813	372	55	90	7,330	5,730	-	1,600	-
Infrastructure										
Roads	6,764	6,449	211	104	-	6,764	6,764	-	-	-
Bridges	-	-	-	-	-	-	-	-	-	-
Footpaths and cycleways	5,126	4,307	792	27	-	5,125	4,348	461	-	316
Drainage	2,473	2,167	260	46	-	2,473	2,473	-	-	-
Recreational, leisure and community facilities	9,437	6,762	1,359	1,207	110	9,438	2,986	3,683	-	2,769
Parks, open space and streetscapes	3,766	2,649	397	720	-	3,766	2,668	708	-	390
Off street car parks	338	278	60	-	-	338	338	-	-	-
Total infrastructure	27,904	22,612	3,079	2,104	110	27,904	19,577	4,852	-	3,475
Total capital works expenditure 2024/25	45,902	34,448	5,281	5,162	1,012	45,902	29,911	8,473	1,600	5,918

10.1 – ATTACHMENT 1. 2024-25 Budget

Summary of Planned Capital Works Expenditure

For the year ending 30 June 2026	Asset expenditure types					Funding sources				
	Total	Renewal	Upgrade	New	Expansion	Total	Council cash	Reserves	Asset Sales	Grants & Contrib.
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Land	3,060	-	-	3,060	-	3,060	-	3,060	-	-
Buildings	26,748	12,895	5,744	-	8,109	26,748	12,989	3,798	-	9,961
Building improvements	3,905	3,620	285	-	-	3,905	3,905	-	-	-
Total land & buildings	33,713	16,515	6,029	3,060	8,109	33,713	16,894	6,858	-	9,961
Total property	33,713	16,515	6,029	3,060	8,109	33,713	16,894	6,858	-	9,961
Plant and equipment										
Plant, machinery and equipment	4,917	4,917	-	-	-	4,917	3,192	-	1,725	-
Fixtures, fittings and furniture	551	500	5	46	-	551	551	-	-	-
Computers and telecommunications	1,474	1,032	328	12	102	1,474	1,474	-	-	-
Total plant and equipment	6,942	6,449	333	58	102	6,942	5,217	-	-	-
Infrastructure										
Roads	6,402	6,244	117	41	-	6,402	6,402	-	-	-
Bridges	-	-	-	-	-	-	-	-	-	-
Footpaths and cycleways	4,826	4,123	644	59	-	4,826	3,934	892	-	-
Drainage	2,928	2,495	402	31	-	2,928	2,928	-	-	-
Recreational, leisure and community facilities	4,919	4,540	321	58	-	4,918	1,289	3,629	-	-
Parks, open space and streetscapes	4,841	3,933	751	157	-	4,841	4,127	714	-	-
Off street car parks	420	420	-	-	-	420	420	-	-	-
Total infrastructure	24,335	21,755	2,235	346	-	24,335	19,100	5,235	-	-
Total capital works expenditure 2025/26	64,990	44,719	8,597	3,464	8,211	64,990	41,211	12,093	1,725	9,961

10.1 – ATTACHMENT 1. 2024-25 Budget

Summary of Planned Capital Works Expenditure

	Asset expenditure types					Funding sources				
For the year ending 30 June 2027	Total	Renewal	Upgrade	New	Expansion	Total	Council cash	Reserves	Asset Sales	Grants & Contrib.
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Land	3,121	-	-	3,121	-	3,121	-	3,121	-	-
Buildings	29,062	11,062	7,845	-	10,155	29,062	14,075	2,576	-	12,411
Building improvements	3,840	3,550	290	-	-	3,840	3,840	-	-	-
Total land & buildings	36,023	14,612	8,135	3,121	10,155	36,023	17,915	5,697	-	12,411
Total property	36,023	14,612	8,135	3,121	10,155	36,023	17,915	5,697	-	12,411
Plant and equipment										
Plant, machinery and equipment	5,056	5,056	-	-	-	5,056	3,306	-	1,750	-
Fixtures, fittings and furniture	756	634	75	47	-	756	756	-	-	-
Computers and telecommunications	1,824	1,216	492	12	104	1,824	1,824	-	-	-
Total plant and equipment	7,636	6,906	567	59	104	7,636	5,886	-	1,750	-
Infrastructure										
Roads	6,991	6,659	224	108	-	6,991	6,991	-	-	-
Bridges	-	-	-	-	-	-	-	-	-	-
Footpaths and cycleways	4,739	3,963	748	28	-	4,739	4,251	488	-	-
Drainage	5,362	5,283	48	31	-	5,362	5,362	-	-	-
Recreational, leisure and community facilities	2,973	2,316	107	550	-	2,974	930	2,044	-	-
Parks, open space and streetscapes	5,417	4,130	1,263	25	-	5,417	4,056	432	-	929
Off street car parks	637	637	-	-	-	637	257	-	-	380
Total infrastructure	26,119	22,988	2,390	742	-	26,119	21,847	2,964	-	1,309
Total capital works expenditure 2026/27	69,778	44,506	11,092	3,922	10,259	69,778	45,648	8,661	1,750	13,720

10.1 – ATTACHMENT 1. 2024-25 Budget

Summary of Planned Capital Works Expenditure

	Asset expenditure types					Funding sources				
For the year ending 30 June 2028	Total	Renewal	Upgrade	New	Expansion	Total	Council cash	Reserves	Asset Sales	Grants & Contrib.
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Land	3,184	-	-	3,184	-	3,184	-	3,184	-	-
Buildings	30,453	13,987	-	-	16,466	30,453	30,171	282	-	-
Building improvements	6,453	6,288	137	28	-	6,453	6,453	-	-	-
Total land & buildings	40,090	20,275	137	3,212	16,466	40,090	36,624	3,466	-	-
Total property	40,090	20,275	137	3,212	16,466	40,090	36,624	3,466	-	-
Plant and equipment										
Plant, machinery and equipment	5,136	5,136	-	-	-	5,136	3,361	-	1,775	-
Fixtures, fittings and furniture	867	814	5	48	-	867	867	-	-	-
Computers and telecommunications	2,027	1,387	521	13	106	2,027	2,027	-	-	-
Total plant and equipment	8,030	7,337	526	61	106	8,030	6,255	-	1,775	-
Infrastructure										
Roads	6,593	6,253	230	110	-	6,593	6,593	-	-	-
Bridges	74	74	-	-	-	74	74	-	-	-
Footpaths and cycleways	4,520	4,046	413	61	-	4,520	4,018	502	-	-
Drainage	6,231	6,176	55	-	-	6,231	6,231	-	-	-
Recreational, leisure and community facilities	3,536	3,449	87	-	-	3,536	808	2,728	-	-
Parks, open space and streetscapes	4,848	4,185	638	25	-	4,848	4,418	430	-	-
Off street car parks	933	795	-	138	-	933	553	-	-	380
Total infrastructure	26,735	24,978	1,423	334	-	26,735	22,695	3,660	-	380
Total capital works expenditure 2027/28	74,855	52,590	2,086	3,607	16,572	74,855	65,574	7,126	1,775	380

10.1 – ATTACHMENT 1. 2024-25 Budget**Appendix A - Fees and charges schedule**

This appendix presents the fees and charges of a Statutory and Non Statutory nature which will be charged in respect to various goods and services provided during the 2024/25 year.

A number of fees and charges are set by other levels of government regulation (statutory) and are not subject to discretionary change by Council. Statutory fees will be changed by Council when advised of a change by the relevant authorities.

Fees and Charges	Fee Type	GST Status	2023/24 Fee (Incl GST) \$	2024/25 Fee (Incl GST) \$
CREDIT CARD SURCHARGE*				
Debit/Prepaid/EFTPOS	Non-Statutory	Taxable	No charge	No charge
Mastercard/Visa	Non-Statutory	Taxable	0.60%	0.60%
Union Pay	Non-Statutory	Taxable	2.20%	2.20%
*Surcharge fees may change upon annual review of Council's actual cost of acceptance				
CITY DEVELOPMENT				
INVESTMENT & ECONOMIC DEVELOPMENT				
Business networking events	Non-Statutory	Taxable	\$0.00	\$65.00
Business seminars and workshops	Non-Statutory	Taxable	\$0.00	\$25.00
COUNCIL PROPERTIES				
YVW Supplementary Valuation Data Fees	Non-Statutory	GST Free	\$35.33	\$37.25
Road Discontinuance Application Fee	Non-Statutory	Taxable	N/A	\$1,518.00
WATTS STREET PARKING				
Watts Street Parking Fees – Hourly Rate	Non-Statutory	Taxable	\$4.00	\$4.00
Watts Street Parking Fees – Daily Rate	Non-Statutory	Taxable	\$11.00	\$11.00
Watts Street Parking Fees - Pre-Booking Discount Rate	Non-Statutory	Taxable	\$8.50	\$8.50
Watts Street Parking Fees - Weekends/Public Holidays	Non-Statutory	Taxable	\$3.00	No charge
Watts Street Parking Fees – Entry after 11am	Non-Statutory	Taxable	\$6.00	\$7.00
Watts Street Parking Fees – Overnight	Non-Statutory	Taxable	\$17.00	\$17.00
Watts Street Parking Fees – Monthly Permanent Rate	Non-Statutory	Taxable	\$180.00	\$180.00
Watts Street Parking Fees – Lost ticket	Non-Statutory	Taxable	\$17.00	\$17.00
HARROW STREET CARPARK				
Harrow Street Parking Fees – Hourly Rate	Non-Statutory	Taxable	\$4.00	\$4.00
Harrow Street Parking Fees – Daily Rate	Non-Statutory	Taxable	\$11.00	\$11.00
Harrow Street Parking Fees - Pre-Booking Discount Rate	Non-Statutory	Taxable	\$8.50	\$8.50
Harrow Street Parking Fees - Weekends/Public Holidays	Non-Statutory	Taxable	\$3.00	No charge
Harrow Street Parking Fees – Entry after 11am	Non-Statutory	Taxable	\$6.00	\$7.00
Harrow Street Parking Fees – Overnight	Non-Statutory	Taxable	\$17.00	\$17.00
Harrow Street Parking Fees – Monthly Permanent Rate	Non-Statutory	Taxable	\$180.00	\$180.00
Harrow Street Parking Fees – Lost ticket	Non-Statutory	Taxable	\$17.00	\$17.00
PARKING SERVICES				
Meter Money Collections- Hourly Rate	Non-Statutory	Taxable	\$3.00	\$3.20
Meter Money Collections- Daily Rate	Non-Statutory	Taxable	\$9.00	\$9.50
Parking Bay Hire - Metered Area - per day	Non-Statutory	Taxable	\$41.00	\$45.00
Parking Bay Hire - Non Metered Area - per day	Non-Statutory	Taxable	\$9.00	\$9.30
Parking Bay Hire Administration Fee	Non-Statutory	Taxable	\$98.00	\$102.00
Trader Parking Permits - Blackburn	Non-Statutory	GST Free	\$339.00	\$350.00
Parking Permits - first permit (per dwelling) *	Non-Statutory	GST Free	\$0.00	\$0.00
Parking Permits - second permit (per dwelling) *	Non-Statutory	GST Free	\$64.00	\$66.00
Parking Permits - third permit (per dwelling) *	Non-Statutory	GST Free	\$122.00	\$126.00
* Note. The maximum number of parking permits depends on the number of residential dwellings per lot.				
Residential Dwellings per Lot (incl. class 1A and 1B properties)	Maximum Number of Permits			
One dwelling per lot	Three			
Two or three dwellings per lot	Two per dwelling			
Four to fifteen dwellings per lot	One per dwelling			
More than fifteen dwellings per lot	Permits not available			

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
Parking Infringements - Category 1	Statutory	GST Free	\$96.00	\$96.00
Parking Infringements - Category 2	Statutory	GST Free	\$115.00	\$115.00
Parking Infringements - Category 3	Statutory	GST Free	\$192.00	\$192.00
ANIMAL MANAGEMENT				
Domestic Animals Infringements - Category 1	Statutory	GST Free	\$92.00	\$92.00
Domestic Animals Infringements - Category 2	Statutory	GST Free	\$185.00	\$185.00
Domestic Animals Infringements - Category 3	Statutory	GST Free	\$277.00	\$277.00
Domestic Animals Infringements - Category 4	Statutory	GST Free	\$370.00	\$370.00
Multiple Animal Permits - more than number allowed	Non-Statutory	GST Free	\$116.00	\$118.00
Multiple Animal Permits - more than number allowed (Pensioners Rate)	Non-Statutory	GST Free	\$54.00	\$55.00
1 – Cat Registration – Entire Cat	Non-Statutory	GST Free	\$121.00	\$123.00
2 – Cat Registration – Reduced Fee	Non-Statutory	GST Free	\$44.00	\$44.75
3 – Cat Registration – Pensioner - Entire Cat	Non-Statutory	GST Free	\$59.00	\$60.00
4 – Cat Registration – Pensioner - Reduced Fee	Non-Statutory	GST Free	\$13.50	\$13.70
D – Declared Breeds	Non-Statutory	GST Free	\$329.00	\$334.50
G – Dog Registration – Guide Dog - Exempt	Non-Statutory	GST Free	No charge	No charge
N – Dog Registration – Entire Dog	Non-Statutory	GST Free	\$223.00	\$227.00
P - Dog Registration – Pensioner - Entire Dog	Non-Statutory	GST Free	\$111.00	\$113.00
Q - Dog Registration – Reduced fee	Non-Statutory	GST Free	\$68.00	\$69.00
Z - Dog Registration – Pensioner - Reduced fee	Non-Statutory	GST Free	\$23.00	\$23.50
Animal Business Registration	Non-Statutory	GST Free	\$292.00	\$295.00
Animal Pound Fees - Cats	Non-Statutory	GST Free	\$44.00	\$45.00
Animal Pound Fees - Dogs	Non-Statutory	GST Free	\$191.00	\$195.00
COMMUNITY LAWS				
Box Hill Mall Permits (per square metre)	Non-Statutory	GST Free	\$584.00	\$590.00
Busking Permit	Non-Statutory	GST Free	\$54.00	\$27.00
Real Estate Agent Advertising Permit	Non-Statutory	GST Free	\$564.00	\$567.00
Skip Bins/ Hopper Permits	Non-Statutory	GST Free	\$116.00	\$120.00
Impounded Aboard Release Fees	Non-Statutory	GST Free	\$174.00	\$176.00
Impounded Vehicle Release Fee	Non-Statutory	GST Free	\$564.00	\$575.00
Shopping Trolley Release Fees	Non-Statutory	GST Free	\$83.00	\$85.00
Unightly Property Clearance Fees	Non-Statutory	GST Free	Cost recovery + \$500	Cost recovery + \$500
TEMPORARY USE OF COUNCIL LAND PERMITS				
Temporary Use of Council Land Permits (aboards, barriers, goods on display, plants, tables, chairs and umbrellas)	Non-Statutory	GST Free	\$165.00	\$170.00
Combination of any 2 Categories	Non-Statutory	GST Free	\$292.00	\$300.00
Combination of any 3 Categories	Non-Statutory	GST Free	\$414.00	\$420.00
Combination of any 4 Categories	Non-Statutory	GST Free	\$530.00	\$540.00
Combination of any 5 Categories	Non-Statutory	GST Free	\$636.00	\$640.00
Local Law Infringement Notices-Local Law Category 1	Non-Statutory	GST Free	\$322.00	\$327.00
Local Law Infringement Notices - Local Law Category 2	Non-Statutory	GST Free	\$610.00	\$615.00
Local Law Infringement Notices - Local Law Category 3	Non-Statutory	GST Free	\$1,718.00	\$1,600.00
Local Law Infringements - MFB (statutory)	Statutory	GST Free	\$1,935.00	\$1,935.00
ENGINEERING SERVICES - TRANSPORT				
Works Zone Application Fee (per non-metred parking bay) - 6 days per week for minimum 26 weeks	Non-Statutory	GST Free	\$700 signage and administration + \$1,404 per parking bay	\$700 signage and administration + \$1,450.80 per parking bay
Works Zone Application Fee (per non-metred parking bay) - each additional week	Non-Statutory	Taxable	\$54.00	\$55.80
Temporary Street Closure permits (full and partial closures excl street parties)	Statutory	GST Free	\$373.70	\$373.70
Temporary Street Closure permits - administration fee (full and partial closures excl street parties)	Non-Statutory	GST Free	\$95.00	\$102.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
ENGINEERING SERVICES - ASSETS APPROVAL				
After Hours Driveway Inspections	Non-Statutory	GST Free	\$321.00	\$331.00
Asset Protection Permits - carports, pools, garages, restumping, internal renovations	Non-Statutory	GST Free	\$375.00	\$386.00
Asset Protection Permits - Demolitions only. House additions, Single Dwellings, Dual Occupancy or Multi-Unit Developments (excl. apartment buildings)	Non-Statutory	GST Free	\$535.00	\$551.00
Asset Protection Permits - Multi-storey developments and developments requiring Construction Management Plan	Non-Statutory	GST Free	\$750.00	\$773.00
Additional inspections for various permits	Non-Statutory	Taxable	\$321.00	\$331.00
Build over Easements (statutory)	Statutory	GST Free	\$311.80	\$311.80
Flood Level Information (statutory)	Statutory	GST Free	\$311.80	\$311.80
Legal Points of Discharge (statutory)	Statutory	GST Free	\$155.30	\$155.30
Plan and subdivision checking fee (statutory)	Statutory	GST Free	3.25% of value of civil works for plan checking and supervision	3.25% of value of civil works for plan checking and supervision
Plan checking fee for 2 and 3 Lot developments with common property	Non-Statutory	GST Free	\$230.50	\$237.50
Plan checking fee for 4 - 9 Lot developments with common property	Non-Statutory	GST Free	\$578.00	\$598.00
Plan checking fee for 10+ developments with common property	Non-Statutory	GST Free	\$864.00	\$894.00
Plan checking fee for apartment buildings	Non-Statutory	GST Free	\$286.50	\$296.50
Plan checking fee for small commercial developments <500 m2 and single - 5 industrial/ factory/ warehouse developments	Non-Statutory	GST Free	\$231.00	\$238.00
Plan checking fee for medium and large commercial developments >500 m2 and 5+ industrial/ factory/ warehouse developments	Non-Statutory	GST Free	\$460.50	\$475.00
Plan checking fee for outfall drains - single dwellings and any structures that require building permits	Non-Statutory	GST Free	\$174.00	\$179.00
Construction of outfall drain in road reserve - Local Roads	Statutory	GST Free	\$373.70	\$373.70
Drainage (minor) works in road reserve - Local Roads	Statutory	GST Free	\$373.70	\$373.70
Drainage works in easement - not extending to road reserve	Statutory	GST Free	\$373.70	\$373.70
Drainage works in easement - extending to road reserve - Local Roads	Statutory	GST Free	\$373.70	\$373.70
Service Connections and Service Authority - Major works >8.5m2 - Local Roads	Statutory	GST Free	\$373.70	\$373.70
Vehicle crossings or any other works that require permits - Local Roads	Statutory	GST Free	\$373.70	\$373.70
STATUTORY PLANNING				
PERMIT APPLICATION FEES				
CHANGE OF USE				
Class 1 - Use only	Statutory	GST Free	\$1,415.10	\$1,415.10
SINGLE DWELLING				
Class 2 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application - \$10,000 or less	Statutory	GST Free	\$214.70	\$214.70
Class 3 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application - \$10,001 - \$100,000	Statutory	GST Free	\$675.80	\$675.80
Class 4 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application - \$100,001 - \$500,000	Statutory	GST Free	\$1,383.30	\$1,383.30
Class 5 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application - \$500,001 - \$1,000,000	Statutory	GST Free	\$1,494.60	\$1,494.60

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
Class 6 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application - \$1,000,001 - \$2,000,000	Statutory	GST Free	\$1,605.90	\$1,605.90
VICSMART				
Class 7 - VicSmart application if the estimated cost of development is \$10,000 or less	Statutory	GST Free	\$214.70	\$214.70
Class 8 - VicSmart application if the estimated cost of development is more than \$10,000	Statutory	GST Free	\$461.10	\$461.10
Class 9 - VicSmart application to subdivide or consolidate land	Statutory	GST Free	\$214.70	\$214.70
Class 10 - VicSmart applications other than class 7,8 or 9	Statutory	GST Free	\$214.70	\$214.70
OTHER DEVELOPMENT				
Class 11 - To develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$100,000 or less	Statutory	GST Free	\$1,232.30	\$1,232.30
Class 12 - To develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$100,001 - \$1,000,000	Statutory	GST Free	\$1,661.60	\$1,661.60
Class 13 - To develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$1,000,001 - \$5,000,000	Statutory	GST Free	\$3,665.00	\$3,665.00
Class 14 - To develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$5,000,001 - \$15,000,000	Statutory	GST Free	\$9,341.30	\$9,341.30
Class 15 - To develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$15,000,001 - \$50,000,000	Statutory	GST Free	\$27,546.80	\$27,546.80
Class 16 - To develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$50,000,001 or more	Statutory	GST Free	\$61,914.60	\$61,914.60
Class 22 - A permit not otherwise provided for in the regulation	Statutory	GST Free	\$1,415.10	\$1,415.10
SUBDIVISION				
Class 17 - To subdivide an existing building (other than a class 9 permit)	Statutory	GST Free	\$1,415.10	\$1,415.10
Class 18 - To subdivide land into 2 lots (other than a class 9 or class 16 permit)	Statutory	GST Free	\$1,415.10	\$1,415.10
Class 19 - To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit)	Statutory	GST Free	\$1,415.10	\$1,415.10
Class 20 - Subdivide land (other than class 9, 16, 17 or 18 permit) - per 100 lots created	Statutory	GST Free	\$1,415.10	\$1,415.10
Class 21 - To create, vary of remove a restriction within the meaning of the Subdivision Act 1988, create or remove a right of way, create,	Statutory	GST Free	\$1,415.10	\$1,415.10
SECTION 72 AMENDMENT FEES				
CHANGE OF USE				
S.72 Class 1 - An amendment for change of use or new use	Statutory	GST Free	\$1,415.10	\$1,415.10
S.72 Class 2 - An amendment resulting in change of permit condition(s) and/or description (other than single dwelling)	Statutory	GST Free	\$1,415.10	\$1,415.10
SINGLE DWELLING				
S.72 Class 3 - Amendment re: develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application - \$10,000 or less	Statutory	GST Free	\$214.70	\$214.70
S.72 Class 4 - Amendment re: develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the applic - \$10,001 - \$100,000	Statutory	GST Free	\$675.80	\$675.80
S.72 Class 5 - Amendment re: develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the applic - \$100,001 - \$500,000	Statutory	GST Free	\$1,383.30	\$1,383.30

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
S.72 Class 6 - Amendment re: develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the applic- \$500,001 - \$2,000,000	Statutory	GST Free	\$1,494.60	\$1,494.60
VICSMART				
S.72 Class 7 - An amendment to a VicSmart permit if the estimated cost of development is \$10,000 or less	Statutory	GST Free	\$214.70	\$214.70
S.72 Class 8 - An amendment to a VicSmart permit if the estimated cost of development is more than \$10,000	Statutory	GST Free	\$461.10	\$461.10
S.72 Class 9 - An amendment to a VicSmart permit to subdivide or consolidate land	Statutory	GST Free	\$214.70	\$214.70
S.72 Class 10 - An amendment to a VicSmart permit other than class 7,8 or 9	Statutory	GST Free	\$214.70	\$214.70
OTHER DEVELOPMENT				
S.72 Class 11 - An amendment to a permit issued to develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$100,000 or less	Statutory	GST Free	\$1,232.30	\$1,232.30
S.72 Class 12 - An amendment to a permit issued to develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$100,001 - \$1,000,000	Statutory	GST Free	\$1,661.60	\$1,661.60
S.72 Class 13 - An amendment to a permit issued to develop land (other than a single dwelling on a lot, VicSmart or to subdivide or consolidate land) including removal of trees and signs - \$1,000,001 or more	Statutory	GST Free	\$3,665.00	\$3,665.00
S.72 Class 19 - An amendment to a permit issued not otherwise provided for in the regulation	Statutory	GST Free	\$1,415.10	\$1,415.10
SUBDIVISION				
S.72 Class 14 - An amendment to a permit issued to subdivide an existing building (other than a class 9 permit)	Statutory	GST Free	\$1,415.10	\$1,415.10
S.72 Class 15 - An amendment to a permit issued to subdivide land into 2 lots (other than a class 9 or class 16 permit)	Statutory	GST Free	\$1,415.10	\$1,415.10
S.72 Class 16 - An amendment to a permit issued to effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit)	Statutory	GST Free	\$1,415.10	\$1,415.10
S.72 Class 17 - An amendment to a permit issued to subdivide land (other than class 9, 16, 17 or 18 permit) - per 100 lots created	Statutory	GST Free	\$1,415.10	\$1,415.10
S.72 Class 18 - An amendment to a permit issued to create, vary or remove a restriction within the meaning of the Subdivision Act 1988, create or remove a right of way,	Statutory	GST Free	\$1,415.10	\$1,415.10
SECONDARY CONSENT FEES				
Multi dwellings (10+) including apartments	Non-Statutory	Taxable	\$1,660.00	\$1,733.00
Multi dwellings (3-10) and other commercial / industrial development	Non-Statutory	Taxable	\$1,245.00	\$1,300.00
Single dwellings and 2 dwellings on a lot (All secondary consent including consent under a S173 Agreement)	Non-Statutory	Taxable	\$620.00	\$650.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
OTHER PLANNING FEES				
AMEND AN APPLICATION PRIOR TO DECISION				
Amend a current application for permit under S.57A after notice (prior to decision being made)	Statutory	GST Free	40% of the application fee for the current class of permit application & any additional fee as required by Note 1	40% of the application fee for the current class of permit application & any additional fee as required by Note 1
Amend a current application to amend a permit under S.57A after notice (prior to decision being made)	Statutory	GST Free	40% of the application fee for that new class of amendment permit application under S.72 & any additional fee as required by Note 1	40% of the application fee for that new class of amendment permit application under S.72 & any additional fee as required by Note 1
Note 1 - If a request to amend an application for a permit has the effect of changing the class of that permit to a new class, having a higher application fee, the applicant must pay an additional fee being the difference between the original class of application and the amended class of permit				
ADVERTISING FEES				
Additional letters	Non-Statutory	GST Free	\$7.00	\$7.50
Advertising (includes up to 10 letters - additional letters \$7.00 each)	Non-Statutory	GST Free	\$180.00	\$190.00
Advertising by applicant	Non-Statutory	Taxable	\$180.00	\$190.00
ENDORSEMENT FEES				
Construction Management Plan	Non-Statutory	GST Free	\$270.00	\$350.00
Condition 1 Plan - each additional review	Non-Statutory	GST Free	\$160.00	\$165.00
SUBDIVISIONS				
Subdivision Certification and Statement of Compliance	Statutory	GST Free	\$187.60	\$187.60
Alter a Plan	Statutory	GST Free	\$119.30	\$119.30
Amendment of a Certified Plan	Statutory	GST Free	\$151.10	\$151.10
SECTION 173 AGREEMENTS				
Section 173 - amending or ending an agreement under Section 178A	Statutory	GST Free	\$707.60	\$707.60
CONSTRUCTION MANAGEMENT PLAN - ROAD OCCUPATION				
Construction Zone Inspection Fee (per week)	Non-Statutory	Taxable	\$105.00	\$110.00
Construction Zone Installation of Construction Zone	Non-Statutory	Taxable	\$520.00	\$540.00
Construction Zone Per Square Metre (per week)	Non-Statutory	Taxable	\$5.00	\$5.00
Construction Zone Permit Fee	Non-Statutory	Taxable	\$1,035.00	\$1,100.00
Crane Occupation Inspection Fee (per day)	Non-Statutory	Taxable	\$105.00	\$110.00
Crane Occupation Out of Hours Inspection	Non-Statutory	Taxable	\$315.00	\$315.00
Crane Occupation Permit Fee (per day)	Non-Statutory	Taxable	\$155.00	\$160.00
Crane Occupation Road Closure (per day)	Non-Statutory	Taxable	\$315.00	\$315.00
Hoarding and Gantry Inspection Fee (min 2)	Non-Statutory	Taxable	\$105.00	\$105.00
Hoarding and Gantry Per Square Metre (per week)	Non-Statutory	Taxable	\$5.00	\$5.00
Plant and Equipment Inspection Fee (per day)	Non-Statutory	Taxable	\$105.00	\$110.00
Plant and Equipment out of Hours Inspection	Non-Statutory	Taxable	\$315.00	\$325.00
Plant and Equipment Road Closure (per day)	Non-Statutory	Taxable	\$315.00	\$325.00
Shipping Container Permit Fee (per day)	Non-Statutory	Taxable	\$125.00	\$125.00
Work Area Inspection Fee	Non-Statutory	Taxable	\$105.00	\$110.00
Work Area Out of Hours Inspection	Non-Statutory	Taxable	\$315.00	\$325.00
Work Area Per Square Meter (per week)	Non-Statutory	Taxable	\$5.00	\$5.00
Work Area Permit Fee	Non-Statutory	Taxable	\$260.00	\$260.00
Work Zone Inspection Fee x 2	Non-Statutory	Taxable	\$105.00	\$110.00
Work Zone Installation of Work Zone	Non-Statutory	Taxable	\$520.00	\$520.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
Work Zone Per Square Metre (per week)	Non-Statutory	Taxable	\$5.00	\$5.00
Work Zone Permit Fee	Non-Statutory	Taxable	\$1,035.00	\$1,100.00
OTHER CONSTRUCTION MANAGEMENT PLAN FEES				
Construction Management Plan 10+ Storeys	Non-Statutory	Taxable	\$1,345.50	\$1,400.00
Construction Management Plan 3-9 Storeys	Non-Statutory	Taxable	\$625.00	\$700.00
Out of Hours Permit Fee	Non-Statutory	Taxable	\$160.00	\$170.00
Out of Hours Permit Inspection Fee	Non-Statutory	Taxable	\$315.00	\$325.00
Permanent Vehicle Crossing Inspection Fee x 4	Non-Statutory	Taxable	\$105.00	\$105.00
Permanent Vehicle Crossing Out of Hours	Non-Statutory	Taxable	\$315.00	\$315.00
Permanent Vehicle Crossing Permit Fee	Non-Statutory	Taxable	\$160.00	\$160.00
Road / Footpath Opening - Consent Requirements Inspection Fee (min 3)	Non-Statutory	Taxable	\$105.00	\$105.00
Road / Footpath Opening - Consent Requirements Out of Hours Inspection	Non-Statutory	Taxable	\$315.00	\$315.00
Temporary Vehicle Crossing Inspection Fee (min 2 plus 1 per month)	Non-Statutory	Taxable	\$105.00	\$105.00
Temporary Vehicle Crossing Permit Fee	Non-Statutory	Taxable	\$160.00	\$160.00
OTHER FEES				
Certificates of compliance (Under section 97N of the Planning and Environment Act (Regulation 10))	Statutory	GST Free	\$349.80	\$349.80
Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council	Statutory	GST Free	\$349.80	\$349.80
Pre application advice	Non-Statutory	GST Free	\$285.00	\$300.00
Advice regarding need for permit, planning scheme requirements or approval details	Non-Statutory	Taxable	\$210.00	\$250.00
Provide a copy of planning permit and endorsed plans	Non-Statutory	GST Free	\$260.00	\$270.00
Copying plans while planning permit application is on notice - Per sheet for A1 to A0	Non-Statutory	GST Free	\$36.00	\$38.00
Electronic copy of planning permit and endorsed plans	Non-Statutory	Taxable	\$200.00	\$200.00
Extension of time request for a planning permit	Non-Statutory	GST Free	\$350.00	\$360.00
Retrospective planning fee	Non-Statutory	GST Free	\$530.00	\$550.00
On site compliance checks	Non-Statutory	GST Free	\$260.00	\$260.00
Tree Removal - non-standard application	Non-Statutory	Taxable	N/A	\$250.00
INFRINGEMENTS				
Planning infringement notice - corporation	Statutory	GST Free	\$1,923.00	\$1,923.00
Planning infringement notice - individual	Statutory	GST Free	\$962.00	\$962.00
STRATEGIC PLANNING				
Advice to Building Surveyors on Heritage Status of Buildings	Statutory	GST Free	\$91.40	\$91.40
To consider an amendment request: To refer and give notice of the amendment as required by the Act - To consider any submissions which do not seek to change the amendment - To (if applicable) abandon the amendment.	Statutory	GST Free	\$3,275.40	\$3,275.40
To consider submissions which seek to change the amendment: To refer submissions to a Panel - To prepare and make a submission to a Panel - To consider the Panel report - To (if applicable) abandon the amendment.	Statutory	GST Free	\$16,233.90	\$16,233.90
To adopt an amendment (In whole or part) - To submit the adopted amendment to the Minister (Paid before Council adopts the amendment)	Statutory	GST Free	\$516.80	\$516.80
To consider 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel. <i>Refer to Note 2</i>	Statutory	GST Free	\$32,436.00	\$32,436.00
To consider submissions that exceed 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel. <i>Refer to Note 2</i>	Statutory	GST Free	\$43,359.30	\$43,359.30
Note 2 - Including providing assistance to a panel in accordance with section 158 of the Act. - Making a submission to a panel appointed under Part 8 of the Act at a hearing referred to in section 24(b) of the Act. - Considering the panel's report in accordance with section 27 of the Act. - After considering submissions and the panel's report, abandoning the amendment.				

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
BUILDING				
RESIDENTIAL DEWELLING AND OUT BUILDINGS				
BUILDING PERMIT FEES				
Works estimated up to \$10,000 - Minor Building Works, Small front timber fences - Plus statutory lodgement fee	Non-Statutory	Taxable	\$600.00	\$621.00
Works estimated between \$10,000 - \$25,000 - Plus levy cost x .0016 & statutory lodgement fee	Non-Statutory	Taxable	\$1,500.00	\$1,500.00
Works estimated between \$25,000 - \$50,000 - Plus levy cost x .0016 & statutory lodgement fee	Non-Statutory	Taxable	\$1,750.00	\$1,750.00
Works estimated between \$50,000 - \$100,000 - Plus levy cost x .0016	Non-Statutory	Taxable	\$2,750.00	\$2,750.00
Works estimated between \$100,000 - \$200,000 - Plus levy cost x .0016	Non-Statutory	Taxable	\$3,500.00	\$3,500.00
Works estimated between \$200,000 - \$400,000 - Plus levy cost x .0016	Non-Statutory	Taxable	\$4,100.00	\$4,100.00
Works estimated over \$400,000+ Plus levy cost x .0016 & statutory lodgement fee - To be quoted by MBS	Non-Statutory	Taxable	Quotation	Quotation
Multi Unit Developments (per unit)	Non-Statutory	Taxable	Quotation	Quotation
Change of class from 1a to 1b (residential to student accommodation) NOTE: Levy payable if works over \$10K	Non-Statutory	Taxable	\$2,300.00	\$2,369.00
Change of use/combined allotment Statements	Non-Statutory	Taxable	\$740.00	\$740.00
Owner Builder Special Charge - Fees can be discounted with MBS approval	Non-Statutory	Taxable	\$430.00	\$430.00
Additional Mandatory Inspections	Non-Statutory	Taxable	\$0.00	\$190.00
COMMERCIAL BUILDINGS				
Value up to \$50,000 - (additional @ \$185 each)	Non-Statutory	Taxable	Quotation	Quotation
\$50,000 - \$100,000 - (additional @ \$185 each)	Non-Statutory	Taxable	Quotation	Quotation
\$100,000 - \$500,000 - to be quoted on application	Non-Statutory	Taxable	Quotation	Quotation
\$500,000 - \$1,000,000 - to be quoted on application	Non-Statutory	Taxable	Quotation	Quotation
over \$1,000,000 - to be quoted on application	Non-Statutory	Taxable	Quotation	Quotation
Demolish - Commercial building	Non-Statutory	Taxable	Quotation	Quotation
PERMIT APPLICATIONS OUTSIDE MUNICIPALITY				
Place of Public Entertainment - Occupancy Permit (where fee for entry events) to be quoted with MBS approval	Non-Statutory	Taxable	Quotation	Quotation
PUBLIC ENTERTAINMENT PERMITS - TEMPORARY OCCUPANCY				
1 Structure	Non-Statutory	Taxable	\$1,000.00	\$1,030.00
Additional Inspections	Non-Statutory	Taxable	\$250.00	\$250.00
Additional Fees - may be applicable - to be quoted on application	Non-Statutory	Taxable	Quotation	Quotation
PUBLIC PROTECTION FEES				
Public Protection (Hoarding & Gantry) App Fees - Statutory fee	Statutory	GST Free	\$316.40	\$316.40
Public Protection Land Lease fee - \$2.30 per m2 per day - min \$412 max \$1000 per week & 30% additional levy for period of occupation without consent	Non-Statutory	Taxable	Various	Various
OTHER CHARGES				
Application for Council Report and Consent/Delegate Dispensations	Statutory	GST Free	\$311.80	\$311.80
Amended Plans/Building Permits	Non-Statutory	Taxable	\$350.00	\$360.00
Lapsed/Expired building permits	Non-Statutory	Taxable	\$450.00	\$450.00
Special Inspection (house removals) and report/consultancy - To be quoted and invoiced - hourly rate	Non-Statutory	Taxable	\$190.00	\$190.00
Building inspections for Private Building Surveyors	Non-Statutory	Taxable	\$200.00	\$206.00
Solicitors Requests- Building Certificates - Per Reg. 51 (1)	Statutory	GST Free	\$50.70	\$50.70
Property Information - per Reg. 51(2)	Statutory	GST Free	\$50.70	\$50.70
Detailed Building Certificate (inc inspections- as Per Reg 51(3))	Statutory	GST Free	\$50.70	\$50.70
Building Property Information Request (PIR) - for advice on Building Permits for sites	Non-Statutory	Taxable	\$140.00	\$144.00
Copies of Plans & Other building approval documents - Electronic copy of plans and other building approval documents - Charge is per Building Permit	Non-Statutory	Taxable	\$200.00	\$207.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
Copies of Plans & Other building approval documents - Paper \$250 – Charge is per Building Permit (For paper first 5 sheets - included, any additional A1-A0 \$32.50 each, A4-A3 \$32.50 full set)	Non-Statutory	Taxable	\$260.00	\$269.00
Swimming Pool Recertification of existing - WITHIN MUNICIPALITY ONLY	Non-Statutory	Taxable	\$390.00	\$390.00
Report only - Where a Report and Consent has not been issued	Non-Statutory	Taxable	\$600.00	\$618.00
Report and Consent Advertising - Per Property Charge	Non-Statutory	Taxable	\$95.00	\$98.00
Report and consent advertising - Additional properties for advertising after first one	Non-Statutory	Taxable	\$75.00	\$77.00
Report and Consent - Amendment Fee	Non-Statutory	Taxable	\$200.00	\$213.00
Compliance certificate lodgement - Pool/spa	Statutory	GST Free	\$21.90	\$21.90
Non-compliance fee - Pool/spa	Statutory	Taxable	\$413.40	\$413.40
Initial registration and search - Pool/spa	Statutory	GST Free	\$84.90	\$84.90
Initial registration (new pool) - Pool/spa	Statutory	GST Free	\$34.20	\$34.20
CORPORATE SERVICES				
CORPORATE INFORMATION				
Building Permits Externally Certified	Statutory	GST Free	\$130.90	\$130.90
RATING				
Land Information Certificates	Statutory	GST Free	\$28.90	\$28.90
Land Information Certificates - urgent	Non-Statutory	GST Free	\$59.00	\$61.20
Duplicate Rate Notices from per property per year for years from 2020/21 to current	Non-Statutory	Taxable	\$0.00	\$16.00
Duplicate rates record per property or years from 2001/02 to 2019/20	Non-Statutory	Taxable	\$0.00	\$16.00
Financial Statements per property up to 7 years	Non-Statutory	Taxable	\$0.00	\$40.00
Financial Statements per property for more than 7 years - POA	Non-Statutory	Taxable	\$0.00	POA
GOVERNANCE				
Freedom of Information Inspection Fee	Statutory	GST Free	\$23.90	\$23.90
Freedom of Information Lodgement Fee	Statutory	GST Free	\$31.80	\$31.80
Freedom of Information Photocopy Fee	Statutory	GST Free	\$0.20	\$0.20
Freedom of Information Search Fee	Statutory	GST Free	\$23.90	\$23.90
COMMUNITY SERVICES				
FY&C MANAGEMENT & FAMILY CENTRES				
Room Hire – Burgess Centre	Non-Statutory	Taxable	\$28.00	\$29.00
Room Hire – Box Hill South	Non-Statutory	Taxable	\$28.00	\$29.00
CHILDREN'S SERVICE CENTRES - BLACKBURN, LUCKNOW STREET, VERMONT SOUTH				
Childcare Fees	Non-Statutory	GST Free		
<i>Under 3 Years Old:</i>				
Full Time per week	Non-Statutory	GST Free	\$685.00	\$712.50
Part Time per day	Non-Statutory	GST Free	\$145.00	\$151.00
<i>Over 3 Years Old:</i>				
Full Time per week	Non-Statutory	GST Free	\$665.00	\$692.00
Part Time per day	Non-Statutory	GST Free	\$141.00	\$147.00
Kindergarten Bond	Non-Statutory	GST Free	\$300.00	\$300.00
Late fee	Non-Statutory	Taxable	\$20.00	\$22.00
ENV HEALTH IMMUNISATION PUBLIC PGRM				
Bexsero (Meningococcal B) Vaccine	Non-Statutory	GST Free	\$128.00	\$130.00
Chickenpox	Non-Statutory	GST Free	\$76.00	\$78.00
Diphtheria, tetanus and Pertussis (Boostrix)	Non-Statutory	GST Free	\$53.00	\$55.00
Measles, Mumps, Rubella	Non-Statutory	GST Free	\$46.00	\$47.00
Immunisation Catch Up Plans	Non-Statutory	GST Free	\$0.00	\$35.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
ENVIRONMENTAL HEALTH OPERATIONS				
Prosecution Fines included as part of Fees and Charges - determined and imposed by the courts	Non-Statutory	GST Free	Various	Various
Fines as a result of PINs being issued - vary depending on penalty units for specific offence and whether person or company involvement	Statutory	GST Free	Various	Various
Pre-Registration Application - New- Food Premises- Class 1 & 2	Non-Statutory	GST Free	\$360.00	\$372.00
Pre-Registration Application - Alterations- Food Premises- Class 1 & 2	Non-Statutory	GST Free	\$180.00	\$186.00
Pre-Registration Application - New- Food Premises- Class 3	Non-Statutory	GST Free	\$269.00	\$0.00
Pre-Registration Application - Alterations- Food Premises- Class 3	Non-Statutory	GST Free	\$180.00	N/A
Pre-Registration Application -New- PHW Act- Registered Premises	Non-Statutory	GST Free	\$225.00	\$232.00
Pre-Registration Application - Alterations- PHW Act- Registered Premises	Non-Statutory	GST Free	\$0.00	\$92.00
Pre Registration Application – Priority Service (Fee Doubled)	Non-Statutory	GST Free	Various	Various
Application/Permit Approval – New- Septic Tank	Non-Statutory	GST Free	\$426.00	N/A
Application/Permit Approval – Alterations - Septic Tank	Non-Statutory	GST Free	\$240.00	N/A
EPA Wastewater System Application Permit (new)	Statutory	GST Free	N/A	\$777.20
EPA Wastewater System Application Permit (alteration)	Statutory	GST Free	N/A	\$592.30
Food Act- New/ Renewal of registration- Class 1 & 2- Small	Non-Statutory	GST Free	\$487.00	\$502.00
Food Act- New/ Renewal of registration- Class 1 & 2- Medium	Non-Statutory	GST Free	\$666.00	\$686.00
Food Act- New/ Renewal of registration- Class 1 & 2- Large	Non-Statutory	GST Free	\$1,020.00	\$1,052.00
Food Act- New/ Renewal of registration- Community Group- Class 1 & 2	Non-Statutory	GST Free	\$334.00	\$344.00
Food Act- New/ Renewal of registration- Community Group- Class 1 & 2 (6 months)	Non-Statutory	GST Free	\$167.00	\$172.00
Food Act- New/ Renewal of registration- Temporary Food Premises- Class 1 & 2	Non-Statutory	GST Free	\$168.00	\$174.00
Food Act- Temporary Food Premises Registration- Community Group- Class 1 & 2	Non-Statutory	GST Free	\$84.00	\$87.00
Food Act- New/ Renewal of registration- Class 3- Small	Non-Statutory	GST Free	\$421.00	\$434.00
Food Act- New/ Renewal of registration- Class 3- Medium	Non-Statutory	GST Free	\$546.00	\$564.00
Food Act- New/ Renewal of registration- Class 3- Large	Non-Statutory	GST Free	\$805.00	\$830.00
Food Act- New/ Renewal of registration- Community Group- Class 3	Non-Statutory	GST Free	\$272.00	\$280.00
Food Act- New/ Renewal of registration- Community Group- Class 3 (6 months)	Non-Statutory	GST Free	\$136.00	\$140.00
Food Act- New/ Renewal of registration- Temporary Food Premises- Class 3	Non-Statutory	GST Free	\$136.00	\$141.00
Food Act- Temporary Food Premises Registration- Community Group- Class 3	Non-Statutory	GST Free	\$68.00	\$70.00
Food Act- Renewal of registration- Class 1 & 2- Small- 1 Star	Non-Statutory	GST Free	\$731.00	\$754.00
Food Act- Renewal of registration- Class 1 & 2- Small- 2 Star	Non-Statutory	GST Free	\$632.00	\$652.00
Food Act- Renewal of registration- Class 1 & 2- Small- 5 Star	Non-Statutory	GST Free	\$439.00	\$453.00
Food Act- Renewal of registration- Class 1 & 2- Medium- 1 Star	Non-Statutory	GST Free	\$998.00	\$1,028.00
Food Act- Renewal of registration- Class 1 & 2- Medium- 2 Star	Non-Statutory	GST Free	\$864.00	\$890.00
Food Act- Renewal of registration- Class 1 & 2- Medium- 5 Star	Non-Statutory	GST Free	\$599.00	\$617.00
Food Act- Renewal of registration- Class 1 & 2- Large - 1 Star	Non-Statutory	GST Free	\$1,528.00	\$1,575.00
Food Act- Renewal of registration- Class 1 & 2- Large - 2 Star	Non-Statutory	GST Free	\$1,325.00	\$1,366.00
Food Act- Renewal of registration- Class 1 & 2- Large - 5 Star	Non-Statutory	GST Free	\$918.00	\$946.00
Food Act - Renewal of Registration-Class 1 & 2 - Community Group - 1 Star	Non-Statutory	GST Free	\$499.00	\$514.00
Food Act - Renewal of Registration-Class 1 & 2 - Community Group - 2 Star	Non-Statutory	GST Free	\$433.00	\$446.00
Food Act - Renewal of Registration-Class 1 & 2 - Community Group - 5 Star	Non-Statutory	GST Free	\$299.00	\$308.00
PHW Act - New/ Renewal of registration– Accommodation 1-12 Persons	Non-Statutory	GST Free	\$306.00	\$316.00
PHW Act - New/ Renewal of registration– Accommodation 13-40 Persons	Non-Statutory	GST Free	\$454.00	\$468.00
PHW Act - New/ Renewal of registration– Accommodation 41+ Persons	Non-Statutory	GST Free	\$600.00	\$620.00
PHW Act - New/Renewal of Registration - Aqua Facilities - Large	Non-Statutory	GST Free	\$0.00	\$332.00
PHW Act - New/Renewal of Registration - Aqua Facilities - Small	Non-Statutory	GST Free	\$0.00	\$222.00
PHW Act - Transfer of Registration– Accommodation 1- 12 Persons	Non-Statutory	GST Free	\$153.00	\$158.00
PHW Act - Transfer of Registration– Accommodation 13- 40 Persons	Non-Statutory	GST Free	\$227.00	\$234.00
PHW Act - Transfer of Registration– Accommodation 41+ Persons	Non-Statutory	GST Free	\$300.00	\$309.00
PHW Act- New/ Renewal of Registration – Low Risk - Hairdressing and Low Risk	Non-Statutory	GST Free	\$166.00	\$171.00
PHW Act- New/ Renewal of Registration – Medium Risk - Beauty Therapy	Non-Statutory	GST Free	\$152.00	\$157.00
PHW Act- New/ Renewal of Registration – High Risk - Skin Penetration and Colonic	Non-Statutory	GST Free	\$184.00	\$190.00
PHW Act- Transfer of Registration – Medium Risk - Beauty Therapy	Non-Statutory	GST Free	\$76.00	\$78.00
PHW Act- Transfer of Registration – High Risk - Skin Penetration and Colonic	Non-Statutory	GST Free	\$92.00	\$95.00
PHW Act – Transfer of Registration Aquatic Facilities (Small)	Non-Statutory	GST Free	N/A	\$111.00
PHW Act – Transfer of Registration Aquatic Facilities (Large)	Non-Statutory	GST Free	N/A	\$166.00
Food Act – Presale Inspection & Report	Non-Statutory	GST Free	\$300.00	\$309.00
Food Act – Presale Inspection & Report- Priority Service	Non-Statutory	GST Free	\$600.00	\$618.00
Food Act- Additional Follow Inspection- Performance	Non-Statutory	GST Free	\$197.00	\$203.00
PHW Act – Presale Inspection & Report	Non-Statutory	GST Free	\$272.00	\$281.00
PHW Act – Presale Inspection & Report- Priority Service	Non-Statutory	GST Free	\$544.00	\$560.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
BOX HILL COMMUNITY ARTS CENTRE				
Course/Workshop Fees				
Course fees vary depending on session and term lengths.				
Fees for 2024/25 reflect the maximum course charge that will apply for the financial year.				
Adult Course Fees - Full Course - Ceramics - Maximum Charge	Non-Statutory	Taxable	\$492.00	\$507.00
Adult Course Fees - Full Course - Craft - Maximum Charge	Non-Statutory	Taxable	\$373.00	\$384.00
Adult Course Fees - Full Course - Performing Arts/Lifestyle - Maximum Charge	Non-Statutory	Taxable	\$171.00	\$175.00
Adult Course Fees - Full Course - Visual Arts - Maximum Charge	Non-Statutory	Taxable	\$373.00	\$385.00
Adult Course Fees - Workshops - Various	Non-Statutory	Taxable	Various	Various
Arty Party - Clay Based Works	Non-Statutory	Taxable	N/A	\$390.00
Arty Party - Clay Wheel Work - Maximum Charge	Non-Statutory	Taxable	\$290.00	N/A
Arty Party - Clay/Painting/Craft - Maximum Charge	Non-Statutory	Taxable	\$389.00	N/A
Arty Party - Kindy Clay/Craft - Maximum Charge	Non-Statutory	Taxable	\$290.00	N/A
Children's Course Fee - Ceramics - Maximum Charge	Non-Statutory	Taxable	\$238.00	\$260.00
Children's Course Fee - Cooking - Maximum Charge	Non-Statutory	Taxable	\$254.00	N/A
Children's Course Fee - Kindy - Maximum Charge	Non-Statutory	Taxable	\$120.00	N/A
Children's Course Fee - Performing - Maximum Charge	Non-Statutory	Taxable	\$171.00	\$176.00
Children's Course Fee - Special Event Programs - Maximum Charge	Non-Statutory	Taxable	\$21.00	\$22.00
Children's Course Fee - Visual Arts - Maximum Charge	Non-Statutory	Taxable	\$225.52	\$232.00
School Holiday Program - Ceramics/Vis Arts/Cooking/Craft - Maximum Charge	Non-Statutory	Taxable	\$42.00	\$44.00
School Holiday Program - Full Day Program - Maximum Charge	Non-Statutory	Taxable	\$89.00	\$90.00
School Holiday Program - Kindy Program - Maximum Charge	Non-Statutory	Taxable	\$34.00	\$35.00
School Holiday Program - Performing Arts - Maximum Charge	Non-Statutory	Taxable	\$26.00	\$30.00
School Holiday Program – Special Event Programs - Maximum Charge	Non-Statutory	Taxable	\$12.00	\$26.00
Youth Course Fee - School Holiday -Clay Wheel/Vis Arts - Maximum Charge	Non-Statutory	Taxable	\$40.00	N/A
Youth Course Fee - Term - Clay Wheel/Vis Arts - Maximum Charge	Non-Statutory	Taxable	\$332.00	\$341.00
Youth Course Fee - Term - Special Event Programs - Maximum Charge	Non-Statutory	Taxable	\$21.00	\$26.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
			Effective 1 Jul to 31 Dec 2023	Effective 1 Jul to 31 Dec 2024
Equipment Hire				
Equipment Hire - (Firing Bisc & Glaze per kilo)	Non-Statutory	Taxable	\$13.25	\$13.25
Equipment Hire - AV Projector & Screen	Non-Statutory	Taxable	\$43.47	\$43.47
Equipment Hire - BBQ	Non-Statutory	Taxable	\$45.00	\$40.00
Equipment Hire – Clay Type - LGH	Non-Statutory	Taxable	\$23.80	\$25.00
Equipment Hire - Clay Type- Feeneys/BRT	Non-Statutory	Taxable	\$28.98	\$28.98
Equipment Hire - Clay Type- White Raku	Non-Statutory	Taxable	\$29.98	\$29.98
Equipment Hire - Clay Type- RGH	Non-Statutory	Taxable	\$23.80	\$23.80
Equipment Hire – Glaze Firing only per kilo	Non-Statutory	Taxable	\$7.24	\$7.50
Equipment Hire - Light/Sound Equipment Hire	Non-Statutory	Taxable	\$129.38	\$129.38
Equipment Hire – Photocopying per sheet b/w	Non-Statutory	Taxable	\$0.47	\$0.50
Equipment Hire – Photocopying per sheet colour	Non-Statutory	Taxable	\$1.71	\$1.75
Equipment Hire - Portable Microphone	Non-Statutory	Taxable	\$41.40	\$41.40
Equipment Hire - Print Press	Non-Statutory	Taxable	\$77.00	\$77.00
Equipment Hire - Projector Screen	Non-Statutory	Taxable	\$18.63	N/A
Equipment Hire -TV & Video	Non-Statutory	Taxable	\$27.94	\$29.00
Venue Hire				
Lease - Alcove Art Shop	Non-Statutory	Taxable	\$1,311.30	\$1,454.00
BHCAC Shed	Non-Statutory	Taxable	\$0.00	\$6.00
Drycraft East or West – Casual	Non-Statutory	Taxable	\$72.45	\$72.45
Drycraft East or West – Regular	Non-Statutory	Taxable	\$33.12	\$33.12
Drycraft East or West Party Function Rate	Non-Statutory	Taxable	\$362.25	\$0.00
Drycraft Studio (East & West) – Casual	Non-Statutory	Taxable	\$103.50	\$0.00
Drycraft Studio (East & West) – Regular	Non-Statutory	Taxable	\$66.24	\$69.00
Drycraft Studio (East & West) Party Function Rate	Non-Statutory	Taxable	\$574.42	\$574.42
Exhibition Booking Cancellation Fee	Non-Statutory	Taxable	\$130.00	\$134.55
Exhibition Foyer Hire	Non-Statutory	Taxable	\$481.28	\$481.30
Exhibition Invitations (design and print of 30)	Non-Statutory	Taxable	\$69.30	\$69.30
Public liability - Exhibitors	Non-Statutory	Taxable	\$31.05	\$16.50
Meeting Room – Casual	Non-Statutory	Taxable	\$45.54	\$45.54
Meeting Room – Regular	Non-Statutory	Taxable	\$36.22	\$36.22
The Arbour Casual Arts Performance/Workshop	Non-Statutory	Taxable	\$87.98	\$87.98
The Arbour Casual Function/Corporate	Non-Statutory	Taxable	\$106.60	\$106.60
The Arbour – Regular	Non-Statutory	Taxable	\$59.00	\$59.00
The Arbour Party Function Rate	Non-Statutory	Taxable	\$724.50	\$724.50
The Lounge/Kitchen In addition to the Arbour	Non-Statutory	Taxable	\$196.65	\$196.65
The Lounge/Kitchen Party Function Rate	Non-Statutory	Taxable	\$481.28	\$481.28
The Lounge/Kitchen – Casual	Non-Statutory	Taxable	\$82.80	\$82.80
The Lounge/Kitchen – Regular	Non-Statutory	Taxable	\$48.64	\$48.65
Wetcraft Studio – Casual	Non-Statutory	Taxable	\$74.52	\$74.52
Wetcraft Studio – Regular	Non-Statutory	Taxable	\$59.00	\$59.00
Other Fees				
Ad Hoc Bookings - Ceramics	Non-Statutory	Taxable	\$259.00	\$268.00
Ad Hoc Bookings - Recharge Program	Non-Statutory	Taxable	\$850.00	N/A
Ad Hoc Bookings - School Program	Non-Statutory	Taxable	\$1,294.00	N/A
Ad Hoc Bookings - Visual Arts	Non-Statutory	Taxable	\$176.00	\$360.00
Fees & Charges - Public Liability	Non-Statutory	Taxable	\$20.70	\$16.50
Fees & Charges - Security Guard	Non-Statutory	Taxable	\$77.60	\$100.00
Fees & Charges - Tea and Coffee (per cup)	Non-Statutory	Taxable	\$3.75	\$3.75
Fees & Charges - Testing & Tagging	Non-Statutory	Taxable	\$11.50	\$11.50

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
			Effective 1 Jan to 30 Jun 2024	Effective 1 Jan to 30 Jun 2025
Equipment Hire				
Equipment Hire - (Firing Bisc & Glaze per kilo)	Non-Statutory	Taxable	\$13.25	\$14.00
Equipment Hire - AV Projector & Screen	Non-Statutory	Taxable	\$43.47	\$45.00
Equipment Hire - BBQ	Non-Statutory	Taxable	\$45.00	\$40.00
Equipment Hire – Clay Type - LGH	Non-Statutory	Taxable	\$23.80	\$25.00
Equipment Hire - Clay Type- Feeneys/BRT	Non-Statutory	Taxable	\$28.98	\$30.00
Equipment Hire - Clay Type- White Raku	Non-Statutory	Taxable	\$29.98	\$31.00
Equipment Hire - Clay Type- RGH	Non-Statutory	Taxable	\$23.80	\$25.00
Equipment Hire – Glaze Firing only per kilo	Non-Statutory	Taxable	\$7.24	\$7.50
Equipment Hire - Light/Sound Equipment Hire	Non-Statutory	Taxable	\$129.38	\$134.00
Equipment Hire – Photocopying per sheet b/w	Non-Statutory	Taxable	\$0.47	\$0.50
Equipment Hire – Photocopying per sheet colour	Non-Statutory	Taxable	\$1.71	\$1.75
Equipment Hire - Portable Microphone	Non-Statutory	Taxable	\$41.40	\$43.00
Equipment Hire - Print Press	Non-Statutory	Taxable	\$77.00	\$80.00
Equipment Hire - Projector Screen	Non-Statutory	Taxable	\$18.63	N/A
Equipment Hire -TV & Video	Non-Statutory	Taxable	\$27.94	\$29.00
Venue Hire				
Lease - Alcove Art Shop	Non-Statutory	Taxable	\$1,311.30	\$1,512.00
BHCAC Shed	Non-Statutory	Taxable	\$0.00	\$7.00
Drycraft East or West – Casual	Non-Statutory	Taxable	\$72.45	\$75.00
Drycraft East or West – Regular	Non-Statutory	Taxable	\$33.12	\$34.00
Drycraft East or West Party Function Rate	Non-Statutory	Taxable	\$362.25	\$0.00
Drycraft Studio (East & West) – Casual	Non-Statutory	Taxable	\$103.50	\$0.00
Drycraft Studio (East & West) – Regular	Non-Statutory	Taxable	\$66.24	\$66.25
Drycraft Studio (East & West) Party Function Rate	Non-Statutory	Taxable	\$574.42	\$592.00
Exhibition Booking Cancellation Fee	Non-Statutory	Taxable	\$134.55	\$140.00
Exhibition Foyer Hire	Non-Statutory	Taxable	\$481.28	\$496.00
Exhibition Invitations (design and print of 30)	Non-Statutory	Taxable	\$69.30	\$72.00
Public liability - Exhibitors	Non-Statutory	Taxable	\$31.05	\$16.50
Meeting Room – Casual	Non-Statutory	Taxable	\$45.54	\$48.00
Meeting Room – Regular	Non-Statutory	Taxable	\$36.22	\$37.50
The Arbour Casual Arts Performance/Workshop	Non-Statutory	Taxable	\$87.98	\$91.00
The Arbour Casual Function/Corporate	Non-Statutory	Taxable	\$106.60	\$110.00
The Arbour – Regular	Non-Statutory	Taxable	\$59.00	\$61.00
The Arbour Party Function Rate	Non-Statutory	Taxable	\$724.50	\$750.00
The Lounge/Kitchen In addition to the Arbour	Non-Statutory	Taxable	\$196.65	\$204.00
The Lounge/Kitchen Party Function Rate	Non-Statutory	Taxable	\$481.28	\$500.00
The Lounge/Kitchen – Casual	Non-Statutory	Taxable	\$82.80	\$85.00
The Lounge/Kitchen – Regular	Non-Statutory	Taxable	\$48.64	\$50.00
Wetcraft Studio – Casual	Non-Statutory	Taxable	\$74.52	\$78.00
Wetcraft Studio – Regular	Non-Statutory	Taxable	\$59.00	\$61.00
Other Fees				
Ad Hoc Bookings - Ceramics	Non-Statutory	Taxable	\$259.00	\$268.00
Ad Hoc Bookings - Recharge Program	Non-Statutory	Taxable	\$850.00	N/A
Ad Hoc Bookings - School Program	Non-Statutory	Taxable	\$1,294.00	N/A
Ad Hoc Bookings - Visual Arts	Non-Statutory	Taxable	\$176.00	\$360.00
Fees & Charges - Public Liability	Non-Statutory	Taxable	\$20.70	\$16.50
Fees & Charges - Security Guard	Non-Statutory	Taxable	\$77.62	\$100.00
Fees & Charges - Tea and Coffee (per cup)	Non-Statutory	Taxable	\$3.75	\$3.90
Fees & Charges - Testing & Tagging	Non-Statutory	Taxable	\$11.00	\$12.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
EVENTS				
Major Event - Fast Food Stalls	Non-Statutory	GST Free	\$330.00	\$380.00
Major Event - Sweets and Drinks Stalls	Non-Statutory	GST Free	\$230.00	\$250.00
Neighbourhood Events - Fast Food Stalls	Non-Statutory	GST Free	\$160.00	\$168.00
Neighbourhood Events - Sweets and Drinks Stalls	Non-Statutory	GST Free	\$110.00	\$115.00
3 x 3m Marquee Hire	Non-Statutory	Taxable	\$192.00	\$200.00
Chair Hire	Non-Statutory	Taxable	\$8.00	\$9.00
Display Board Hire	Non-Statutory	Taxable	\$45.00	\$47.00
Fire Extinguisher Hire - On event day	Non-Statutory	Taxable	\$60.00	N/A
Fire Extinguisher Hire - Pre-ordered	Non-Statutory	Taxable	\$42.00	\$44.00
Trestle Table Hire	Non-Statutory	Taxable	\$19.00	\$20.00
HERITAGE				
Adult Group Booking Fees	Non-Statutory	Taxable	\$7.00	\$7.50
Student Group Booking Fees	Non-Statutory	Taxable	\$5.00	\$5.50
STRATHDON HOUSE				
Course Fees	Non-Statutory	Taxable	\$105.00	\$110.00
Retail Sales	Non-Statutory	Taxable	N/A	Various
Hire clients: Tea and coffee service	Non-Statutory	Taxable	\$2.60	\$5.00
Café site hire (per month)	Non-Statutory	Taxable	\$270.00	\$280.00
Garden View Room - per hour (commercial)	Non-Statutory	Taxable	\$37.00	\$38.00
Garden View Room - per hour (not for profit)	Non-Statutory	Taxable	\$32.00	\$33.00
Mountain View Room - per hour (commercial)	Non-Statutory	Taxable	\$53.00	\$54.00
Mountain View Room - per hour (not for profit)	Non-Statutory	Taxable	\$48.00	\$49.00
Packing Shed (10am-12:30 or 1:30pm-4pm)	Non-Statutory	Taxable	\$79.00	\$81.00
Packing Shed - per hour (Evening or weekend)	Non-Statutory	Taxable	\$52.00	\$53.00
Data projector - 4 hours	Non-Statutory	Taxable	\$52.00	\$54.00
Portable PA & Mic	Non-Statutory	Taxable	\$52.00	\$53.00
Waste free party games kit	Non-Statutory	Taxable	\$52.00	\$53.00
Waste free party kit (25 people)	Non-Statutory	Taxable	\$42.00	\$44.00
Cleaning Levy (per event)	Non-Statutory	Taxable	\$190.00	\$197.00
Facility Attendant - per hour (weekends/after hours)	Non-Statutory	Taxable	\$95.00	\$98.00
Facility Attendant support - per hour (weekdays)	Non-Statutory	Taxable	\$55.00	\$58.00
ART COLLECTION & PROGRAMS				
Cards - Pack of 10 / Exhibition Card	Non-Statutory	Taxable	\$5.00	\$5.00
Cards - Single	Non-Statutory	Taxable	\$0.50	N/A
On the Sheeps Back Catalogue	Non-Statutory	Taxable	\$10.00	\$0.00
Prelude to Heidelberg	Non-Statutory	Taxable	\$20.00	\$22.00
Suburban Heartland Book - Soft	Non-Statutory	Taxable	\$30.00	\$32.00
Art Space Foyer Hire	Non-Statutory	Taxable	\$530.00	\$550.00
Exhibition Hire	Non-Statutory	Taxable	\$1,000.00	\$1,000.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
BOX HILL TOWN HALL			Effective 1 Jan to 31 Dec 2024	Effective 1 Jan to 31 Dec 2025
Catering	Non-Statutory	Taxable	Various	Various
Data Projector per hire	Non-Statutory	Taxable	\$205.00	\$205.00
Full Table Service	Non-Statutory	Taxable	\$13.90	\$15.00
Hire per Glass	Non-Statutory	Taxable	\$1.70	\$1.70
Hire Per Table Cloth	Non-Statutory	Taxable	\$15.00	\$16.00
Booking Fee Function Rooms (Evening)	Non-Statutory	Taxable	\$280.00	\$285.00
Booking Fee Function Rooms (Weekday)	Non-Statutory	Taxable	\$159.00	\$160.00
Booking Fee Function Rooms (Weekend / Public Holiday)	Non-Statutory	Taxable	\$500.00	\$505.00
Booking Fee Lower Hall	Non-Statutory	Taxable	\$525.00	\$530.00
Booking Fee Lower Hall (Weekend)	Non-Statutory	Taxable	\$965.00	\$970.00
Booking Fee Main Hall	Non-Statutory	Taxable	\$525.00	\$545.00
Booking Fee Main Hall (Weekend)	Non-Statutory	Taxable	\$965.00	\$970.00
Booking Fee Meeting Rooms (Anytime)	Non-Statutory	Taxable	\$147.00	\$148.00
Hourly Rate Function Rooms (Evening / Weekend / Public Holiday)	Non-Statutory	Taxable	\$142.00	\$145.00
Hourly Rate Function/Meeting Rooms (Weekdays only) and Small Meeting Rooms (Anytime)	Non-Statutory	Taxable	\$58.00	\$59.00
Hourly Rate Lower Hall	Non-Statutory	Taxable	\$290.00	\$295.00
Hourly Rate Main Hall	Non-Statutory	Taxable	\$290.00	\$295.00
Hourly Rate Meeting Rooms (Evening / Weekend / Public Holiday)	Non-Statutory	Taxable	\$132.00	\$133.00
Kitchen Hourly Rate	Non-Statutory	Taxable	\$47.00	\$48.00
Set up Fee	Non-Statutory	Taxable	\$132.00	\$133.00
Town Hall Exclusive Use	Non-Statutory	Taxable	\$6,400.00	\$6,500.00
Bar Staff Hourly Rate	Non-Statutory	Taxable	\$55.00	\$58.00
Kitchen Staff Hourly Rate	Non-Statutory	Taxable	\$55.00	\$58.00
COMMUNITY HALLS			Effective 1 Jan to 31 Dec 2024	Effective 1 Jan to 31 Dec 2025
East Burwood Hall (Hourly Rate) - Commercial	Non-Statutory	Taxable	\$80.00	\$83.00
East Burwood Hall (Hourly Rate) - Community	Non-Statutory	Taxable	\$55.00	\$57.00
Eley Park (Hourly Rate) - Commercial	Non-Statutory	Taxable	\$80.00	\$83.00
Eley Park (Hourly Rate) - Community	Non-Statutory	Taxable	\$55.00	\$57.00
Forest Hill Hall (Hourly Rate) - Commercial	Non-Statutory	Taxable	\$80.00	\$83.00
Forest Hill Hall (Hourly Rate) - Community	Non-Statutory	Taxable	\$55.00	\$57.00
Horticultural Centre Hire (Hourly Rate) - Commercial	Non-Statutory	Taxable	\$80.00	\$83.00
Horticultural Centre Hire (Hourly Rate) - Community	Non-Statutory	Taxable	\$55.00	\$57.00
Key Replacements	Non-Statutory	Taxable	\$34.00	\$35.00
North Blackburn Hall (Hourly Rate) - Commercial	Non-Statutory	Taxable	\$80.00	\$83.00
North Blackburn Hall (Hourly Rate) - Community	Non-Statutory	Taxable	\$55.00	\$57.00
Rentoul Hall Rental (Hourly Rate) - Commercial	Non-Statutory	Taxable	\$80.00	\$83.00
Rentoul Hall Rental (Hourly Rate) - Community	Non-Statutory	Taxable	\$55.00	\$57.00
Senior Citizens Centre Room Hire	Non-Statutory	Taxable	\$5.00	\$5.50
South Blackburn Hall (Hourly Rate)	Non-Statutory	Taxable	\$55.00	\$57.00
Strabane Ave Chapel Rental (Hourly Rate)	Non-Statutory	Taxable	\$55.00	\$57.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
THE ROUND			Effective 1 Jan to 31 Dec 2024	Effective 1 Jan to 31 Dec 2025
THEATRE TICKET SALES				
Full - Main Theatre Show Price - up to maximum charge	Non-Statutory	Taxable	\$98.00	\$100.00
Concession - Main Theatre Show Price - up to maximum charge	Non-Statutory	Taxable	\$90.00	\$94.00
Full - Midweek Theatre Show Price - up to maximum charge	Non-Statutory	Taxable	\$25.00	\$25.00
Group - Midweek Theatre Show Price - up to maximum charge	Non-Statutory	Taxable	\$23.00	\$24.00
TICKET SALES COMMISSION				
Administration Fee	Non-Statutory	Taxable	3.3% of value	3.3% of value
Booking Fee per Ticket Print - Not For Profit	Non-Statutory	Taxable	\$1.00	\$1.10
Booking Fee per Ticket Sold - Not For Profit	Non-Statutory	Taxable	\$2.50	\$2.75
Booking Fee per Ticket Sold - Commercial	Non-Statutory	Taxable	\$5.00	\$5.30
Main Stage Season Fee per Ticket	Non-Statutory	Taxable	\$4.50	\$5.00
Midweek Season fee per Ticket	Non-Statutory	Taxable	\$2.50	\$2.60
VENUE HIRE FEES				
<i>* All venue hire fees for 2024/25 are up to a maximum charge.</i>				
ROOM HIRE *				
Willis Room - Commercial - 4 Hours	Non-Statutory	Taxable	\$425.00	\$440.00
Willis Room - Commercial - 9 Hours	Non-Statutory	Taxable	\$655.00	\$680.00
Willis Room - Not For Profit - 4 Hours	Non-Statutory	Taxable	\$330.00	\$345.00
Willis Room - Not For Profit - 9 Hours	Non-Statutory	Taxable	\$520.00	\$540.00
Meeting Room - Commercial - 4 hours	Non-Statutory	Taxable	\$220.00	\$230.00
Meeting Room - Not For Profit - 4 hours	Non-Statutory	Taxable	\$125.00	\$130.00
FUNCTION CENTRE HIRE *				
Function Centre - Commercial - 4 Hours	Non-Statutory	Taxable	\$1,500.00	\$1,550.00
Function Centre - Commercial - 8 Hours	Non-Statutory	Taxable	\$2,200.00	\$2,250.00
Function Centre Room 1 - Commercial - 4 hours	Non-Statutory	Taxable	\$900.00	\$930.00
Function Centre Room 1 - Commercial - 8 hours	Non-Statutory	Taxable	\$1,400.00	\$1,440.00
Function Centre Room 2 - Commercial - 4 hours	Non-Statutory	Taxable	\$650.00	\$670.00
Function Centre Room 2 - Commercial - 8 hours	Non-Statutory	Taxable	\$900.00	\$930.00
Functions - Studio - Commercial - 4 hours	Non-Statutory	Taxable	\$945.00	\$975.00
Function Centre - Not For Profit - 4 Hours	Non-Statutory	Taxable	\$1,050.00	\$1,090.00
Function Centre - Not For Profit - 8 Hours	Non-Statutory	Taxable	\$1,550.00	\$1,600.00
Function Centre Room 1 - Not for Profit - 4 hours	Non-Statutory	Taxable	\$650.00	\$670.00
Function Centre Room 1 - Not for Profit - 8 hours	Non-Statutory	Taxable	\$950.00	\$980.00
Function Centre Room 2 - Not for Profit - 4 hours	Non-Statutory	Taxable	\$450.00	\$460.00
Function Centre Room 2 - Not for Profit - 8 hours	Non-Statutory	Taxable	\$650.00	\$660.00
Functions - Studio - Not for Profit - 4 hours	Non-Statutory	Taxable	\$660.00	\$680.00
CREATIVE SPACE HIRE *				
Creative Space - Commercial - 4 hours	Non-Statutory	Taxable	\$500.00	\$520.00
Creative Space - Commercial - 8 hours	Non-Statutory	Taxable	\$650.00	\$675.00
Creative Space - Not For Profit - 4 hours	Non-Statutory	Taxable	\$350.00	\$370.00
Creative Space - Not For Profit - 8 hours	Non-Statutory	Taxable	\$450.00	\$470.00
STUDIO HIRE *				
Studio - Performance fee - Commercial - minimum 5 hours	Non-Statutory	Taxable	\$900.00	\$950.00
Studio - Performance fee - Commercial - additional hours	Non-Statutory	Taxable	\$180.00	\$185.00
Studio - Bump in/out and Rehearsal rate per hour - Commercial	Non-Statutory	Taxable	\$90.00	\$95.00
Studio - Performance fee - Not for Profit - minimum 5 hours	Non-Statutory	Taxable	\$500.00	\$520.00
Studio - Performance fee - Not for Profit - additional hours	Non-Statutory	Taxable	\$100.00	\$105.00
Studio - Bump in/out and Rehearsal rate per hour - Not for Profit	Non-Statutory	Taxable	\$50.00	\$55.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
			Effective 1 Jan to 31 Dec 2024	Effective 1 Jan to 31 Dec 2025
THEATRE HIRE *				
Theatre - Performance fee - Commercial - minimum 5 hours	Non-Statutory	Taxable	\$2,000.00	\$2,100.00
Theatre - Performance fee - Commercial - additional hours	Non-Statutory	Taxable	\$400.00	\$415.00
Theatre - Bump in/out and Rehearsal rate per hour - Commercial	Non-Statutory	Taxable	\$200.00	\$220.00
Theatre - Daily Hold Out Rate - Commercial	Non-Statutory	Taxable	\$500.00	\$520.00
Theatre - Performance fee - Not for Profit - minimum 5 hours	Non-Statutory	Taxable	\$1,600.00	\$1,660.00
Theatre - Performance fee - Not for Profit - additional hours	Non-Statutory	Taxable	\$320.00	\$330.00
Theatre - Bump in/out and Rehearsal rate per hour - Not for Profit	Non-Statutory	Taxable	\$160.00	\$170.00
Theatre - Daily Hold out rate - Not for Profit	Non-Statutory	Taxable	\$450.00	\$470.00
EQUIPMENT HIRE				
Corded microphone	Non-Statutory	Taxable	\$20.00	\$22.00
Hazer/smoke machine	Non-Statutory	Taxable	\$85.00	\$90.00
Star cloth	Non-Statutory	Taxable	\$200.00	\$210.00
Wireless microphone	Non-Statutory	Taxable	\$80.00	\$84.00
Blinders	Non-Statutory	Taxable	\$0.00	\$52.00
Laptop	Non-Statutory	Taxable	\$80.00	\$85.00
Lecturn with microphone	Non-Statutory	Taxable	\$50.00	\$55.00
Staging/risers	Non-Statutory	Taxable	\$100.00	\$105.00
Piano incl tune per day	Non-Statutory	Taxable	\$450.00	\$470.00
Foldback monitor	Non-Statutory	Taxable	\$50.00	\$52.00
Theatre projector	Non-Statutory	Taxable	\$450.00	\$465.00
STAFF RECOVERY				
Duty Officer	Non-Statutory	Taxable	\$59.00	\$62.00
Missed Meal break - technician	Non-Statutory	Taxable	\$59.00	\$60.00
Supervising technician - per hour (4 hr minimum)	Non-Statutory	Taxable	\$59.00	\$62.00
Technician - Second Technician on duty	Non-Statutory	Taxable	\$48.00	\$50.00
Usher per Hour - (4 hour minimum)	Non-Statutory	Taxable	\$48.00	\$50.00
CATERING				
Bar Sales	Non-Statutory	Taxable	Various	Various
Catering	Non-Statutory	Taxable	Various	Various
ARTS AND CULTURAL SERVICES				
COMMERCIAL STILL PHOTOGRAPHY				
First Day	Non-Statutory	GST Free	\$340.00	\$355.00
Subsequent days to a full day	Non-Statutory	GST Free	\$140.00	\$150.00
Half Day (4 hours)	Non-Statutory	GST Free	\$210.00	\$220.00
MOTION PICTURE PHOTOGRAPHY				
First Day	Non-Statutory	GST Free	\$690.00	\$715.00
Half Day (4 hours)	Non-Statutory	GST Free	\$445.00	\$465.00
Subsequent days to a full day	Non-Statutory	GST Free	\$170.00	\$180.00
Fremantle Media Regular Filming Block	Non-Statutory	GST Free	\$265.00	\$280.00
Low Impact Filming	Non-Statutory	GST Free	\$135.00	\$140.00
Unit Base on Council Land (Filming on private property)	Non-Statutory	GST Free	\$235.00	\$245.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
ACTIVE COMMUNITIES			Effective 1 Jul 2023 to 31 Mar 2024	Effective 1 Jul 2024 to 31 Mar 2025
Finals – Sportsfield bookings	Non-Statutory	Taxable	\$228.00	\$236.00
Turf Wicket maintenance	Non-Statutory	Taxable	\$15,213.00	\$15,745.00
Centre Wicket Preparation Fees- Visiting internationals, state teams, exhibition	Non-Statutory	Taxable	\$231.00	\$239.00
Simpson Park Community Facility- Casual Community Fee	Non-Statutory	Taxable	\$24.00	\$25.00
Lost Pavilion Keys	Non-Statutory	Taxable	\$23.00	\$24.00
Gentle exercise activities in Open Space	Non-Statutory	Taxable	\$115.00	\$119.00
Personal Trainer Fee for use of Open Space	Non-Statutory	Taxable	\$228.00	\$236.00
Casual use of Sportsfields – Commercial AA & A	Non-Statutory	Taxable	\$464.00	\$480.00
Casual use of Sportsfields – Commercial B	Non-Statutory	Taxable	\$345.00	\$358.00
Casual use of Sportsfields – Commercial C & D	Non-Statutory	Taxable	\$228.00	\$236.00
Casual use of Sportsfields – Community AA & A	Non-Statutory	Taxable	\$184.00	\$190.00
Casual use of Sportsfields – Community B	Non-Statutory	Taxable	\$162.00	\$167.00
Casual use of Sportsfields – Community C & D	Non-Statutory	Taxable	\$137.00	\$142.00
Casual use of Sportsfields – Schools ext AA & A	Non-Statutory	Taxable	\$184.00	\$190.00
Casual use of Sportsfields – Schools ext B	Non-Statutory	Taxable	\$162.00	\$167.00
Casual use of Sportsfields – Schools ext C & D	Non-Statutory	Taxable	\$137.00	\$142.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$14.00	\$15.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$11.00	\$11.50
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$8.00	\$8.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$6.00	\$6.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$4.00	\$4.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ AA	Non-Statutory	Taxable	\$44.00	\$46.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ A	Non-Statutory	Taxable	\$36.00	\$38.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ B	Non-Statutory	Taxable	\$25.00	\$26.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ C	Non-Statutory	Taxable	\$19.00	\$20.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ D	Non-Statutory	Taxable	\$13.00	\$14.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ AA	Non-Statutory	Taxable	\$30.00	\$31.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ A	Non-Statutory	Taxable	\$22.00	\$23.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ B	Non-Statutory	Taxable	\$17.00	\$18.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ C	Non-Statutory	Taxable	\$13.00	\$14.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ D	Non-Statutory	Taxable	\$8.00	\$8.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ AA	Non-Statutory	Taxable	\$2,307.00	\$2,388.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ A	Non-Statutory	Taxable	\$1,841.00	\$1,906.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ B	Non-Statutory	Taxable	\$1,384.00	\$1,432.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ C	Non-Statutory	Taxable	\$1,035.00	\$1,071.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ D	Non-Statutory	Taxable	\$691.00	\$715.00
Ground Rentals (Sportsfields) – Senior & Junior Categ AA	Non-Statutory	Taxable	\$6,911.00	\$7,153.00
Ground Rentals (Sportsfields) – Senior & Junior Categ A	Non-Statutory	Taxable	\$5,528.00	\$5,721.00
Ground Rentals (Sportsfields) – Senior & Junior Categ B	Non-Statutory	Taxable	\$4,147.00	\$4,292.00
Ground Rentals (Sportsfields) – Senior & Junior Categ C	Non-Statutory	Taxable	\$3,110.00	\$3,219.00
Ground Rentals (Sportsfields) – Senior & Junior Categ D	Non-Statutory	Taxable	\$2,073.00	\$2,145.00
Ground Rentals (Sportsfields) – Senior Only Categ AA	Non-Statutory	Taxable	\$4,606.00	\$4,767.00
Ground Rentals (Sportsfields) – Senior Only Categ A	Non-Statutory	Taxable	\$3,682.00	\$3,811.00
Ground Rentals (Sportsfields) – Senior Only Categ B	Non-Statutory	Taxable	\$2,763.00	\$2,860.00
Ground Rentals (Sportsfields) – Senior Only Categ C	Non-Statutory	Taxable	\$2,071.00	\$2,143.00
Ground Rentals (Sportsfields) – Senior Only Categ D	Non-Statutory	Taxable	\$1,385.00	\$1,433.00
Seasonal Fees for Pavilions – Junior / Women's AA	Non-Statutory	Taxable	\$405.00	\$419.00
Seasonal Fees for Pavilions – Junior / Women's A	Non-Statutory	Taxable	\$345.00	\$358.00
Seasonal Fees for Pavilions – Junior / Women's B	Non-Statutory	Taxable	\$289.00	\$299.00
Seasonal Fees for Pavilions – Junior / Women's C	Non-Statutory	Taxable	\$230.00	\$238.00
Seasonal Fees for Pavilions – Senior & Junior / Women's AA	Non-Statutory	Taxable	\$1,615.00	\$1,672.00
Seasonal Fees for Pavilions – Senior & Junior / Women's A	Non-Statutory	Taxable	\$1,385.00	\$1,433.00
Seasonal Fees for Pavilions – Senior & Junior / Women's B	Non-Statutory	Taxable	\$1,152.00	\$1,193.00
Seasonal Fees for Pavilions – Senior & Junior / Women's C	Non-Statutory	Taxable	\$919.00	\$951.00
Seasonal Fees for Pavilions – Senior Only AA	Non-Statutory	Taxable	\$1,210.00	\$1,252.00
Seasonal Fees for Pavilions – Senior Only A	Non-Statutory	Taxable	\$1,035.00	\$1,071.00
Seasonal Fees for Pavilions – Senior Only B	Non-Statutory	Taxable	\$864.00	\$894.00
Seasonal Fees for Pavilions – Senior Only C	Non-Statutory	Taxable	\$691.00	\$715.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
			Effective 1 Jul 2023 to 31 Mar 2024	Effective 1 Jul 2024 to 31 Mar 2025
Community Pavilion Hire - Utilities Fee	Non-Statutory	Taxable	\$3.40	\$3.50
Pavilion Commercial Hourly Fee - Option 1	Non-Statutory	Taxable	\$53.00	\$54.00
Pavilion Commercial Hourly Fee - Option 2	Non-Statutory	Taxable	\$58.00	\$60.00
Pavilion Commercial Hourly Fee excludes kitchen hire - Option 3	Non-Statutory	Taxable	\$53.00	\$54.00
Pavilion Commercial Hourly Fee includes kitchen hire - Option 3	Non-Statutory	Taxable	\$58.00	\$60.00
Pavilion Community Daily Fee - Option 1	Non-Statutory	Taxable	\$144.00	\$149.00
Pavilion Community Daily Fee - Option 2	Non-Statutory	Taxable	\$163.00	\$168.00
Pavilion Community Daily Fee excludes kitchen hire - Option 3	Non-Statutory	Taxable	\$144.00	\$149.00
Pavilion Community Daily Fee includes kitchen hire - Option 3	Non-Statutory	Taxable	\$163.00	\$168.00
Pavilion Community Hourly Fee - Option 1	Non-Statutory	Taxable	\$29.00	\$30.00
Pavilion Community Hourly Fee - Option 2	Non-Statutory	Taxable	\$33.00	\$34.00
Pavilion Community Hourly Fee excludes kitchen hire - Option 3	Non-Statutory	Taxable	\$29.00	\$30.00
Pavilion Community Hourly Fee includes kitchen hire - Option 3	Non-Statutory	Taxable	\$33.00	\$34.00
Pavilion Community School Term Fee (Hourly rate) - Option 1	Non-Statutory	Taxable	\$260.00	\$269.00
Pavilion Community School Term Fee (Hourly rate)- Option 2	Non-Statutory	Taxable	\$294.00	\$304.00
Pavilion Community School Term Fee (Hourly rate excludes kitchen hire) - Option 3	Non-Statutory	Taxable	\$260.00	\$269.00
Pavilion Community School Term Fee (Hourly rate includes kitchen hire) - Option 3	Non-Statutory	Taxable	\$294.00	\$304.00
Pavilion Schools Use Fee (Hourly rate) - Option 1	Non-Statutory	Taxable	\$23.00	\$24.00
Pavilion Schools Use Fee (Hourly rate) - Option 2	Non-Statutory	Taxable	\$29.00	\$30.00
Pavilion Schools Use Fee (Hourly rate) - Option 3	Non-Statutory	Taxable	\$20.00	\$21.00
			Effective 1 Apr to 30 Jun 2024	Effective 1 Apr to 30 Jun 2025
Finals – Sportsfield bookings	Non-Statutory	Taxable	\$236.20	\$243.00
Turf Wicket maintenance	Non-Statutory	Taxable	\$15,745.00	\$16,217.00
Centre Wicket Preparation Fees- Visiting internationals, state teams, exhibition	Non-Statutory	Taxable	\$239.40	\$246.00
Simpson Park Community Facility- Casual Community Fee	Non-Statutory	Taxable	\$25.10	\$26.00
Lost Pavilion Keys	Non-Statutory	Taxable	\$24.00	\$25.00
Gentle exercise activities in Open Space	Non-Statutory	Taxable	\$119.20	\$123.00
Personal Trainer Fee for use of Open Space	Non-Statutory	Taxable	\$236.20	\$243.00
Casual use of Sportsfields – Commercial AA & A	Non-Statutory	Taxable	\$479.80	\$494.00
Casual use of Sportsfields – Commercial B	Non-Statutory	Taxable	\$357.50	\$369.00
Casual use of Sportsfields – Commercial C & D	Non-Statutory	Taxable	\$236.20	\$243.00
Casual use of Sportsfields – Community AA & A	Non-Statutory	Taxable	\$190.20	\$196.00
Casual use of Sportsfields – Community B	Non-Statutory	Taxable	\$167.30	\$172.00
Casual use of Sportsfields – Community C & D	Non-Statutory	Taxable	\$142.00	\$146.00
Casual use of Sportsfields – Schools ext AA & A	Non-Statutory	Taxable	\$190.20	\$196.00
Casual use of Sportsfields – Schools ext B	Non-Statutory	Taxable	\$167.30	\$172.00
Casual use of Sportsfields – Schools ext C & D	Non-Statutory	Taxable	\$142.20	\$146.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$14.60	\$15.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$11.50	\$12.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$8.40	\$8.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$6.30	\$6.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Junior/Women's/Vets/Rec Categ	Non-Statutory	Taxable	\$4.20	\$4.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ AA	Non-Statutory	Taxable	\$46.00	\$47.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ A	Non-Statutory	Taxable	\$37.60	\$39.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ B	Non-Statutory	Taxable	\$26.10	\$27.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ C	Non-Statutory	Taxable	\$19.90	\$21.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior & Junior Categ D	Non-Statutory	Taxable	\$13.60	\$14.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ AA	Non-Statutory	Taxable	\$31.40	\$32.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ A	Non-Statutory	Taxable	\$23.00	\$24.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ B	Non-Statutory	Taxable	\$17.80	\$19.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ C	Non-Statutory	Taxable	\$13.60	\$14.00
Casual use of Sportsfields - Tenant Club Pro-Rata – Senior Only Categ D	Non-Statutory	Taxable	\$8.40	\$8.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
			Effective 1 Apr to 30 Jun 2024	Effective 1 Apr to 30 Jun 2025
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ AA	Non-Statutory	Taxable	\$2,387.60	\$2,460.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ A	Non-Statutory	Taxable	\$1,905.70	\$1,963.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ B	Non-Statutory	Taxable	\$1,432.10	\$1,475.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ C	Non-Statutory	Taxable	\$1,071.50	\$1,103.00
Ground Rentals (Sportsfields) – Junior/Women's/Vets/Rec Categ D	Non-Statutory	Taxable	\$715.00	\$736.00
Ground Rentals (Sportsfields) – Senior & Junior Categ AA	Non-Statutory	Taxable	\$7,153.30	\$7,368.00
Ground Rentals (Sportsfields) – Senior & Junior Categ A	Non-Statutory	Taxable	\$5,721.20	\$5,893.00
Ground Rentals (Sportsfields) – Senior & Junior Categ B	Non-Statutory	Taxable	\$4,292.20	\$4,421.00
Ground Rentals (Sportsfields) – Senior & Junior Categ C	Non-Statutory	Taxable	\$3,218.60	\$3,316.00
Ground Rentals (Sportsfields) – Senior & Junior Categ D	Non-Statutory	Taxable	\$2,145.10	\$2,209.00
Ground Rentals (Sportsfields) – Senior Only Categ AA	Non-Statutory	Taxable	\$4,766.80	\$4,910.00
Ground Rentals (Sportsfields) – Senior Only Categ A	Non-Statutory	Taxable	\$3,811.30	\$3,925.00
Ground Rentals (Sportsfields) – Senior Only Categ B	Non-Statutory	Taxable	\$2,860.10	\$2,946.00
Ground Rentals (Sportsfields) – Senior Only Categ C	Non-Statutory	Taxable	\$2,143.00	\$2,207.00
Ground Rentals (Sportsfields) – Senior Only Categ D	Non-Statutory	Taxable	\$1,433.20	\$1,476.00
Seasonal Fees for Pavilions – Junior / Women's AA	Non-Statutory	Taxable	\$419.20	\$432.00
Seasonal Fees for Pavilions – Junior / Women's A	Non-Statutory	Taxable	\$357.50	\$369.00
Seasonal Fees for Pavilions – Junior / Women's B	Non-Statutory	Taxable	\$299.00	\$308.00
Seasonal Fees for Pavilions – Junior / Women's C	Non-Statutory	Taxable	\$238.30	\$245.00
Seasonal Fees for Pavilions – Senior & Junior / Women's AA	Non-Statutory	Taxable	\$1,671.50	\$1,722.00
Seasonal Fees for Pavilions – Senior & Junior / Women's A	Non-Statutory	Taxable	\$1,433.20	\$1,476.00
Seasonal Fees for Pavilions – Senior & Junior / Women's B	Non-Statutory	Taxable	\$1,192.70	\$1,229.00
Seasonal Fees for Pavilions – Senior & Junior / Women's C	Non-Statutory	Taxable	\$951.30	\$980.00
Seasonal Fees for Pavilions – Senior Only AA	Non-Statutory	Taxable	\$1,252.30	\$1,290.00
Seasonal Fees for Pavilions – Senior Only A	Non-Statutory	Taxable	\$1,071.50	\$1,103.00
Seasonal Fees for Pavilions – Senior Only B	Non-Statutory	Taxable	\$893.80	\$921.00
Seasonal Fees for Pavilions – Senior Only C	Non-Statutory	Taxable	\$715.00	\$736.00
Community Pavilion Hire - Utilities Fee	Non-Statutory	Taxable	\$3.50	\$3.60
Pavilion Commercial Hourly Fee - Option 1	Non-Statutory	Taxable	\$54.40	\$56.00
Pavilion Commercial Hourly Fee - Option 2	Non-Statutory	Taxable	\$59.60	\$62.00
Pavilion Commercial Hourly Fee excludes kitchen hire - Option 3	Non-Statutory	Taxable	\$54.40	\$56.00
Pavilion Commercial Hourly Fee includes kitchen hire - Option 3	Non-Statutory	Taxable	\$59.60	\$62.00
Pavilion Community Daily Fee - Option 1	Non-Statutory	Taxable	\$149.50	\$153.00
Pavilion Community Daily Fee - Option 2	Non-Statutory	Taxable	\$168.30	\$173.00
Pavilion Community Daily Fee excludes kitchen hire - Option 3	Non-Statutory	Taxable	\$149.50	\$153.00
Pavilion Community Daily Fee includes kitchen hire - Option 3	Non-Statutory	Taxable	\$168.30	\$173.00
Pavilion Community Hourly Fee - Option 1	Non-Statutory	Taxable	\$30.30	\$31.00
Pavilion Community Hourly Fee - Option 2	Non-Statutory	Taxable	\$34.50	\$35.00
Pavilion Community Hourly Fee excludes kitchen hire - Option 3	Non-Statutory	Taxable	\$30.30	\$31.00
Pavilion Community Hourly Fee includes kitchen hire - Option 3	Non-Statutory	Taxable	\$34.50	\$35.00
Pavilion Community School Term Fee (Hourly rate) - Option 1	Non-Statutory	Taxable	\$268.60	\$277.00
Pavilion Community School Term Fee (Hourly rate)- Option 2	Non-Statutory	Taxable	\$304.20	\$313.00
Pavilion Community School Term Fee (Hourly rate excludes kitchen hire) - Option 3	Non-Statutory	Taxable	\$268.65	\$277.00
Pavilion Community School Term Fee (Hourly rate includes kitchen hire) - Option 3	Non-Statutory	Taxable	\$304.20	\$313.00
Pavilion Schools Use Fee (Hourly rate) - Option 1	Non-Statutory	Taxable	\$24.00	\$25.00
Pavilion Schools Use Fee (Hourly rate) - Option 2	Non-Statutory	Taxable	\$30.30	\$31.00
Pavilion Schools Use Fee (Hourly rate) - Option 3	Non-Statutory	Taxable	\$20.90	\$22.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
NUNAWADING COMMUNITY HUB				
Room Hire - Studios				
Studio 1 - Community Rate (previously Dance/Yoga Room - Community Rate)	Non-Statutory	Taxable	\$44.20	\$46.20
Studio 1 - Seniors Rate (previously Dance/Yoga Room - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 1 - Standard Rate (previously Dance/Yoga Room - Standard Rate)	Non-Statutory	Taxable	\$88.40	\$92.20
Studio 2 - Community Rate (previously Hall - Community Rate)	Non-Statutory	Taxable	\$53.60	\$56.00
Studio 2 - Seniors Rate (previously Hall - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 2 - Standard Rate (previously Hall - Standard Rate)	Non-Statutory	Taxable	\$107.60	\$112.20
Studio 3 - Community Rate (previously Classroom 1 - Community Rate)	Non-Statutory	Taxable	\$10.80	\$11.20
Studio 3 - Seniors Rate (previously Classroom 1 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 3 - Standard Rate (previously Classroom 1 - Standard Rate)	Non-Statutory	Taxable	\$21.60	\$22.40
Studio 4 - Community Rate (previously Classroom 2 - Community Rate)	Non-Statutory	Taxable	\$10.80	\$11.20
Studio 4 - Seniors Rate (previously Classroom 2 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 4 - Standard Rate (previously Classroom 2 - Standard Rate)	Non-Statutory	Taxable	\$21.60	\$22.40
Studio 5 - Community Rate (previously Classroom Small - Community Rate)	Non-Statutory	Taxable	\$10.80	\$11.20
Studio 5 - Seniors Rate (previously Classroom Small - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 5 - Standard Rate (previously Classroom Small - Standard Rate)	Non-Statutory	Taxable	\$21.60	\$22.40
Studio 6 - Community Rate (previously Dance/Art Room - Community Rate)	Non-Statutory	Taxable	\$18.80	\$19.60
Studio 6 - Seniors Rate (previously Dance/Art Room - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 6 - Standard Rate (previously Dance/Art Room - Standard Rate)	Non-Statutory	Taxable	\$37.80	\$39.40
Studio 7 - Community Rate (previously Art Studio 3 - Community Rate)	Non-Statutory	Taxable	\$12.40	\$13.00
Studio 7 - Seniors Rate (previously Art Studio 3 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 7 - Standard Rate (previously Art Studio 3 - Standard Rate)	Non-Statutory	Taxable	\$24.80	\$26.00
Studio 8 - Community Rate (previously Art Studio 2 - Community Rate)	Non-Statutory	Taxable	\$15.00	\$15.40
Studio 8 - Seniors Rate (previously Art Studio 2 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 8 - Standard Rate (previously Art Studio 2 - Standard Rate)	Non-Statutory	Taxable	\$30.00	\$31.00
Studio 9 - Community Rate (previously Art/Music Room - Community Rate)	Non-Statutory	Taxable	\$28.80	\$29.60
Studio 9 - Seniors Rate (previously Art/Music Room - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Studio 9 - Standard Rate (previously Art/Music Room - Standard Rate)	Non-Statutory	Taxable	\$57.40	\$59.20
Studio 10 - Community Rate	Non-Statutory	Taxable	N/A	\$15.40
Studio 10 - Seniors Rate	Non-Statutory	Taxable	N/A	\$5.60
Studio 10 - Standard Rate	Non-Statutory	Taxable	N/A	\$27.80
Room Hire - Meeting Rooms				
Meeting Room 1 - Community Rate (previously Small Meeting room 2 - Community Rate)	Non-Statutory	Taxable	\$8.00	\$8.20
Meeting Room 1 - Seniors Rate (previously Small Meeting room 2 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Meeting Room 1 - Standard Rate (previously Small Meeting room 2 - Standard Rate)	Non-Statutory	Taxable	\$16.20	\$16.60
Meeting Room 2 - Community Rate (previously Meeting Room 3 - Community Rate)	Non-Statutory	Taxable	\$18.80	\$19.60
Meeting Room 2 - Seniors Rate (previously Meeting Room 3 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Meeting Room 2 - Standard Rate (previously Meeting Room 3 - Standard Rate)	Non-Statutory	Taxable	\$37.80	\$38.60
Meeting Room 3 - Community Rate (previously Small Meeting room 1 - Community Rate)	Non-Statutory	Taxable	\$8.00	\$8.20
Meeting Room 3 - Seniors Rate (previously Small Meeting room 1 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Meeting Room 3 - Standard Rate (previously Small Meeting room 1 - Standard Rate)	Non-Statutory	Taxable	\$16.20	\$17.00
Meeting Room 4 - Community Rate (previously Meeting Room 1 - Community Rate)	Non-Statutory	Taxable	\$16.20	\$16.60
Meeting Room 4 - Seniors Rate (previously Meeting Room 1 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Meeting Room 4 - Standard Rate (previously Meeting Room 1 - Standard Rate)	Non-Statutory	Taxable	\$32.20	\$33.20
Meeting Room 5 - Community Rate (previously Meeting Room 2 - Community Rate)	Non-Statutory	Taxable	\$16.20	\$16.60
Meeting Room 5 - Seniors Rate (previously Meeting Room 2 - Seniors Rate)	Non-Statutory	Taxable	\$5.40	\$5.60
Meeting Room 5 - Standard Rate (previously Meeting Room 2 - Standard Rate)	Non-Statutory	Taxable	\$32.20	\$33.20
Room Hire - Other				
Kitchen - Community Rate	Non-Statutory	Taxable	\$27.00	\$27.80
Kitchen - Seniors Rate	Non-Statutory	Taxable	No charge	No charge
Kitchen - Standard Rate	Non-Statutory	Taxable	\$54.00	\$56.40
Duty Officer Staff Hire - Ordinary	Non-Statutory	Taxable	\$0.00	\$40.50
Duty Officer Staff Hire - Penalty	Non-Statutory	Taxable	\$0.00	\$51.00
Crockery Fee - Large Events	Non-Statutory	Taxable	\$0.00	\$40.00
Crockery Fee - Small Events	Non-Statutory	Taxable	\$0.00	\$20.00
Stadium Hire				
Badminton Court - Off Peak	Non-Statutory	Taxable	\$17.00	\$17.80
Badminton Court - Peak	Non-Statutory	Taxable	\$23.60	\$24.60
Table Tennis - Off Peak	Non-Statutory	Taxable	\$0.00	\$16.80
Table Tennis - Peak	Non-Statutory	Taxable	\$0.00	\$21.40
Casual Basketball Entry per person	Non-Statutory	Taxable	\$6.00	\$6.20
Casual Basketball Entry per person - 10 pass	Non-Statutory	Taxable	\$54.00	\$55.80
Full Court - Off Peak	Non-Statutory	Taxable	\$46.20	\$47.60
Full Court - Peak	Non-Statutory	Taxable	\$62.00	\$65.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
Half Court - Off Peak	Non-Statutory	Taxable	\$25.00	\$26.00
Half Court - Peak	Non-Statutory	Taxable	\$33.20	\$35.00
SPORTLINK				
<i>* Court hire and romm hire fees' unit will be changed from half hourly (per 2023/24 fee schedule) to hourly for 2024/25.</i>				
Merchandise	Non-Statutory	Taxable	Various	Various
Casual Entry	Non-Statutory	Taxable	\$6.00	\$6.20
Casual Entry - 10 pass	Non-Statutory	Taxable	\$0.00	\$55.80
Holiday Sports Camps Half day	Non-Statutory	Taxable	\$7.00	N/A
Holiday Sports Camps Full Day	Non-Statutory	Taxable	\$10.50	N/A
Social Basketball Program	Non-Statutory	Taxable	\$13.00	N/A
Badminton Court - Off Peak	Non-Statutory	Taxable	\$8.50	\$17.80
Badminton Court - Peak	Non-Statutory	Taxable	\$11.80	\$24.60
Equipment Hire	Non-Statutory	Taxable	\$4.00	\$4.10
Full Court - Off Peak	Non-Statutory	Taxable	\$23.10	\$47.60
Full Court - Peak	Non-Statutory	Taxable	\$31.00	\$65.00
Half Court - Off Peak	Non-Statutory	Taxable	\$12.50	\$26.00
Half Court - Peak	Non-Statutory	Taxable	\$16.60	\$35.00
Outdoor Court	Non-Statutory	Taxable	\$9.50	\$20.00
Outdoor - Half Court Off Peak	Non-Statutory	Taxable	\$4.40	\$9.40
Outdoor - Half Court Peak	Non-Statutory	Taxable	\$5.25	\$11.00
Outdoor - Full Court Off Peak	Non-Statutory	Taxable	\$7.90	\$16.60
Community Room - Commercial Rate	Non-Statutory	Taxable	\$22.80	\$45.60
Community Room - Community Rate	Non-Statutory	Taxable	\$15.30	\$30.60
Multi Purpose Room - Commercial Rate	Non-Statutory	Taxable	\$22.80	\$45.60
Multi Purpose Room - Community Rate	Non-Statutory	Taxable	\$15.30	\$30.60
Table Tennis - Off Peak	Non-Statutory	Taxable	\$7.95	\$16.80
Table Tennis - Peak	Non-Statutory	Taxable	\$10.00	\$21.40
AQUALINK NUNAWADING AQUATICS				
Adult	Non-Statutory	Taxable	\$8.60	\$9.00
Child/Concession	Non-Statutory	Taxable	\$6.30	\$6.80
Family	Non-Statutory	Taxable	\$24.00	\$24.80
Scholars - until 31 Dec	Non-Statutory	Taxable	\$4.41	\$4.60
Scholars - from 1 Jan	Non-Statutory	Taxable	\$4.62	\$4.80
Squad	Non-Statutory	Taxable	\$5.94	\$6.10
Aquatics - Adult	Non-Statutory	Taxable	\$14.40	\$15.00
Aquatics - Concession	Non-Statutory	Taxable	\$10.70	\$11.00
Aquatics - Upgrade	Non-Statutory	Taxable	\$6.40	\$6.60
Multi Pass - Swim Adult	Non-Statutory	Taxable	\$77.40	\$81.00
Multi Pass - Swim Concession/Child	Non-Statutory	Taxable	\$59.40	\$61.20
Multi Pass - Family	Non-Statutory	Taxable	\$216.00	\$223.20
Multi Pass - Aquatics	Non-Statutory	Taxable	\$129.60	\$135.00
Multi Pass - Aquatics Concession	Non-Statutory	Taxable	\$96.30	\$99.00
AQUALINK NUNAWADING GYM				
Gymnasium Peak - Adult	Non-Statutory	Taxable	\$29.00	\$30.00
Gymnasium Peak - Concession	Non-Statutory	Taxable	\$24.40	\$25.20
Gymnasium Off Peak - Adult	Non-Statutory	Taxable	\$24.10	\$24.80
Gymnasium Off Peak - Concession	Non-Statutory	Taxable	\$18.50	\$19.00
Health professional entry fee	Non-Statutory	Taxable	\$15.00	\$20.00
Scanner Hire	Non-Statutory	Taxable	\$110.00	\$115.00
Strong Body Strong Mind/ All fit	Non-Statutory	Taxable	\$9.40	\$9.70
Lifestyle Consultation	Non-Statutory	Taxable	\$0.00	\$75.00
Group Booking	Non-Statutory	Taxable	\$0.00	\$115.00
PT - 1 Hour	Non-Statutory	Taxable	\$77.00	\$80.00
PT - 1 Hour Non Member	Non-Statutory	Taxable	\$97.00	\$100.00
PT - 1 hour member DD	Non-Statutory	Taxable	\$69.30	\$72.00
PT - 1/2 Hour	Non-Statutory	Taxable	\$49.00	\$50.80
PT - 1/2 Hour Non Member	Non-Statutory	Taxable	\$64.00	\$66.50

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
PT - 1/2 hour member DD	Non-Statutory	Taxable	\$44.10	\$45.70
PT start up pack - 1/2 Hour	Non-Statutory	Taxable	\$99.00	\$99.00
PT start up pack - 1 Hour	Non-Statutory	Taxable	\$198.00	\$198.00
Small Group Training - 1 Hour	Non-Statutory	Taxable	\$107.00	\$111.00
Small Group Training - 1/2 Hour	Non-Statutory	Taxable	\$72.00	\$75.00
Multi Pass - Gym	Non-Statutory	Taxable	\$261.00	\$270.00
Multi Pass - Gym Concession	Non-Statutory	Taxable	\$219.60	\$226.80
Multi Pass - Gym Off Peak	Non-Statutory	Taxable	\$216.90	\$223.20
Multi Pass - Gym Off Peak Concession	Non-Statutory	Taxable	\$166.50	\$171.00
Multi Pass - Strong Body Strong Mind/ All fit	Non-Statutory	Taxable	\$84.60	\$87.30
Multi Pass - PT 1/2 Hour	Non-Statutory	Taxable	\$465.50	\$482.60
Multi Pass - PT 1 Hour	Non-Statutory	Taxable	\$731.50	\$760.00
Multi Pass - PT non member 1/2 Hour	Non-Statutory	Taxable	\$608.00	\$631.80
Multi Pass - PT non member 1 Hour	Non-Statutory	Taxable	\$921.50	\$950.00
AQUALINK NUNAWADING FACILITY PROGRAMS				
Pool Parties - Table Hire	Non-Statutory	Taxable	\$50.00	\$52.00
Lane Hire per Hour - 50m Pool	Non-Statutory	Taxable	\$55.00	\$57.00
Duty Officer Hire	Non-Statutory	Taxable	\$49.50	\$51.00
Lifeguard Hire	Non-Statutory	Taxable	\$43.50	\$46.00
Carnival Hire - Day	Non-Statutory	Taxable	\$500.00	\$515.00
NSC - Carnival Hire	Non-Statutory	Taxable	\$425.00	\$437.60
NSC - Club Pool Hire	Non-Statutory	Taxable	\$180.00	\$186.00
NSC - Inflatable Hire	Non-Statutory	Taxable	\$57.00	\$62.00
Multi Purpose Room Hire - Courses	Non-Statutory	Taxable	\$37.00	\$40.00
Multi Purpose Room Hire - Crèche	Non-Statutory	Taxable	\$27.00	N/A
Multi Purpose Room Hire/Group Fitness Room Hire	Non-Statutory	Taxable	\$37.00	\$40.00
Physio Room Hire	Non-Statutory	Taxable	N/A	\$15.00
AQUALINK NUNAWADING HEALTH & WELLNESS				
Group Fitness - Adult	Non-Statutory	Taxable	\$20.00	\$21.00
Group Fitness - Concession	Non-Statutory	Taxable	\$16.00	\$16.50
Group Fitness - Fab Living	Non-Statutory	Taxable	\$11.00	\$11.40
Speciality Program	Non-Statutory	Taxable	\$16.00	\$16.50
School Groups - Fitness Programs	Non-Statutory	Taxable	\$110.00	\$115.00
30 min class	Non-Statutory	Taxable	\$10.60	\$11.10
30 min class - Concession	Non-Statutory	Taxable	\$8.50	\$8.80
Multi Pass - Group Fitness	Non-Statutory	Taxable	\$180.00	\$189.00
Multi Pass - Group Fitness Concession	Non-Statutory	Taxable	\$144.00	\$148.50
Multi Pass - Fab Living	Non-Statutory	Taxable	\$99.00	\$102.60
Multipass - 30 min class	Non-Statutory	Taxable	\$95.40	\$99.90
Multipass - 30 min class - Concession	Non-Statutory	Taxable	\$76.30	\$79.20
AQUALINK NUNAWADING RETAIL				
Merchandise Sales	Non-Statutory	Taxable	Various	Various
AQUALINK NUNAWADING MEMBERSHIPS				
Swim - Adult - 12 Months	Non-Statutory	Taxable	\$735.00	\$767.50
Swim - Adult - 3 Months	Non-Statutory	Taxable	\$239.00	\$249.50
Swim - Concession/Child - 12 Months	Non-Statutory	Taxable	\$600.00	\$619.40
Swim - Concession/Child - 3 Months	Non-Statutory	Taxable	\$204.00	\$210.40
Aquatics - 12 Months	Non-Statutory	Taxable	\$846.00	\$882.50
Aquatics - 3 Months	Non-Statutory	Taxable	\$266.00	\$277.50
Aquatics - Concession - 12 Months	Non-Statutory	Taxable	\$753.00	\$775.50
Aquatics - Concession - 3 Months	Non-Statutory	Taxable	\$242.00	\$249.50
Gym - 12 Months	Non-Statutory	Taxable	\$1,199.00	\$1,248.00
Gym - 3 Months	Non-Statutory	Taxable	\$410.00	\$427.00
Gym - Concession - 12 Months	Non-Statutory	Taxable	\$1,110.00	\$1,138.50
Gym - Concession - 3 Months	Non-Statutory	Taxable	\$392.00	\$396.50
Gym - Off Peak - 12 Months	Non-Statutory	Taxable	\$912.00	\$942.50
Gym - Off Peak - 3 Months	Non-Statutory	Taxable	\$282.00	\$291.50
Group Fitness - 12 Months	Non-Statutory	Taxable	\$1,199.00	\$1,248.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
Group Fitness - 3 Months	Non-Statutory	Taxable	\$411.00	\$427.00
Group Fitness - Concession - 12 Months	Non-Statutory	Taxable	\$1,110.00	\$1,138.50
Group Fitness - Concession - 3 Months	Non-Statutory	Taxable	\$387.00	\$396.50
Total Fitness - 12 Months	Non-Statutory	Taxable	\$1,348.00	\$1,415.00
Total Fitness - 3 Months	Non-Statutory	Taxable	\$447.00	\$469.00
Total Fitness - Concession - 12 Months	Non-Statutory	Taxable	\$1,182.00	\$1,218.00
Total Fitness - Concession - 3 Months	Non-Statutory	Taxable	\$405.00	\$417.50
Express Membership	Non-Statutory	Taxable	\$99.00	\$100.00
Teen - 12 Months	Non-Statutory	Taxable	\$772.00	\$804.50
Teen - 3 Months	Non-Statutory	Taxable	\$248.00	\$258.50
Fab Living - 12 Months	Non-Statutory	Taxable	\$993.00	\$1,028.00
Fab Living - 3 Months	Non-Statutory	Taxable	\$303.00	\$313.70
Fab Living - 1 Month	Non-Statutory	Taxable	\$76.50	\$79.20
DIRECT DEBIT MEMBERSHIP FEES				
<i>* Direct debit frequency changed from monthly payments (per 2023/24 fee schedule) to fortnightly payments in February 2024.</i>				
Direct Debit - Swim	Non-Statutory	Taxable	\$55.40	\$26.70
Direct Debit - Swim - Concession/Child	Non-Statutory	Taxable	\$44.50	\$21.30
Direct Debit - Aquatics	Non-Statutory	Taxable	\$65.00	\$31.30
Direct Debit - Aquatics - Concession	Non-Statutory	Taxable	\$57.00	\$27.70
Direct Debit - Gym	Non-Statutory	Taxable	\$87.80	\$42.20
Direct Debit - Gym - Concession	Non-Statutory	Taxable	\$80.00	\$38.00
Direct Debit - Gym - Off Peak	Non-Statutory	Taxable	\$70.00	\$33.40
Direct Debit - Group Fitness	Non-Statutory	Taxable	\$87.80	\$42.20
Direct Debit - Group Fitness - Concession	Non-Statutory	Taxable	\$80.00	\$38.00
Direct Debit - Total Fitness	Non-Statutory	Taxable	\$99.90	\$48.40
Direct Debit - Total Fitness - Concession	Non-Statutory	Taxable	\$86.00	\$41.00
Direct Debit - Teen Fit	Non-Statutory	Taxable	\$58.50	\$28.10
Direct Debit - Fab Living	Non-Statutory	Taxable	\$76.50	\$36.60
Direct Debit Family - Swim	Non-Statutory	Taxable	\$49.86	\$24.00
Direct Debit Family - Aquatics	Non-Statutory	Taxable	\$58.50	\$28.20
Direct Debit Family - Gym	Non-Statutory	Taxable	\$79.02	\$38.00
Direct Debit Family - Group Fitness	Non-Statutory	Taxable	\$79.02	\$38.00
Direct Debit Family - Total Fitness	Non-Statutory	Taxable	\$89.91	\$43.55
Direct Debit Family - Teen	Non-Statutory	Taxable	\$52.65	\$25.30
Direct Debit Family - Fab Living	Non-Statutory	Taxable	\$68.85	\$32.90
DD Joining Fee - Aquatics/Swim	Non-Statutory	Taxable	\$49.00	\$49.00
DD Joining Fee - Teen Fit/Off Peak	Non-Statutory	Taxable	\$49.00	\$49.00
DD Joining Fee - Total / Gym / GF	Non-Statutory	Taxable	\$49.00	\$49.00
Cancellation Fee	Non-Statutory	Taxable	\$60.00	\$60.00
Card Replacement	Non-Statutory	Taxable	\$10.00	\$10.00
AQUALINK BOX HILL AQUATICS				
Adult	Non-Statutory	Taxable	\$8.60	\$9.00
Child/Concession	Non-Statutory	Taxable	\$6.60	\$6.80
Family	Non-Statutory	Taxable	\$24.00	\$24.80
Scholars - until 31 Dec	Non-Statutory	Taxable	\$4.41	\$4.60
Scholars - from 1 Jan	Non-Statutory	Taxable	\$4.62	\$4.80
Squad	Non-Statutory	Taxable	\$5.94	\$0.00
Aquatics - Adult	Non-Statutory	Taxable	\$14.40	\$15.00
Aquatics - Concession	Non-Statutory	Taxable	\$10.70	\$11.00
Aquatics - Upgrade	Non-Statutory	Taxable	\$6.40	\$6.60
Multi Pass - Swim Adult	Non-Statutory	Taxable	\$77.40	\$81.00
Multi Pass - Swim Concession/Child	Non-Statutory	Taxable	\$59.40	\$61.20
Multi Pass - Family	Non-Statutory	Taxable	\$216.00	\$223.20
Multi Pass - Aquatics	Non-Statutory	Taxable	\$129.60	\$135.00
Multi Pass - Aquatics Concession	Non-Statutory	Taxable	\$96.30	\$99.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
AQUALINK BOX HILL GYM				
Gymnasium Peak - Adult	Non-Statutory	Taxable	\$29.00	\$30.00
Gymnasium Peak - Concession	Non-Statutory	Taxable	\$24.40	\$25.20
Gymnasium Off Peak - Adult	Non-Statutory	Taxable	\$24.10	\$24.80
Gymnasium Off Peak - Concession	Non-Statutory	Taxable	\$18.50	\$19.00
Physio/Health Professional Entry	Non-Statutory	Taxable	\$15.00	\$20.00
ALL FIT	Non-Statutory	Taxable	\$9.40	\$9.70
Lifestyle Consultation/ Program Show	Non-Statutory	0	\$0.00	\$75.00
Scanner Hire	Non-Statutory	Taxable	N/A	\$115.00
Group Booking	Non-Statutory	Taxable	N/A	\$115.00
PT - 1 Hour	Non-Statutory	Taxable	\$77.00	\$80.00
PT - 1 Hour Non Member	Non-Statutory	Taxable	\$97.00	\$100.00
PT DD 60 mins (10% off member fee)	Non-Statutory	Taxable	\$69.30	\$72.00
PT - 1/2 Hour	Non-Statutory	Taxable	\$49.00	\$50.80
PT - 1/2 Hour Non Member	Non-Statutory	Taxable	\$64.00	\$66.50
PT DD 30mins (10% off member fee)	Non-Statutory	0	\$44.10	\$45.70
PT Start up Pack	Non-Statutory	Taxable	\$99.00	\$99.00
Small Group Training - 1 hour	Non-Statutory	Taxable	\$107.00	\$111.00
Small Group Training - 1/2 hour	Non-Statutory	Taxable	\$72.00	\$75.00
Multi Pass - Gym Adult	Non-Statutory	Taxable	\$261.00	\$270.00
Multi Pass - Gym Adult Off Peak	Non-Statutory	Taxable	\$216.90	\$223.20
Multi Pass - Gym Concession	Non-Statutory	Taxable	\$219.60	\$226.80
Multi Pass - Gym Concession Off Peak	Non-Statutory	Taxable	\$166.50	\$171.00
Multi Pass - ALLFIT	Non-Statutory	Taxable	\$84.60	\$87.30
Multi Pass PT 1 Hour	Non-Statutory	Taxable	\$731.50	\$760.00
Multi Pass PT 1/2 Hour	Non-Statutory	Taxable	\$465.50	\$482.60
Multi Pass PT 1 Hour - Non Member	Non-Statutory	Taxable	N/A	\$950.00
Multi Pass PT 1/2 Hour - Non Member	Non-Statutory	Taxable	N/A	\$631.80
AQUALINK BOX HILL FACILITY PROGRAMS				
Lane Hire extra fee per person	Non-Statutory	Taxable	\$4.62	\$4.80
Lane Hire per Hour - 25m	Non-Statutory	Taxable	\$38.00	\$40.00
Duty Officer Hire	Non-Statutory	Taxable	\$49.50	\$51.00
Lifeguard Hire	Non-Statutory	Taxable	\$43.50	\$46.00
Carnival Rate - All Outdoor Areas per hour	Non-Statutory	Taxable	\$340.00	\$350.00
Warm Water Pool - per hour	Non-Statutory	Taxable	\$70.00	\$72.50
Dive Pool Hire per Hour	Non-Statutory	Taxable	\$70.00	\$72.50
LTS inflatable hire	Non-Statutory	Taxable	\$60.00	\$62.00
Party Room Hire	Non-Statutory	Taxable	\$57.00	\$60.00
Pavilion - Daily	Non-Statutory	Taxable	\$260.00	\$270.00
Pavilion Meeting Room - Hourly	Non-Statutory	Taxable	\$55.00	\$60.00
Crèche/Wellness room Room Hire	Non-Statutory	Taxable	\$50.00	\$45.40
Group Fitness Room Hire	Non-Statutory	Taxable	\$60.00	\$62.00
Equipment Hire	Non-Statutory	Taxable	\$4.00	\$4.10
Badminton Court - Off Peak	Non-Statutory	Taxable	\$17.00	\$17.80
Badminton Court - Peak	Non-Statutory	Taxable	\$23.60	\$24.60
Casual Basketball Shooting	Non-Statutory	Taxable	\$6.00	\$6.20
Casual Basketball Shooting - 10 Pass	Non-Statutory	Taxable	\$0.00	\$55.80
Hot Streak Basketball	Non-Statutory	Taxable	\$12.70	N/A
Full Court - Peak	Non-Statutory	Taxable	\$62.00	\$65.00
Full Court- Off Peak	Non-Statutory	Taxable	\$46.20	\$47.60
Half Court- Off Peak	Non-Statutory	Taxable	\$25.00	\$26.00
Half Court- Peak	Non-Statutory	Taxable	\$33.20	\$35.00
Table Tennis - Peak	Non-Statutory	Taxable	\$16.20	\$16.80
Table Tennis - Off Peak	Non-Statutory	Taxable	\$20.60	\$21.40
Tennis/Soccer Court - Day - Off Peak	Non-Statutory	Taxable	\$29.00	\$30.00
Tennis/Soccer Court - Day - Peak	Non-Statutory	Taxable	\$35.00	\$36.40

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
AQUALINK BOX HILL HEALTH & WELLNESS				
Group Fitness - Adult	Non-Statutory	Taxable	\$20.00	\$21.00
Group Fitness - Concession	Non-Statutory	Taxable	\$16.00	\$16.50
Group Fitness - Fab Living	Non-Statutory	Taxable	\$11.00	\$11.40
Specialist Programs	Non-Statutory	Taxable	\$16.00	\$16.50
School Groups - Fitness Programs	Non-Statutory	Taxable	\$110.00	\$115.00
Virtual Fitness - Adult	Non-Statutory	Taxable	\$10.50	\$11.00
Virtual Fitness - Concession	Non-Statutory	Taxable	\$7.80	\$8.00
30 min class	Non-Statutory	Taxable	\$10.60	\$11.10
30 min class - Concession	Non-Statutory	Taxable	\$8.50	\$8.80
Multi Pass - Group Fitness	Non-Statutory	Taxable	\$180.00	\$189.00
Multi Pass - Group Fitness Concession	Non-Statutory	Taxable	\$144.00	\$148.50
Multi Pass - Fab Living	Non-Statutory	Taxable	\$99.00	\$102.60
Multipass - 30 min class	Non-Statutory	Taxable	\$0.00	\$99.90
Multipass - 30 min class Concession	Non-Statutory	Taxable	\$8.50	\$79.20
AQUALINK BOX HILL RETAIL				
Merchandise Sales	Non-Statutory	Taxable	Various	Various
AQUALINK BOX HILL MEMBERSHIPS				
Swim - Adult - 12 Months	Non-Statutory	Taxable	\$735.00	\$767.50
Swim - Adult - 3 Months	Non-Statutory	Taxable	\$239.00	\$249.50
Swim Child Concession - 3 Months	Non-Statutory	Taxable	\$204.00	\$210.40
Swim Child/Concession - 12 Months	Non-Statutory	Taxable	\$600.00	\$619.40
Aquatics - 12 Months	Non-Statutory	Taxable	\$846.00	\$882.50
Aquatics - 3 Months	Non-Statutory	Taxable	\$266.00	\$277.50
Aquatics - Concession - 12 Months	Non-Statutory	Taxable	\$753.00	\$775.50
Aquatics - Concession - 3 Months	Non-Statutory	Taxable	\$242.00	\$249.50
Gym - 12 Months	Non-Statutory	Taxable	\$1,199.00	\$1,248.00
Gym - 3 Months	Non-Statutory	Taxable	\$410.00	\$427.00
Gym - Concession - 12 Months	Non-Statutory	Taxable	\$1,110.00	\$1,138.50
Gym - Concession - 3 Months	Non-Statutory	Taxable	\$392.00	\$396.50
Off Peak - 12 Months	Non-Statutory	Taxable	\$912.00	\$942.50
Off Peak - 3 Months	Non-Statutory	Taxable	\$282.00	\$291.50
Group Fitness - 12 Months	Non-Statutory	Taxable	\$1,199.00	\$1,248.00
Group Fitness - 3 Months	Non-Statutory	Taxable	\$411.00	\$427.00
Group Fitness - Concession - 12 Months	Non-Statutory	Taxable	\$1,110.00	\$1,138.50
Group Fitness - Concession - 3 Months	Non-Statutory	Taxable	\$387.00	\$396.50
Total Fitness - 12 Months	Non-Statutory	Taxable	\$1,348.00	\$1,415.00
Total Fitness - 3 Months	Non-Statutory	Taxable	\$447.00	\$469.00
Total Fitness - Concession - 12 Months	Non-Statutory	Taxable	\$1,182.00	\$1,218.00
Total Fitness - Concession - 3 Months	Non-Statutory	Taxable	\$405.00	\$417.50
Teen Fitness - 12 Months	Non-Statutory	Taxable	\$772.00	\$804.50
Teen Fitness - 3 Months	Non-Statutory	Taxable	\$248.00	\$258.50
Express membership	Non-Statutory	Taxable	\$99.00	\$100.00
Fab Living - 12 Months	Non-Statutory	Taxable	\$993.00	\$1,028.00
Fab Living - 3 Months	Non-Statutory	Taxable	\$303.00	\$313.70
Fab Living - Monthly over counter	Non-Statutory	Taxable	\$76.50	\$79.20
DIRECT DEBIT MEMBERSHIP FEES				
<i>* Direct debit frequency changed from monthly payments (per 2023/24 fee schedule) to fortnightly payments in February 2024.</i>				
Direct Debit - Swim	Non-Statutory	Taxable	\$55.40	\$26.70
Direct Debit - Swim Child/Concession	Non-Statutory	Taxable	\$44.50	\$21.30
Direct Debit - Aquatics	Non-Statutory	Taxable	\$65.00	\$31.30
Direct Debit - Aquatics - Concession	Non-Statutory	Taxable	\$57.00	\$27.70
Direct Debit - Gym	Non-Statutory	Taxable	\$87.80	\$42.20
Direct Debit - Gym - Concession	Non-Statutory	Taxable	\$80.00	\$38.00
Direct Debit - Off Peak	Non-Statutory	Taxable	\$70.00	\$33.40
Direct Debit - Group Fitness	Non-Statutory	Taxable	\$87.80	\$42.20
Direct Debit - Group Fitness - Concession	Non-Statutory	Taxable	\$80.00	\$38.00
Direct Debit - Total Fitness	Non-Statutory	Taxable	\$99.90	\$48.40
Direct Debit - Total Fitness - Concession	Non-Statutory	Taxable	\$86.00	\$41.00
Direct Debit - Teen Fitness	Non-Statutory	Taxable	\$58.50	\$28.10
Direct Debit - Fab Living	Non-Statutory	Taxable	\$76.50	\$36.60
Direct Debit - Swim - Family	Non-Statutory	Taxable	\$49.85	\$24.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
Direct Debit - Aquatics - Family	Non-Statutory	Taxable	\$58.50	\$28.20
Direct Debit - Gym - Family	Non-Statutory	Taxable	\$79.00	\$38.00
Direct Debit - Group Fitness - Family	Non-Statutory	Taxable	\$79.00	\$38.00
Direct Debit - Total Fitness - Family	Non-Statutory	Taxable	\$89.90	\$43.55
Direct Debit - Teen - Family	Non-Statutory	Taxable	\$52.65	\$25.30
Direct Debit - Fab Living - Family	Non-Statutory	Taxable	\$68.85	\$32.90
Direct Debit Joining Fee - Aquatics/Swim	Non-Statutory	Taxable	\$49.00	\$49.00
Direct Debit Joining Fee - Teen Fit/Off Peak	Non-Statutory	Taxable	\$49.00	\$49.00
Direct Debit Joining Fee - Total / Gym / Group Fitness	Non-Statutory	Taxable	\$49.00	\$49.00
Cancellation Fee	Non-Statutory	Taxable	\$60.00	\$60.00
Card replacement	Non-Statutory	Taxable	\$10.00	\$10.00

10.1 – ATTACHMENT 1. 2024-25 Budget

Fees and Charges	Fee Type	GST Status	2023/24 Fee (incl GST) \$	2024/25 Fee (incl GST) \$
INFRASTRUCTURE				
ARBOR				
Tree Amenity Valuation	Non-Statutory	GST Free	Quotation	Quotation
RECYCLING AND WASTE CENTRE				
ACCOUNT CUSTOMERS				
Commercial Account Customers (per tonne)	Non-Statutory	Taxable	\$295.00	\$320.00
RUBBISH				
External Tipping Fees - Car Boot Load	Non-Statutory	Taxable	\$45.00	\$47.00
External Tipping Fees - Station Wagon/Car Load	Non-Statutory	Taxable	\$55.00	\$57.00
External Tipping Fees - Utes, Vans, Trailers, or Trucks - disposal up to 300kg (minimum charge)	Non-Statutory	Taxable	\$85.00	\$90.00
External Tipping Fees - Bulk (per tonne) - disposal greater than 300 kg	Non-Statutory	Taxable	\$305.00	\$330.00
CLEAN GREEN WASTE				
Clean Green - disposal up to 400kg (minimum charge)	Non-Statutory	Taxable	\$60.00	\$62.00
Clean Green - Bulk (per tonne) - disposal greater than 400kg	Non-Statutory	Taxable	\$137.00	\$142.00
CLEAN CONCRETE				
Concrete - disposal up to 500kg (minimum charge)	Non-Statutory	Taxable	\$50.00	\$52.00
Concrete - Bulk (per tonne) - disposal greater than 500kg	Non-Statutory	Taxable	\$107.00	\$110.00
WASTE ENGINE OIL				
Oil - greater than 5 litres (per litre)	Non-Statutory	Taxable	\$0.60	No charge
OTHER RECYCLABLES				
BBQ Gas Bottles (up to 9kg)	Non-Statutory	Taxable	\$18.00	\$20.00
Mattresses and Bases	Non-Statutory	Taxable	\$35.00	\$36.00
Tyre and Rim - Passenger Vehicles	Non-Statutory	Taxable	\$27.00	\$28.00
Tyre and Rim - Four Wheel Drives	Non-Statutory	Taxable	\$40.00	\$41.00
Tyres - Four Wheel Drives	Non-Statutory	Taxable	\$25.00	\$26.00
Tyres - Passenger Vehicles	Non-Statutory	Taxable	\$17.00	\$18.00
SUSTAINABILITY, WASTE & RECYCLING				
WASTE MANAGEMENT SERVICES				
Kerbside Waste Service Charge (1 x 80 litre garbage bin and 1 x recycling bin)	Non-Statutory	GST Free	\$184.80	\$185.95
Public Waste Service Charge	Non-Statutory	GST Free	\$67.85	\$75.10
SUPPLEMENTARY BIN FEES				
GARBAGE				
80 litre initial garbage bin (one per premises)	Non-Statutory	GST Free	Part of Kerbside waste service charge	Part of Kerbside waste service charge
120 litre initial garbage bin (instead of 80 litre)	Non-Statutory	GST Free	\$67.00	\$71.00
240 litre initial garbage bin (instead of 80 litre)	Non-Statutory	GST Free	\$350.00	\$366.00
Additional garbage bins (per 120 litre increase in capacity)	Non-Statutory	GST Free	\$280.00	\$295.00
RECYCLING				
Additional recycling bin (240 litre) - per bin	Non-Statutory	GST Free	\$60.00	\$60.00
FOOD AND GARDEN ORGANICS (FOGO)				
140 Litre FOGO Bin	Non-Statutory	GST Free	\$66.00	\$74.00
240 Litre FOGO Bin	Non-Statutory	GST Free	\$87.00	\$98.00
EXEMPTIONS				
Additional bin capacity due to medical or disability	Non-Statutory	GST Free	No charge	No charge

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Appendix B | Glossary of terms

Act	means the <i>Local Government Act 2020</i>
Annual report	means a report of the council's operations of the previous financial year and contains a report of operations, audited financial statements and an audited performance statement
Australian Accounting Standards (AAS)	means the accounting standards published by the Australian Accounting Standards Board
Better practice	means that in the absence of legislation or a relevant Australian Accounting Standard this commentary is considered by Local Government Victoria to reflect better practice reporting
Budget	means a plan setting out the services and initiatives to be funded for the financial year and the subsequent three financial years and how they will contribute to achieving the strategic objectives specified in the council plan. It is to be a 'rolling' budget with an outlook of at least 4-years.
Council Plan	means a plan setting out the medium-term strategic objectives, strategies, strategic indicators and resources reflecting vision and aspirations of the community for the next four years
Community Vision	Council must develop, maintain, and review a Community Vision with its municipal community using deliberative engagement practices which has an outlook of at least 10-years and describes the municipal community's social, economic, cultural and environmental aspirations for the future.
Financial statements	means the financial statements and notes prepared in accordance with the <i>Local Government Model Financial Report</i> , Australian Accounting Standards and other applicable standards as they apply to the general purpose financial reports and statement of capital works, included in the annual report

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Financial Plan	means a plan of the financial and non-financial resources for at least the next ten years required to achieve the Council Plan and other strategic plans of Council. The Financial Plan defines the broad fiscal boundaries for the Council Plan, Asset Plan, other subordinate policies and strategies and budget processes
Financial year	means the period of 12 months ending on 30 June each year
Forecast	means the predicted outcome for the financial year based on available information as at 31 January 2024
Heritage asset	means an asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it
Initiative	means an action which is one-off in nature and/or leads to improvements in service performance or service levels.
Integrated Strategic Planning and Reporting framework	means the key statutory planning and reporting documents that are required to be prepared by councils to support strategic decision making and ensure accountability to local communities in the performance of functions and exercise of powers under the Act
Major Initiative	means a significant initiative that the Council has identified as a priority and that directly contributes to the achievement of the <i>Council Plan</i> during the current financial year and has a major focus in the budget.
Minister	means the Minister for Local Government

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Performance statement	means a statement including the results of the prescribed service outcome indicators, financial performance indicators and sustainable capacity indicators for the financial year and included in the annual report
Principal accounting officer	means the person designated by a council to be responsible for the financial management of the council
Regulations	means the <i>Local Government (Planning and Reporting) Regulations 2020</i>
Report of operations	means a report containing a description of the operations of the council during the financial year and included in the annual report
Specialised assets	means assets designed for a specific limited purpose. Specialised assets include buildings such as schools, hospitals, court houses, emergency services buildings (police, fire, ambulance and emergency services), specialised buildings to house infrastructure (pump stations, etc.), some heritage properties and most infrastructure assets

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Appendix C | Service Performance Outcome Indicators Measurement

Service	Indicator	Definition	Calculation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement (The community satisfaction rating out of 100 with the consultation and engagement efforts of the council.)	[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]
Statutory planning	Service standard	Planning applications decided within required time frames (The percentage of regular and VicSmart planning application decisions made within legislated time frames.)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	Sealed local roads maintained to condition standards (The percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal.)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Libraries	Participation	Library membership (The percentage of resident municipal population who are registered library members.)	[Number of registered library members / Municipal population] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (The percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill.)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Service	Indicator	Definition	Calculation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population.)	[Number of visits to aquatic facilities / Municipal population]
Animal Management	Health and safety	Animal management prosecutions (The percentage of successful animal management prosecutions.)	[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100
Food safety	Health and safety	Critical and major non-compliance outcome notifications (The percentage of critical and major non-compliance outcome notifications that are followed up by Council.)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health	Participation	Participation in MCH service (The percentage of children enrolled who participate in the MCH service.) Participation in MCH service by Aboriginal children (The percentage of Aboriginal children enrolled who participate in the MCH service.)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100 [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

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

Appendix D | Council reserve governing principles

The following sets out Council's amended reserve principles to be applicable to the 2023/24 financial year and 2024/25 onwards. The 2024/25 Budget plus three years of projections (including 2023/24 Full Year Forecast) included in this document reflects the reserve principles outlined below.

Public Open Space Reserve

Public open space requirement contributions (i.e. cash contributions) are collected by Council for the purposes provided under the *Subdivision Act 1988* and the *Planning and Environment Act 1987*. Council must use the contributions received to:

- a) Buy land for use for public recreation or public resort, as parklands or for similar purposes; or
- b) Improve land already set aside, zoned or reserved (by the Council, the Crown, a planning scheme or otherwise) for use for public recreation or public resort as parklands or for similar purposes; or
- c) With the approval of the Minister administering the *Local Government Act 2020*, improve land (whether set aside on a plan or not) used for public recreation or public resort as parklands or for similar purposes.

Whitehorse City Council recognises statutory public open space contributions as income under the Income Statement category 'Contributions – Monetary'.

Whitehorse City Council shall endeavour to acquit public open space contributions received within the financial year of their receipt, against capital renewal, upgrade works and tree expenditure now in operating (previously in capital) undertaken in that financial year.

At the end of each financial year, the balance of any unspent public open space contributions collected are to be transferred into the reserve account titled 'Public Open Space Reserve'.

The interest generated by the Open Space Reserve will be transferred annually to the Reserve.

Council will allocate public open space reserve funds to fund capital expenditure (including some tree expenditure previously in capital) within Whitehorse for improvements to passive open space and active recreation infrastructure in line with the adopted Council Plan, Open Space Strategy, Recreation Strategy and associated action plans. This includes new and upgraded assets, renewal of assets where the improvement will enable the asset to be more extensively used and disposal of decommissioned assets. Contributions received from public open space reserve shall not be used for any maintenance works.

The Open Space Strategy, Recreation Strategy and associated action plans will identify opportunities to respond to the changing demand on the public open space network.

Council will from time to time, review and update these documents to ensure funded projects align with changes in demographic data and area growth within the municipality.

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

All determinations in respect of the allocation of public open space reserves to fund eligible works will be made either:

- (a) by Council through the formal annual Budget adoption process;
- (b) by Council through the formal resolution to adopt an annual report and progress reports:
or
- (c) by a formal Council resolution after having considered a comprehensive report from a relevant Council Officer.

Development Reserve

Whitehorse City Council by Council resolution maintains a funding reserve named the Development Reserve.

The Development Reserve exists to provide funding or part funding for major capital projects that support strategic objectives of the Council Vision and Council Plan. Funded projects must demonstrate that they are:

- meaningful to a broad section of the community;
- aligned with Council's strategic intent; and
- of a meaningful consequence and scale.

All determinations in respect of the allocation of public open space reserves to fund eligible works will be made either:

- (a) by Council through the formal annual Budget adoption process;
- (b) by Council through the formal resolution to adopt an annual report and progress reports:
or
- (c) by a formal Council resolution after having considered a comprehensive report from a relevant Council Officer.

Principles for application

The following definitions provide guidance on the application of Financial Reserves for funding capital improvement projects.

Open Space Acquisition – The purchase of land within Whitehorse for the purposes of open space/recreation use. This can include purchases of new open space or extension of existing open space to address areas of undersupply as identified in the Open Space Strategy.

Open Space Improvements – Improvements to existing open space where the improvement will provide for a new or improved open space / recreation outcome or increase the capacity / utilisation of existing open space / recreation outcomes beyond their original design capacity or service potential and/or provision of an asset situated in open space to

10.1 – ATTACHMENT 1. 2024-25 Budget

Whitehorse City Council – Budget 2024/25

support a new or improved recreation outcome or increase the capacity/utilisation of existing recreation outcomes in line with Council's Recreation Plan objectives.

Open Space Planning – Planning activity where the planning outcome will lead to a direct capital improvement of the open space. i.e expenditure is able to be capitalised in the Council's annual accounts in accordance with audit and accounting guidelines.

Major Projects (Recreation) – Major Projects that support development of built infrastructure to support a new or improved open space/recreation outcome or increase the capacity/utilisation of existing open space/recreation outcomes in line with the Council's Open Space Strategy and/or Recreation Strategy objectives.

Major Project (Municipal) – Major Project that supports development of built infrastructure to support strategic objectives of the Council Vision and Council Plan. Funded projects must demonstrate outcomes with a broad benefit to residents of the municipality.

Recreation Infrastructure Projects – Provision of built infrastructure to support a new or improved recreation outcome or increase the capacity / utilisation of existing recreation outcomes in line with Council's Recreation Strategy objectives.

Table 1: Application of funding split for Reserve funded Capital improvement projects. The exact funding splits will be assessed and applied for each individual project based on scope and alignment to the reserve principles.

Project Type	Funding Split		
	Open Space Reserve*	Development Reserve*	Rates / External Funding
Open Space Acquisition	100%	0%	0%
Open Space Improvements	100%	0%	0%
Open Space Planning	50%	0%	50%
Major Project (Recreation)	0%	50%	50%
Major Project (Municipal)	0%	75%	25%
Recreation Infrastructure Project	25%	25%	50%

**Funding splits are based on an 'up to percentage' and may vary depending on the capital improvement.*

10.1 – ATTACHMENT 1. 2024-25 Budget**ACKNOWLEDGEMENT OF COUNTRY**

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the traditional owners of the land. We pay our respects to their Elders past, present and emerging.

CONTACTING COUNCIL

Postal Address: Whitehorse City Council
Locked Bag 2
Nunawading 3131

ABN: 39 549 568 822

Telephone: 9262 6333 (including language support)

NRS: 133 677 then quote 9262 6333
(Service for deaf or hearing impaired people)

Service Centre: Whitehorse Civic Centre
379-399 Whitehorse Road,
Nunawading 3131

Website: www.whitehorse.vic.gov.au/contact-us

Email: customer.service@whitehorse.vic.gov.au

Social Media: Connect with Whitehorse City Council



Subscribe: www.whitehorse.vic.gov.au/subscribe
(Stay up to date with Council news on topics you are interested in)



10.2 Suburban Rail Loop - Council Submission to Draft Key Directions

Attachment 1 Draft Council Submission

Attachment 2 Draft Key Directions Maps

10.2 – ATTACHMENT 1. Draft Council Submission



10.2 – ATTACHMENT 1. Draft Council Submission**EXECUTIVE SUMMARY**

Whitehorse City Council (Council) reiterates its support of the transport benefits that will come from the Suburban Rail Loop (SRL) project. Council again appreciates the move to a polycentric Melbourne to accommodate significant population growth and agrees that population should be directed where necessary infrastructure and community facilities exist, and where there is capacity for infrastructure to be improved or expanded to meet growth.

The SRL Precinct Key Directions comprise several draft ideas that will promote discussion, some of which are already contained in, and being implemented by, existing local strategies. Council's submission regarding the draft Key Directions for the Box Hill and Burwood precincts highlights areas of support as well as concern.

The submission discusses the following:

- Information supporting the draft Key Directions
- Consideration for existing Council strategies in the draft Key Directions
- Detail about community infrastructure required for the projected population growth
- Information about built form and design to accompany the proposed building heights.
- Implementation mechanisms for the PSPs
- Consultation, engagement, and overall procedural issues

Council wants to work collaboratively with the SRLA to develop the Precinct Structure Plans (PSP) so they meet the aims and objectives of the State Government, while still achieving long lasting and sustainable outcomes that Whitehorse residents, businesses, visitors, and the Council can be proud of.

10.2 – ATTACHMENT 1. Draft Council Submission**1. INTRODUCTION**

This submission outlines comments from Council relating to the SRL draft Precinct Key Directions for Box Hill and Burwood.

It also expresses Council's comments regarding consultation, engagement and procedural issues relating to the overall SRL PSP process within the City of Whitehorse.

2. GENERAL COMMENTS ON THE DRAFT KEY DIRECTIONS**2.1 Supporting information**

The draft Key Directions do not include any supporting information beyond the high level Key Directions. Council considers this insufficient information for a project of this significance and scale and queries the absence of supporting discussion and rationale which is typically provided ahead of more detail in the future PSP. Council would like to know when the supporting information that underpins the Key Directions will be available?

As a minimum, the supporting discussion (and ultimately actions) should include responsible agencies, timing, and funding to allow feedback on these details.

Council requests that the Structure Plans and specific strategies, actions, and responsibilities for implementing the recommendations should be developed in collaboration with Council, rather than being presented to Council after they are completed. These details will need to be reviewed and scrutinised by Council's subject matter experts.

Additionally, there is a need for 3D modelling to assist the community in understanding the proposed building heights.

2.2 Existing local policies and strategies

Council has undertaken significant strategic work, including, but not limited to, the review of the existing *Box Hill Structure Plan, 2007* (the draft *Box Hill Structure Plan, 2021* [the draft BHSP]), the draft *Box Hill Urban Design Framework, 2021*, the preparation of the *Whitehorse Housing Strategy, 2014* and *Neighbourhood Character Study, 2014* and more recently the *Whitehorse Residential Corridors Built Form Study, 2019*. This work included significant community engagement, robust technical research and analysis of future employment and population growth, and therefore represents the aspirations and goals by the community and Council. These must be considered and appropriately reflected in the Structure Plans, and any new planning controls should be applied accordingly.

The SRLA has been provided with all the relevant information regarding the suite of existing and draft structure plans and other relevant strategic documents applicable to the Structure Plan areas. Council's submission to the Discussion Paper provided a list of relevant documents that Council requested to be referenced by the SRLA relevant to Box Hill and Burwood Structure Plan. There appears to be little consideration given for the existing strategic work in the draft Key Directions.

2.3 Social and community infrastructure

There is an absence of substantial information regarding social infrastructure or services to meet the needs of the projected population, businesses, and workers. The draft Key Directions focus on where employment and housing will be located, however additional open spaces, new schools, other community facilities and service infrastructure (e.g., drainage, new and or upgrades to roads, intersections) required to meet the needs of the projected population and businesses are given little

10.2 – ATTACHMENT 1. Draft Council Submission

mention. Council emphasises the need to be involved in the necessary technical studies to project the expected population and increase in economic activities, and the infrastructure needs to inform the Structure Plans.

Council is particularly concerned about the impact of the forecast population on the need for new education facilities, from kindergarten through to secondary schools. Current education facilities are approaching, or are at capacity, and Council is not aware of any new facilities being proposed. Council would like to see planning by the Department of Education for new facilities to support the projected population growth. Education facilities need to be provided locally (from a sustainability and liveability perspective), instead of relying on schools from further afield.

There are existing pressures and demands on sport and recreation facilities, that will be exacerbated by population growth. By contrast, there may be some sports and activities that are oversupplied with facilities. Further analysis is needed in consultation with Council to determine an appropriate balance for our diverse community. Council looks forward to receiving details of additional state infrastructure which is proposed to be deployed within Whitehorse to accommodate the additional population.

2.4 Sustainability and climate change

Council has a commitment to be net zero and aims for net zero community emissions by 2040. The following ideas should be explored as part of the implementation mechanisms, as they align with Council's *Climate Response Strategy 2023-2030* and the Empowering Sustainability Key Direction:

- The PSPs should be climate appropriate, resilient, adaptive and elevate Environmentally Sustainable Development (ESD) targets.
- The PSPs should aspire for net zero community emissions by 2040 and include innovative strategies for transitioning urban precincts towards net zero, along with opportunity to create net zero precincts, looking at consumer energy resource and grid integration.
- The percentage of green space and areas allocated to canopy cover, urban forest, biodiversity, nature should be increased.

Further comments are included under Empowering Sustainability for each precinct.

2.5 Implementation

The Key Directions include words such as "investigate," "ensure" and "support," however Council believes that the Key Directions need to be more nuanced and provide a stronger implementation commitment by the SRLA and State Government. More robust words such as "implement," "provide", "fulfil," "execute" or "accomplish" should be part of the PSP language to provide certainty to the community and Council about the long term delivery of the Structure Plans.

As previously stated in feedback to the SRLA, there is also no mention about how the required community and development infrastructure indicated in "Enriching Community" will be funded, the timing of delivery or who will be responsible for delivering the infrastructure. Council's current *Whitehorse Development Contributions Plan, December 2023* (DCP) has not factored in the growth and development projected by the SRLA. As such, the current DCP will not cover the infrastructure cost to come out of these Structure Plans, and in a rate capping environment, Councils do not have the funds to support infrastructure delivery arising from the Structure Plans.

Council reiterates the suggestion that these Structure Plans should develop a practical funding mechanism and infrastructure delivery plans for funding the infrastructure projects that are required to meet the needs of the projected growth from these Structure Plan areas. If the SRLA chooses to

10.2 – ATTACHMENT 1. Draft Council Submission

prepare specific DCPs for these Structure Plan areas, the SRLA must also prepare funding mechanisms to pay for the balance of the cost of each of the infrastructure projects identified to be delivered in these Structure Plans, without any financial burden or 'cost shifting' to Council. Council also suggests this could be via a 'value capture' mechanism whereby contributions are made by developers to fund infrastructure. The SRLA must also provide the technical design knowledge and construction implementation to ensure the infrastructure will sustain the population numbers and sizeable developments that will occur.

Council would like more information about value capture mechanisms that might affect existing landowners and the flow on effects to housing affordability in the PSP areas. Council is keen to ensure any mechanisms such as this are properly communicated to the community.

Whilst the SRLA has not provided any detail on likely planning controls to facilitate its proposed building heights, the significant increase in building height proposed means that there will be the need for significant changes to the existing planning controls. Many of the proposed building heights released with the Key Directions do not align with the existing suite of residential zones and therefore Council seeks to understand as early as possible the proposed zone and planning controls that are being considered. It is also critical that the building heights respect the interface between properties in the PSP areas and more traditional development and provide appropriate transitions. Council must be consulted and actively involved in determining the appropriate zones and overlays to be applied to the Structure Plan areas, as well as future built form and other controls (such as to achieve affordable housing) to be implemented.

10.2 – ATTACHMENT 1. Draft Council Submission**3. SPECIFIC COMMENTS - BURWOOD**

The draft Vision document included generic themes. These themes seem to have been transferred directly over to the Key Directions, without any refinement or recasting as a result of community feedback.

Council's comments regarding the Key Directions are outlined in the table below. Some of the commentary reiterates Council's previous feedback.

Precinct Key Direction	Whitehorse City Council comments
Boosting the Economy <ul style="list-style-type: none"> Support and facilitate the growth of Deakin University's Burwood Campus Create a mixed-use Precinct Centre around the SRL train station Transform Burwood Highway and Highbury Road into areas with more retail and businesses Create a network of high-amenity knowledge-based employment areas 	<p>Council supports the growth of Deakin University's Burwood Campus, given its important role in the municipality and broader region.</p> <p>The PSP process provides the opportunity to review the current land use activities and development in the existing industrial and commercial areas of Burwood, however this needs careful consideration to ensure that planning for the future needs of the area, including jobs and services, does not make it prohibitive for a range of commercial and industrial uses. Council is concerned about the loss of important industrial land in favour of more residential land use.</p> <p>There are streets within the Burwood commercial and industrial areas that invite an opportunity for a greater mix of land use activities and changes to current built form typologies and scales, however this would need to be carefully managed through appropriate planning zoning and overlays to ensure the optimal mix and intensity of uses that can function coherently and offer an appropriate level of amenity.</p> <p>It is noted that, any mixed-use zones that allow residential uses in the Structure Plan areas, should include clear requirements that future residential land uses should not unreasonably disadvantage existing industrial uses and businesses in the area. Critical consideration needs to be given to current 'as of right' uses in the Industrial 1 zone. Future residents in zones that allows for residential and mix of land uses need to be aware of the mixed-use nature of the area and that the level of amenity may be different to the amenity in purely residential areas.</p> <p>Alternatively, if the structure planning process were to result in the loss of industrial land, which is in short supply across Metropolitan Melbourne, this needs to be replaced within the nearby catchment.</p> <p>Council queries how the SRLA and the Structure Planning process will attract businesses and again reiterates our desire to be actively involved in the discussions about, and working through, the appropriate zones and overlays and other planning controls to be</p>

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>applied to the Structure Plan areas to ensure the appropriate planning framework is in place.</p> <p>Council also believes that net zero emissions precinct governance opportunities should be established across the local businesses in the precinct, and support should be given to enable all businesses and their operations within the precinct to transition to net zero emissions.</p>
<p>Enriching Community</p> <ul style="list-style-type: none"> • Ensure community infrastructure supports the needs of residents and workers, including multi-purpose hubs • Introduce greater housing diversity 	<p>Council supports enriching the community; however, it queries how this can be achieved by the precinct planning. The Key Direction mentions community infrastructure but there has been little to no information provided about the type of community infrastructure required, where it will be provided and how it will be funded. Council is currently developing a municipal-wide Community Infrastructure Plan that is open for initial community consultation. More information is at https://yoursay.whitehorse.vic.gov.au/cip. This project recognises there is a need for buildings and facilities where community services are provided, such as aquatic centres, community halls, libraries, kindergartens, Maternal and Child Health, sports fields, and senior centres. The PSP does not identify these facilities. There are existing pressures and demands on sport and recreation facilities, that will be exacerbated by population growth. By contrast, there may be some sports and activities that are oversupplied with facilities. Further analysis is needed in consultation with Council to determine an appropriate balance for our diverse community.</p> <p>The Burwood Precinct contains, or is close by, to several education sites and Council encourages investigating the co-use of all, or part, of these sites for open space and community facilities. In particular, there is merit in investigating the use of facilities at Deakin University as well as the future use of the Mount Scopus site if the school ultimately decides to relocate as has been reported in the media, most recently in June 2024. Greater detail is needed in order for Council to respond to where potential lies for regional open space for sporting facilities.</p> <p>Council also supports providing greater housing diversity, but queries how this will occur when it appears the PSP is encouraging development that begins at 7 storeys, which limits the provision of less intense development and that may only appeal to some cohorts in the community. Amendment C220 to the Whitehorse Planning Scheme (Planning Scheme) was recently approved, which applies a Design and Development Overlay (DDO) to land included in the Residential Growth Zone (RGZ) along Burwood Highway. This amendment was approved with a discretionary height limit of 6 storeys and provisions to protect the sensitive interface between the RGZ and less intense development in the Burwood Highway</p>

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>hinterland. The PSP process should also recognise this and review the proposed building height proposed along the corridor.</p> <p>Council also queries what mechanisms the PSP process proposes for the Burwood precinct in relation to affordable housing, given its high student population. Affordability and diversity of housing is also crucial in this precinct to support aging in place. The PSP process needs to review the current and projected demographic trends to ensure provision of appropriate housing stock.</p>
<p>Better Connections</p> <ul style="list-style-type: none"> Investigate improving walking, cycling and biodiversity connections along Gardiners Creek (KooyongKoot) Create a world class and well-integrated public transport interchange Upgrade and connect transport routes, as well as improve walking and cycling paths Support public transport and active travel choices to reduce reliance on private vehicles 	<p>Council supports creating better connections, however there should be greater attention to overall access and movement to, and within, Burwood, particularly how to improve the catchment to the new SRL station. Council queries the 22% mode share for active transport in 2018. This seems very high, and Council would like clarification about where the data is from.</p> <p>Many of these directions are vague platitudes and should include stronger commitment than “investigate” or “support.” Council seeks clarification about “biodiversity connections” and whether this relates to animal crossings/highways.</p> <p>Council supports improving the paths along Gardiners Creek subject to a range of considerations. Boroondara and Stonnington have already started on the Gardiners Creek cycling corridor, therefore the precinct planning should consider how this portion of Gardiners Creek Trail could contribute to a connected and safe corridor for recreation and sustainable transport.</p> <p>The cycling connection at Elgar Road and Uganda Street should be improved by the SRLA, such as adding a bicycle lantern for western movements. This is on one of Council's Easy Ride Routes, it provides access to the Gardiners Creek Trail and one of the main end of trip cycling facilities at Deakin University. Improvements are also needed for the Gardiner's Creek Trail crossing at Highbury Road.</p> <p>Consideration should be given to the extension of Tram Route 70, from the current terminus at Riversdale Road and Elgar Road, south along Elgar Road to Deakin University/SRL Burwood Station/Burwood Highway/Tram Route75.</p> <p>Tram Route 75 along Burwood Highway provides connections from the east and west of the SRL Burwood Station. There are however opportunities for capturing significant patronage with the extension of the tram route beyond Vermont South to enable those who live, work and study in the City of Knox and beyond, to connect to the SRL Burwood station. It is acknowledged that this lies outside the 1.6km radius of the Burwood Precinct however, this example shows the limitations that a radial model places on the structure planning process.</p>

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>Council supports new bus connections along Highbury Road and recommends the SRLA work with DTP to ensure the bus interchange at the new SRL station can accommodate increases in bus service levels and additional services. This is noting that the diagrams look to remove the bus stop/terminus within the Deakin University campus. The 903 SmartBus Route now uses Elgar Road, however consideration should be given if this bus route should be re-routed to the SRL Station and then along Highbury Road.</p> <p>Council cautions that shared pathways can pose a higher risk for people with disability, older people and children who may not be able to react to approaching bike riders. Careful consideration of the design of pathways is needed to manage potential path user conflicts, for example, where shared paths intersect with pedestrian movement paths such as the entry and exit from stations and pedestrian pathways across roads. Access to the station forecourt and surrounds should be streamlined and accessible, with clear and visual wayfinding.</p> <p>Council strongly recommends a reduction in speed limits along major roads within the precinct to change the priority of private vehicles, which would improve walking and cycling connections and promote active travel choices. Likewise, investment into the bus network and bus services will ensure that the expected increase in people living in Burwood will have access to many more services and destinations in the area without needing to use a car.</p>
<p>Enhancing Place</p> <ul style="list-style-type: none"> Identify opportunities for enhanced and new open space Support growth by encouraging change in targeted locations Manage stormwater better to improve water quality and support a greener environment 	<p>Council supports this theme; however, the document does not include any information about built form and design including how individual buildings will interface with, activate, and treat the public realm. There needs to be provisions relating to the built form and public realm amenity such as overshadowing and wind effects. There is also no reference to place identity and recognition of the heritage values in the precinct.</p> <p>The proposed building heights raise concern for Council, particularly those areas proposed to allow 20 storeys, which Council considers inappropriately high for the area.</p> <p>Further it is noted that the 20 storey core for Burwood seems to be comparatively much more extensive than for other SRL station precincts south of Whitehorse. Council questions the justification for this height and extent given the Burwood context (aside from the presence of the more modest Deakin University buildings within a generous campus setting).</p> <p>The major asset in the precinct is the Gardiners Creek corridor and Council continues to advocate for the Creek to be naturalised to Highbury Road and well beyond into the City of Monash. Council seeks a commitment in the Structure Plans with strategies as to how to achieve this outcome. Any interface to the creek also needs</p>

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>to be nuanced and provide for passive surveillance, yet limit overshadowing and overlooking. The proposed 20 storey building height around Highbury Road is not appropriate around the creek, and the pedestrian experience from the public realm needs to be strongly considered.</p> <p>Council prepared the <i>Whitehorse Residential Corridors Built Form Study</i> in 2019. This reviewed the built form controls along the Burwood Highway corridor and ultimately resulted in Amendment C220 introduced Schedule 11 to the DDO. This Study and Amendment recognises that there are sensitivities between the Burwood Highway corridor and properties to the north and south of the corridor, which do not appear to have been considered by the SRLA.</p> <p>The Study ultimately recommended suitable building heights for the corridor of up to 6 storeys. The PSP process should also recognise this and review the proposed building heights, particularly the 10 storey building height proposed along the corridor, in line with Council's Study, as well the transition between such heights and the traditional residential development outside the PSP areas, for example in the Glengarry Avenue area.</p> <p>Council believes that the proposed building heights towards Warrigal Road should be reviewed. Whilst there are heritage properties in this vicinity, the proposed heights approaching Warrigal Road do not make sense when considering the wider corridor going into an adjacent Activity Centre within the City of Boroondara. This area is where taller buildings could be proposed.</p> <p>There is a significant need for additional recreational and open space facilities. Doubling the population and number of employees with the same amount of open space is not sustainable, nor will it enhance liveability within Burwood.</p> <p>There is support for the link between Gardiners Creek and the Lundgren Chain, and further opportunities for public open space should be explored. Consideration should be made about how users of Lundgren Chain can safely cross Station Street. The Whitehorse Open Space Strategy also identifies the use of streets for active recreation as a priority. In enhancing the open space network, cool connections between all open spaces should be created to promote walking, cycling and active transport for all ages and abilities.</p> <p>Creating opportunities for new public recreation and community spaces is vital and consideration should be given to the role that a repurposed Mount Scopus site could bring if the school decides to relocate. If the existing recreation and cultural facilities on the site are suitable, they could provide an enormous benefit to the Burwood community (and the wider regional community).</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>The Bennettswood Reserve Masterplan is currently being developed by Council. Particular focus is to investigate the redevelopment of the northern oval and extension of the pavilion and other sporting / activity areas to the north. Council seeks to work with the SRLA during the development of the Masterplan to ensure upgrades to the sites are captured as part of the PSP process.</p> <p>New and improved open space and recreation facilities are necessary to meet the needs of the growing community that is projected by the SRLA. Council believes that there is great opportunity for the State Government to invest in community infrastructure and sustainability initiatives in both the Bennettswood Reserve and the Gardiners Creek Reserve to assist with meeting these needs.</p> <p>Sinnott Street Reserve should also be returned as open space post construction of the station. If this cannot occur, Council would like to see the temporary offset open space between Cumming Street and Gillard Street made permanent and for this land to be transferred to Council as freehold land. Council also expects that any new open spaces created within the Burwood precinct be transferred to Council as freehold land.</p>
<p>Empowering Sustainability</p> <ul style="list-style-type: none"> • New buildings should use sustainable practices such as lower carbon material and include renewable energy in their design • Future proof the precinct and plan for new energy technologies • Create a cool and green environment • Embed sustainable water management 	<p>Council supports this Key Direction, particularly to embed measures to promote sustainability and mitigate climate change where it aligns with Council's Strategic Directions and ESD principles and objectives. However, Council seeks more information about how the SRLA proposes to achieve this. In particular, Council queries what incentives or affordable solutions are proposed to ensure sustainability is incorporated in the PSP process and future development. Council firmly believes that the precinct should be able to manage water, waste and energy while being net zero by 2040, given the increase in activity density and population. Additionally, there needs to be direction around using building rooftops and building facades for energy facilities, green space, and water harvesting.</p> <p>A precinct wide sustainable governance framework should be established to manage integrated energy systems. Existing infrastructure should be assessed for vulnerability to climate change impacts and adaptation strategies should be developed to enhance resilience and mitigate risks for uses and asset owners and managers.</p> <p>Council currently has an ESD Policy at Clause 22.10 of the Planning Scheme. This policy aims to integrate environmental sustainability principles into land-use planning, new developments, and redevelopment of existing infrastructure. It includes objectives relating to energy performance, water, indoor environment</p>

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>quality, stormwater management, transport, waste management and urban ecology. Council therefore queries what the SRLA will promote that is not already occurring and if the structure plans will seek higher levels of sustainability.</p> <p>Future proofing the precinct and planning for new energy technologies is a commendable aspiration. At the current rate of development, the infrastructure will already be under pressure within the planning horizon, without the projected population from the SRLA. Therefore, what mechanisms will the SRLA develop and implement to ensure this direction is pursued? Council believes that the PSP process should identify suitable locations within the precinct for renewable energy generation, such as solar photovoltaic (PV) panels.</p> <p>Given the heavy night-time energy use profile of the area, energy efficiency and emissions reduction principles should be embedded into assets and sites. Opportunities for partnerships with local community groups should be explored to establish community battery solutions where the return on investment and payback period are viable.</p> <p>Holistic water-efficient design and management should be implemented that integrates the whole precinct - linking buildings, infrastructure assets, paved surfaces, landscaped areas within the precinct. This should include water cycles and systems thinking of natural services/ utilities across the whole precinct.</p> <p>Council queries the meaning behind “create a cool and green environment” which is very broad and needs to be more specific. Burwood is an established urban area, and the urban heat island effect can affect the use of the public realm and open spaces. The PSPs must include ways to reduce the urban heat island effect.</p> <p>Council has undertaken a significant quantum of work to protect and enhance the important tree coverage across the municipality. This includes the <i>Whitehorse Municipal Wide Tree Study</i> (translated into Schedule 9 to the Significant Landscape Overlay within the Planning Scheme), and the <i>Whitehorse Urban Forest Strategy for 2021 –2031 (2021)</i>. Council agrees with setbacks to accommodate deep soil planting at the front of the built form, and between buildings, but also advocates for tree pits and passive irrigation to facilitate tree planting in hardscape zones. Roof top gardens provide limited benefits to those at ground level, however green walls when utilising climbers with their roots in the soil at ground level can achieve good outcomes. Council is concerned that there is an expectation that the 30% canopy cover will lean too heavily on the public realm; instead, private development should equally be expected to contribute.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>Council would like the precinct planning to consider an increase in canopy planting in streetscapes and public spaces – for example, in kerb outstands along areas being considered more pedestrian friendly. There are many innovative ideas for canopy planting in these areas to make them more leafy suburban streets like other areas of Whitehorse and help curtail urban heat issues and aim to meet Council's target for tree canopy coverage. Pedestrian and cycle routes need to be cool, with planted ground surfaces and safe tree canopies. Space should be reclaimed to accommodate more trees and plants and enhancing cool and green spaces.</p> <p>Sustainable materials and construction practices should be prioritised in the development and maintenance of all assets, in particular the use of recycled or local sourced materials and waste management strategies.</p> <p>Finally, there is no reference to flora and fauna diversity, including native animals and trees and vegetation. Council queries whether biodiversity, currently included in Better Connections, should be included under Empowering Sustainability.</p> <p>Council is seeking best practice integrated water management practices to be embedded through planning controls within the Planning Scheme. The aim is to ensure all future developments within the SRL precincts are sustainable, drought-proof and designed to adapt to climate change. Additionally, stormwater management across the precinct is integral to mitigating impacts on the Gardiner's Creek corridor.</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. SPECIFIC COMMENTS - BOX HILL

The draft Vision document included generic themes. These themes seem to have been transferred directly over to the Key Directions, without any refinement or recasting as a result of community feedback.

Council's comments regarding the Key Directions are outlined in the table below. Some of the commentary reiterates Council's previous feedback.

Key direction	Whitehorse City Council comments
Boosting the Economy <ul style="list-style-type: none"> Ensure the Box Hill Precinct will have enough office space to accommodate significant employment growth, especially near to the centre 	<p>Council suggests including themes and objectives detailed in Council's recently adopted <i>Investment and Economic Development Strategy 2024-2028</i>, which contains commentary about industry development, liveability, and the visitor economy. The strategy can be accessed via https://www.wbiz.com.au/investment-economic-development-strategy-2024-2028</p> <p>Activity Centres, such as Box Hill, attract a large volume of spend in the region and provide significant amenity to support the</p>

10.2 – ATTACHMENT 1. Draft Council Submission

<ul style="list-style-type: none"> • Ensure sustainable growth of health and education services in the Precinct • Extend activity and services right across the Precinct to support local living • Concentrate retail and entertainment uses in and around the Precinct Centre to support a vibrant and culturally diverse place 	<p>visitor base, including through food, retail, and entertainment experiences.</p> <p>Given its proximity to Melbourne CBD and connectivity through public transport and freeways, Box Hill is well positioned to take advantage to explore a modern and innovative economy, including ways to enhance the visitor experience and grow its status as a visitor destination.</p> <p>The draft BHSP aimed to provide for future employment growth and rebalance future residential growth, recognising that Box Hill should remain a genuine mixed use centre that ensures future development provides opportunities for both employment and residential growth. The draft BHSP sought a maximum proportion of residential gross floor area (GFA) for certain neighbourhoods to ensure the role and function of a Box Hill as a regionally significant location for health, education and employment is maintained and employment floorspace is prioritised in neighbourhoods where employment is a primary focus. Council strongly encourages the SRLA to investigate the use of such mechanisms in the PSP.</p> <p>Having the hospitals, medical facilities and Box Hill Institute in close proximity, there are opportunities for collaborative research and innovation in Box Hill, including medical research centres, as well as centres for research and development, along with traditional retail businesses and services. The PSP process should strongly incentivise these opportunities along with the decentralisation of government, private offices, and headquarters of major corporations to Box Hill as they are the function and responsibilities of Metropolitan Activity Centres. Expected high-rise buildings will allow for larger areas that can be used for these centres as are in the Melbourne CBD and in Docklands. For example, the Ringwood Metropolitan Activity Centre (MAC) has attracted VicRoads and Eastern Health as major tenants, and this should be occurring at Box Hill. Other opportunities could include the creation of a justice precinct to allow the decentralisation of these services from the Melbourne CBD to a regional catchment.</p> <p>The third Key Direction is too broad and nebulous, instead it should be more nuanced and tailored. The accessibility of basic services and activities, such as supermarkets, is critical. The third and fourth dot point also need clarification as they appear to partially contradict each other. The draft BHSP encouraged mixed use development with a wide range of community, employment and accommodation uses, so clarification is required as to what is meant by “extend activity” vs “concentrate retail...”</p> <p>The <i>Investment and Economic Development Strategy</i> sees a diversity of uses as a key driver of economic and employment</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>outcomes that will foster investment in a range of sectors. The PSP process should identify how different types of tenants and employers will be attracted to Box Hill.</p> <p>Like Burwood, Council also believes that net zero precinct governance opportunities should be established across the local businesses in the precinct, and support should be given to enable all businesses and their operations within the precinct to transition to net zero carbon emissions.</p>
<p>Enriching Community</p> <ul style="list-style-type: none"> • Ensure community infrastructure supports the needs of residents and workers • Provide greater housing diversity to support local living 	<p>Council supports enriching the community; however, it queries how this can be achieved by the precinct planning. The Key Direction mentions community infrastructure but there has been little to no information provided about the type of community infrastructure required, where it will be provided and how it will be funded. Multi use hubs, the co-location of facilities and shared use of facilities should be explored, for example, the Box Hill Library, Surrey Park, Box Hill Town Hall, as well as school and church facilities. There are existing pressures and demands on sport and recreation facilities, that will be exacerbated by population growth. By contrast, there may be some sports and activities that are oversupplied with facilities. Further analysis is needed in consultation with Council to determine an appropriate balance for our diverse community.</p> <p>Council also supports providing greater housing diversity, but queries how this will occur through the PSP process. There is a need for key worker housing and short term rentals (particularly for the hospitals) and disability accommodation for residents, as well as accommodation to allow aging in place. Additionally, there is an increase in demand for larger apartment dwellings to support intergenerational living in Box Hill.</p> <p>Additionally, the draft BHSP proposed to incorporate an affordable housing contribution in several of the neighbourhoods within the Structure Plan boundary. While there is a high proportion of rental properties in Box Hill, information suggests there are rental properties that lie vacant, therefore decreasing the available housing stock (particularly near the hospital) and consequently impacting rental affordability and contributing to rental distress. What mechanisms does the SRLA propose to promote affordable housing for the diverse cohorts in the community?</p>
<p>Better Connections</p> <ul style="list-style-type: none"> • Reinforce existing strategic traffic corridors to direct private vehicles outside of the Precinct Centre 	<p>Council supports reinforcing existing strategic traffic corridors, but queries how the PSP process will be able to achieve this. More detail is required, as to whether it will be through signage, road design or other mechanisms.</p>

10.2 – ATTACHMENT 1. Draft Council Submission

<ul style="list-style-type: none"> • Create a compact, urban centre that prioritises walking and cycling • Improve access and connectivity along Whitehorse Road • Enhance walking experience along Station Street • Enhance the transport interchange's functionality and connectivity • Support public transport and active travel choices to reduce reliance on private vehicles 	<p>The draft BHSP supports creating a compact urban centre that gives precedence to walking and cycling, and amongst other things, recommends a reduction in speed limits along Whitehorse Road and Station Street, as a minimum. This would help transform streets into higher amenity places that prioritise active transport and enhance the walking experience. Additional pedestrian crossings are also required across Station Street, such as at Box Hill Gardens and an additional pedestrian crossing leg at Rutland Road.</p> <p>Council recommends the SRLA review the Box Hill Urban Realm Vision Treatment (BHURT) guidelines which seek to improve the public realm, and ensure that streets and laneways are highly accessible, resilient, high quality and functional for the existing and projected population. The BHURT guidelines identify public realm types, and corresponding streetscape palettes. It is assumed that an even higher level of public realm provision will be needed for the SRLA's anticipated growth in Box Hill and the wider precinct.</p> <p>Comparatively, the Key Direction for Burwood references a "world class and well-integrated public transport interchange." As a MAC, Council strongly thinks Box Hill is also deserving, and should have, a world class interchange that is well-integrated. As previously highlighted, upgrades to the Box Hill Transport Interchange are critical and need to occur as a priority and concurrent with the SRL project, to fully enhance the transport interchange's functionality and for Box Hill to achieve it's potential. The need for upgrades is clearly articulated in the Box Hill Transit Interchange Ministerial Advisory Group report (2017), the subsequent Box Hill Transit Interchange Steering Committee report (2019) and Council's <i>Box Hill Integrated Transport Study</i> (2020).</p> <p>Council supports the consolidation of car parking, as proposed in the draft BHSP, along with support for maximum parking rates in conjunction with active transport improvements. The SRLA should consider the work undertaken by DTP about maximum parking rates, titled "Modernising Car and Bike Parking Requirements."</p> <p>Maximum car parking rates cannot be implemented without concurrent improvements to the walking and cycling network and infrastructure to assist in the mode shift away from private vehicles. A number of active transport projects in the Box Hill precinct will assist with this, particularly the completion of the Box Hill to Hawthorn strategic cycling corridor, and the construction of a link over the train line at Thurston Street/ Nelson Road. The need for wider links is also important, to connect to the broader metropolitan area. Likewise,</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>improvements to public transport are critical when applying maximum car parking rates. Investment in walking, cycling and public transport will ensure that the expected increase in people living and working in Box Hill will have access to many more services and destinations in the area without needing to use a car.</p> <p>The precinct planning needs to consider all future modes of personal transports, such as e-bikes, e-scooters, and electric vehicles, which may become the preferred mode of transport in a contemporary urban setting. How these are factored into the streetscape and what end of trip facilities will be delivered need to be considered by the PSP.</p>
<p>Enhancing Place</p> <ul style="list-style-type: none"> • Identify opportunities for enhanced and new open space • Support growth by encouraging change in targeted locations • Enhance the open space network and make it more accessible 	<p>Council supports this theme; however, the Key Direction does not include any information about built form and design, including how individual buildings will interface with other development or the public realm. There needs to be provisions relating to the built form and public realm amenity such as overshadowing and wind effects which are clearly defined in the draft BHSP. Box Hill is a significant centre, and the built form and design should be of high quality and distinctive. The amenity and comfort of the public realm is important and should be comfortable and safe for both walking and sitting. Additionally, there needs to be direction around using building rooftops and building facades for energy facilities, green space, and water harvesting.</p> <p>There is also no recognition of place identity or the public realm, including the loss of the historic core of Box Hill or how the public realm will be activated and treated.</p> <p>Council does not have any concerns with the heights proposed in the Inner Precinct Core given the existing Commercial 1 Zone and development trends, however the proposed heights in various other neighbourhoods and the transition to those areas raise concerns for Council and the community. The northern part of the precinct, for example, is proposed to be substantially higher than that envisaged by the draft Box Hill Structure Plan and is not supported. There are several larger individually listed heritage properties in Watts Street, Court Street and Kangerong Road. Council is concerned about the impact on these heritage properties from taller buildings that could be permitted under the proposed building heights.</p> <p>The draft Structure Plan was informed by the need to protect key public open spaces and the primary pedestrian network from overshadowing. Similarly, the building heights should stay in proportion with the surrounding development to provide an appropriate transition to less intense development in the</p>

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>residential hinterland. Seven storeys along Severn Street are a stark juxtaposition against lower density development beyond the precinct boundary.</p> <p>Similarly, to the south there are concerns about the permitting of up to 10 stories along Station Street and Canterbury Road. This is unacceptable for a variety of reasons, including overshadowing of adjoining residential properties, compromising access to sunlight and a reduction in the amenity of residential properties. Furthermore, this area adjoins the Combarton Street heritage precinct (HO101) and contains the Alexander Street heritage precinct (HO242) and the William Street precinct (HO212). Additionally, there are properties in Acacia Street and Bass Street covered by the Neighbourhood Character Overlay (NCO2). These precincts, and the properties they contain, along with individually listed heritage properties in the wider area need to be respected. Council is concerned about the impact on these heritage properties from taller buildings.</p> <p>Likewise, the properties to the west and south of Zetland Road will be affected by allowing up to 6 stories in this area. There is significant concern about the inclusion of Zetland Road within the PSP area, and particularly the transition from more intense development to traditional residential development. Additionally, there is concern about the transition toward properties in Glenmore Street and beyond to the southeast of the precinct.</p> <p>There should be appropriate height transitions between the precinct and adjoining areas that should not compromise on the amenity of the area or erode the neighbourhood character.</p> <p>The first and third key directions under “Enhancing Place” are the same. The major asset in the precinct is the Box Hill Gardens yet this will be affected by the construction of the SRL East and potentially SRL North, impacting community space for up to many decades. What provision has been made for permanent new open space and recreation facilities that will support the growing population and workforce? There is a difference between passive open space and that used for recreation, and both need to be recognised and provided for.</p> <p>It is critically important that public open space not be neglected amongst the vertical nature of Box Hill’s built infrastructure. Council’s analysis concludes that there will be a catastrophic lack of open space per person if investment in new open space is not expedited. Without new open space, the amount per person will reduce from 19m² to 7.15m² per person. This will be a terrible legacy that the SRL project would leave for the existing and</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

10.2 – ATTACHMENT 1. Draft Council Submission

	<p>future population and have significant impacts on health, wellbeing, liveability, and amenity.</p> <p>There are existing dormant sites that provide a unique opportunity to investigate the suitability for open space of a significant scale, for example the former Box Hill Brickworks. Whilst this has contamination issues that are still being remediated, Council recommends investigating the use of this site for open space. There is also support for open space along Carrington Road with a connection to the Thurston Street/Nelson Road pedestrian railway crossing. In enhancing the open space network, cool connections between all open spaces should be created to promote walking, cycling and active transport for all ages and abilities.</p>
<p>Empowering Sustainability</p> <ul style="list-style-type: none"> • New buildings should use sustainable practices such as lower carbon material and include renewable energy in their design • Future proof the precinct and plan for new energy technologies • Create a cool and green environment • Embed sustainable water management 	<p>The feedback above for the Burwood station precinct applies equally to the Box Hill station precinct, and wider Metropolitan Activity Centre.</p> <p>Crucially, Box Hill is an established high density urban area, and the urban heat island effect can affect the use of the public realm and open spaces. The mechanisms to create a cool and green environment and integrate sustainable development practices is of critical importance and need to be better articulated with this Key Direction.</p> <p>Council also believes the SRLA needs to collaborate with other Authorities (such as water and power authorities) for ESD projects that can be delivered as part of the SRL project works.</p>

5. CONSULTATION

In Council's submissions to the Discussion Paper and draft Precinct Visions, Council requested that a specific report responding to Council's submission be provided to Council ahead of, or with, the release of further documents, as this would help Council to understand the awareness of the project and the community views as the development of the PSPs evolve.

No report was made available prior to the release of the draft Precinct Vision documents. A generic phase one engagement report was made available in April 2024 just prior to the release of the draft Key Directions. This report provided a high level summary of the engagement undertaken by the SRLA. Some feedback was provided at the Key Direction workshops with Council officers; however, Council is still seeking a comprehensive report on the submissions it has already made. To date it is very unclear how any of Council's feedback has been incorporated into the draft Key Directions.

Council is seeking information from the SRLA about:

- How Council's submission and other community feedback on the Discussion Paper and draft Precinct Visions was considered prior to the release of the draft Key Directions,

10.2 – ATTACHMENT 1. Draft Council Submission

- How Council can be assured that engagement activities with the Whitehorse community and other stakeholders are effective and meaningful, and
- How the SRLA will collaborate with Council in the PSP process rather than inform Council after developing documents at different stages.

Finally, Council has found the SRLA website difficult to navigate through in order to access relevant information, such as the maps to the draft Key Directions.

6. PROCESS, ROLES, AND TIMELINES

As raised in Council's submission to the Discussion Paper and the draft Precinct Visions, the *Suburban Rail Loop Act, 2021* gives the SRLA powers that directly impact the planning role of Council as a Planning Authority and Responsible Authority under the *Planning and Environment Act, 1987* and introduces a level of uncertainty regarding how the SRLA's powers will be used that may contravene Council's vision for Box Hill and Burwood and ignores the locally relevant issues.

Council has repeatedly requested information about Council's role in the preparation of the Structure Plans. Council, in consultation with the community, has undertaken significant and extensive work in developing the Vision for Box Hill and has updated its Structure Plan, as well as undertaking strategic planning in the Burwood area. Council therefore has intimate local knowledge to contribute and should be used in SRLA's Structure Plan process. Council is therefore to be part of developing those documents. Both authorities should work collaboratively together, to achieve the population shift for a revised version of the work Council has already done.

Council officers continue to experience a good working relationship with the SRLA on other elements of the SRL project, e.g., Initial and Early Works and Main Works. It is therefore concerning that the SRLA's approach to working with Council regarding the structure planning is different. The perception is that the project is being managed in isolation from Council and that engagement with officers and Councillors (and the community) is tokenistic. Whilst the working relationship has improved, Council was particularly disappointed that it received virtually no advance notice of the draft Key Directions that were released.

Council again reinforces our desire to participate more collaboratively in the process to provide intimate local knowledge about Burwood and Box Hill.

7. CONCLUSION

Council reiterates its desire to see a robust and transparent process in place to ensure the structure planning is undertaken with effective community and Council input that genuinely influences the development outcomes of this project.

As discussed throughout this submission, and previous submissions, Council wants to work collaboratively with the SRLA to develop the Structure Plans that meet the aims and objectives of the State Government for the Structure Plan areas, while still achieving long lasting and sustainable outcomes that Whitehorse residents, businesses, visitors, and the Council can be proud of.

The draft Key Directions are inadequate in providing any meaningful information or rationale to support them. The draft Key Directions are an opportunity for the SRLA to flag key initiatives that are specific to each precinct and the SRLA simply has not done this. As a consequence, it will be an extraordinarily big leap from the draft Key Directions into the draft PSP - this is not appropriate, nor fair to the community, for such a significant change to their neighbourhoods.

10.2 – ATTACHMENT 1. Draft Council Submission

Council reserves its right to make further submissions at any future advisory committee (or similar) appointed to consider this project and or the subsequent amendments to Whitehorse Planning Scheme to implement the Structure Plans.

8. CONTACT DETAILS FOR FURTHER INFORMATION**Vanessa McLean**

Senior Strategic Planner

City Planning and Development

Whitehorse City Council

Email: vanessa.mclean@whitehorse.vic.gov.au

10.2 – ATTACHMENT 2. Draft Key Directions Maps

Attachment 2 – draft Key Directions maps

Box Hill

Boosting the Economy



10.2 – ATTACHMENT 2. Draft Key Directions Maps

Enriching community



10.2 – ATTACHMENT 2. Draft Key Directions Maps

Better connections



10.2 – ATTACHMENT 2. Draft Key Directions Maps

Enhancing place

Support growth by encouraging change in targeted locations

- Up to 40 storeys Inner Precinct Core
- Up to 20 storeys Outer Precinct Core
- Up to 10 storeys Movement Corridors
- Major Strategic Sites
- Up to 15 storeys Health and Education
- Up to 7 storeys Urban Neighbourhood
- Up to 6 storeys Residential Neighbourhood
- Up to 4 storeys Transitional Neighbourhood



10.2 – ATTACHMENT 2. Draft Key Directions Maps

Burwood**Boosting the economy**

10.2 – ATTACHMENT 2. Draft Key Directions Maps

Enriching community



10.2 – ATTACHMENT 2. Draft Key Directions Maps

Better connections



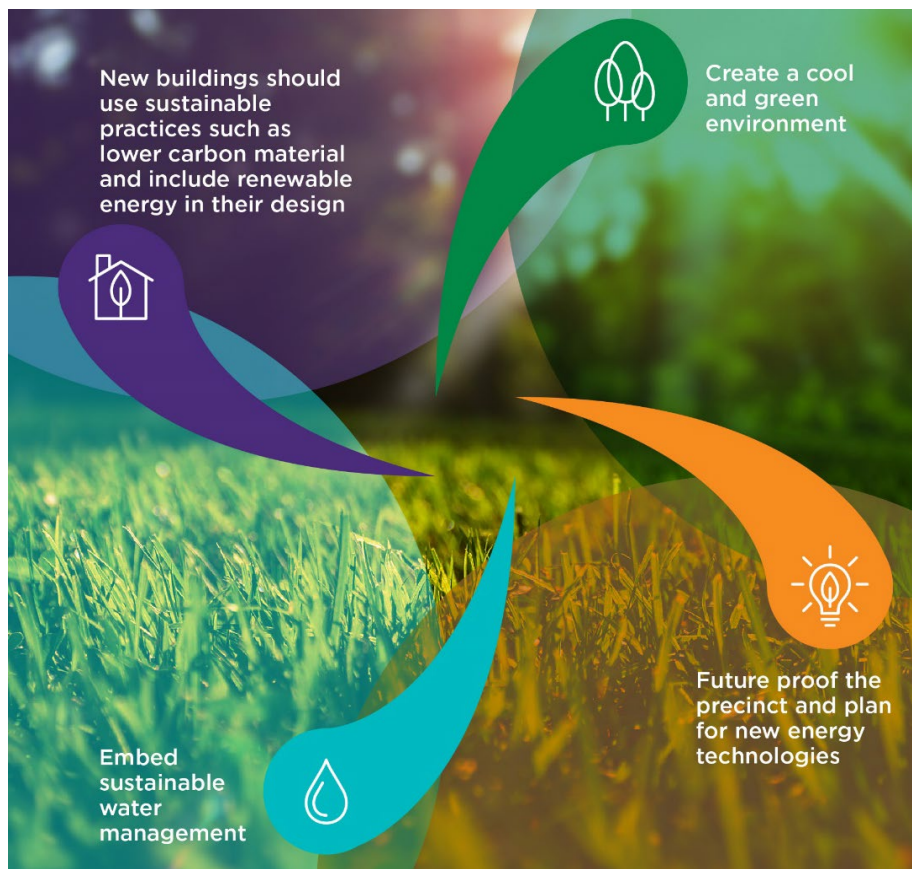
10.2 – ATTACHMENT 2. Draft Key Directions Maps

Enhancing place

Support growth by encouraging change in targeted locations

- Up to 20 storeys Precinct Core
- Up to 10 storeys Burwood Highway and Campus
- Up to 7 storeys Core Transition
- Up to 7 storeys Movement Corridors
- Up to 10 storeys Employment Area
- Up to 6 storeys Urban Neighbourhood
- Up to 5 storeys Main Street



10.2 – ATTACHMENT 2. Draft Key Directions Maps**Empowering sustainability**

10.3 Adoption of Whitehorse City Council Governance Rules

Attachment 1 Whitehorse City Council Governance Rules (Final)

Attachment 2 Community Consultation Submissions - Draft
Whitehorse City Council Governance Rules

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)



Governance Rules

MMMM 2024



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

Contents

Introduction	8
i) Nature of Rules	8
ii) Date of commencement	8
iii) Contents.....	8
iv) Definitions.....	8
Chapter 1 – Governance Framework.....	10
1. Key principles.....	10
2. Matters covered	10
3. Context.....	10
4. Decision making.....	11
Chapter 2 – Procedure for Council Meetings.....	13
Part A – Introduction	13
5. Title	13
6. Purpose of this chapter.....	13
7. Definitions and notes.....	13
Part B – Election of Mayor	13
<i>Introduction</i>	<i>13</i>
8. Election of Mayor.....	13
9. Method of voting	14
10. Determining the election of Mayor	14
11. Election of Deputy Mayor and Chairs of Delegated Committees	15
12. Appointment of Acting Mayor.....	15
Part C – Meeting Procedure	16
<i>Introduction</i>	<i>16</i>
<i>Division 1 – Notices of Meetings and Delivery of Agenda</i>	<i>16</i>
13. Dates and times of meetings fixed by Council	16
14. Council may alter meeting dates	16
15. Meetings not fixed by Council (Unscheduled or Special meetings)	16
16. Notice of meeting	16



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

<i>Division 2 – Quorums</i>	16
17. Inability to obtain a quorum	16
18. Inability to maintain a quorum	17
19. Adjourned meetings	17
20. Time limits for meetings	17
21. Cancellation or postponement of a meeting.....	17
<i>Division 3 – Business of Meetings</i>	18
22. Agenda and Order of Business	18
23. Change to Order of Business	18
24. Urgent Business	18
<i>Division 4 – Motions and Debate</i>	18
25. Councillors may propose Notices of Motion	18
26. Notice of Motion.....	18
27. Duty of Chair	19
28. Introducing a report.....	19
29. Moving a motion.....	19
30. Right of reply.....	19
31. Moving an amendment	20
32. Who may propose an amendment.....	20
33. How many amendments may be proposed	20
34. An amendment once carried	20
35. Foreshadowing motions	20
36. Withdrawal of motions.....	21
37. Separation of motions	21
38. Chair may separate motions.....	21
39. Priority of address.....	21
40. Motions in writing.....	21
41. Repeating motion and/or amendment	21
42. Debate must be relevant to the motion.....	21
43. Speaking times.....	21
44. Addressing the meeting.....	22
45. Right to ask questions.....	22



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

<i>Division 5 – Procedural Motions</i>	22
46. Procedural motions	22
<i>Division 6 – Rescission Motions</i>	24
47. Notice of Rescission	24
48. If lost	25
49. If not moved.....	25
50. May be moved by any Councillor	25
51. When not required	25
<i>Division 7 – Points of Order</i>	25
52. Chair to decide.....	25
53. Chair may adjourn to consider	25
54. Dissent from Chair’s ruling	25
55. Procedure for Point of Order	25
56. Valid Points of Order.....	26
<i>Division 8 – Public participation</i>	26
57. Requests to speak.....	26
<i>Division 9 – Public Question Time</i>	26
58. Question Time.....	26
<i>Division 10 – Petitions</i>	28
59. Petitions	28
<i>Division 11 – Voting</i>	28
60. Determination of motion.....	28
61. Silence.....	28
62. Recount.....	28
63. Casting vote	28
64. Voting procedure	28
65. Procedure for a division.....	29
66. No discussion once declared	29
<i>Division 12 – Minutes</i>	30
67. Confirmation of minutes.....	30



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

68. No debate on confirmation of minutes	30
69. Deferral of confirmation of minutes.....	30
70. Form and availability of minutes	30
<i>Division 13 – Behaviour</i>	<i>31</i>
71. Public addressing the meeting	31
72. Chair may remove.....	31
73. Chair may adjourn disorderly meeting.....	31
74. Removal from Chamber.....	32
<i>Division 14 – Additional Duties of Chair</i>	<i>32</i>
75. Chair’s duties and discretions.....	32
<i>Division 15 – Suspension of Standing Orders</i>	<i>32</i>
76. Suspension of standing orders	32
<i>Division 16 – Physical and Remote Attendance.....</i>	<i>32</i>
77. Mode of attendance	32
78. Meetings conducted remotely	33
<i>Division 17 – Miscellaneous.....</i>	<i>33</i>
79. Criticism of members of Council staff	33
80. Common Seal	34
81. Procedure not provided in this chapter	34
Chapter 3 – Meeting Procedure for Community Asset Committees.....	36
82. Introduction	36
83. Meeting procedure.....	36
Chapter 4– Disclosure of Conflicts of Interest	38
84. Definition	38
85. Disclosure of conflict of interest at a Council meeting.....	38
86. Disclosure of a conflict of interest at a Community Asset Committee meeting	38
87. Disclosure at a meeting conducted under the auspices of Council	39
88. Disclosure by members of Council staff preparing reports for meetings	39
89. Disclosure of conflict of interest by members of Council staff in the exercise of delegated power	39
90. Disclosure by a member of Council staff in the exercise of a statutory function ...	39



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

91. Retention of written notices.....	39
Chapter 5 – Miscellaneous	41
92. Informal Meetings of Councillors	41
93. Confidential information	41
Chapter 6 – Election Period Policy.....	43
Part A – Introduction	43
94. Definitions and key terms.....	43
95. Purpose	44
96. Objectives	44
97. Scope.....	45
Part B – Council Decisions	45
98. Prohibited decisions	45
99. Council meetings during the Election Period	45
100. Election Period Statement – Special Council Meeting Reports	46
Part C – Council Resources.....	46
101. Access to resources for normal Councillor duties.....	46
102. Council resources not to be used for campaign purposes.....	46
103. Use of Councillor position and title.....	46
104. Members of Council staff	47
105. Reimbursement of expenses.....	47
106. Councillor requests.....	47
107. Councillor Correspondence.....	47
Part D – Public Consultation.....	48
108. Public consultation	48
Part E – Council publications and media.....	48
109. Prohibition on publishing during the Election Period	48
110. Electoral material	48
111. Electoral matter.....	48
112. Considerations of Chief Executive Officer in granting publication approval	49
113. Council meeting papers and the Annual Report.....	49
114. Whitehorse News and eNews	49
115. Council websites.....	49



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

116. Council social media	49
117. Personal social media accounts	50
118. Media services.....	50
Part F – Events.....	50
119. Council events	50
120. External events.....	50
Part G – Assistance to candidates.....	51
121. Access to information and advice	51
122. Information Request Register	51
123. Candidate Information	51
Part H – Policy Administration.....	52
124. Breach of policy	52
125. Responsibilities.....	52
126. Related Policies & Legislation	52
127. Review	52



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**GOVERNANCE RULES****Introduction****i) Nature of Rules**

These the Governance Rules of Whitehorse City Council, made in accordance with section 60 of the *Local Government Act 2020*.

ii) Date of commencement

These Governance Rules commence on 25 June 2024.

iii) Contents

These Governance Rules are divided into the following chapters:

Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Community Asset Committees
Chapter 4	Disclosure of Conflicts of Interest
Chapter 5	Miscellaneous
Appendix	Election Period Policy

iv) Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

Act means the *Local Government Act 2020*.

Attend, attending and in attendance. include attend, attending or in attendance by electronic means

Chief Executive Officer includes an Acting Chief Executive Officer.

Community Asset Committee means a Community Asset Committee established under section 65 of the Act.

Council means Whitehorse City Council.

Council meeting has the same meaning as in the Act.

Delegated Committee means a Delegated Committee established under section 63 of the Act.

Mayor means the Mayor of Council.

These Rules means these Governance Rules.



Governance Framework

Chapter 1



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Chapter 1 – Governance Framework****1. Key principles**

- 1.1 Driving the governance changes by the State Government, is a concerted effort to reinforce and promote the following four guiding principles:
 - a) The promotion of natural justice with Council decisions;
 - b) The promotion of transparency of Council decisions, actions and information;
 - c) The importance of achieving best outcomes for the community, now and in the future; and
 - d) The importance of community engagement.
- 1.2 It has been a longstanding legislative requirement for government to ensure that its decisions are made fairly and on their merits. Further, that persons affected by a Council decision have the opportunity as part of the decision-making process to make their views/interests known. The reconfirmation of this principle seeks to build and enhance community confidence and respect for Council's processes and its decision-making responsibilities.
- 1.3 The second principle relates to engendering community confidence and respect in Council processes, in the level of transparency associated with Council decisions, actions taken and ready to access information.
- 1.4 The third identified principle is for Councils to continue to provide good governance and strive to achieve the best outcomes, in terms of the benefits and wellbeing of its current and future communities.
- 1.5 Finally, there is a renewed effort to reinforce the importance of community engagement. There is a close relationship between community engagement and participation in Council processes and activities, in engendering community satisfaction and confidence with Council.

2. Matters covered

- 2.1 Whitehorse City Council has placed enhanced importance in ensuring that the information contained in its Governance Rules is presented in a clear, concise and complete manner. It is hoped that this approach may produce tangible results in building and strengthening community interest and participation in Council sponsored initiatives and prescribed legislative processes.
- 2.2 Accordingly, the Governance Rules captures the following information:
 - a) The conduct of Council meetings;
 - b) The nature and availability of meeting records;
 - c) Procedure for election of the Mayor and Deputy Mayor;
 - d) Council's Election Period Policy; and
 - e) The disclosure of a Conflict of Interest.

3. Context

These Rules should be read in the context of and in conjunction with:

- 3.1 The overarching governance principles specified in section 9(2) of the Act; and
- 3.2 The following documents adopted or approved by Council:
 - a) Councillor Code of Conduct and incorporated policies and procedures;
 - b) Public Transparency Policy;
 - c) Community Engagement Policy; and
 - d) Other relevant policies.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**4. Decision making**

- 4.1 In any matter in which a decision must be made by Council (including persons acting with the delegated authority of Council), Council must consider the matter and make a decision:
- a) Fairly, by giving consideration and making a decision which is balanced, ethically and impartially; and
 - b) On the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations.
- 4.2 Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered).
- 4.3 Without limiting anything in sub-Rule 4.2:
- a) Before making a decision that will directly affect the rights of a person, Council (including any person acting with the delegated authority of Council) must identify the person or persons whose rights will be directly affected, give notice of the decision which Council must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made; and
 - b) If a report to be considered at a Council meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
 - c) If a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their views and their interests considered.



Procedure for Council Meetings

Chapter 2



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

Chapter 2 – Procedure for Council Meetings

Part A – Introduction

5. Title

This chapter will be known as the "Meeting Procedure Chapter".

6. Purpose of this chapter

The purpose of this chapter is to:

- 6.1 Provide for the election of the Mayor and Deputy Mayor;
- 6.2 Provide for the appointment of any Acting Mayor; and
- 6.3 Provide for the procedures governing the conduct of Council meetings.

7. Definitions and notes

7.1 In this chapter:

Agenda means the notice of a meeting setting out the business to be transacted at the meeting,

Chair means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the Act.

Minute book means the collective record of proceedings of Council.

Municipal district means the municipal district of Council.

Notice of Motion means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting.

Notice of Rescission means a Notice of Motion to rescind a resolution made by Council.

Written includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and writing has a corresponding meaning.

7.2 Introductions to Parts, headings and notes are explanatory notes and do not form part of this chapter. They are provided to assist understanding.

Part B – Election of Mayor

Introduction

This Part is concerned with the annual election of the Mayor. It describes how the Mayor is to be elected.

8. Election of Mayor

- 8.1 Any Councillor is eligible for election or re-election to the office of Mayor.
- 8.2 The agenda for the meeting to elect the Mayor may include:
 - a) The taking the oath or affirmation of office by each Councillor, under Section 30 of the Act;
 - b) The fixing of allowances for the Mayor and Councillors under Section 39 of the Act; and
 - c) The appointment of Councillor Representatives to various bodies.
- 8.3 The Chief Executive Officer (CEO) will be the temporary Chairperson (or a Councillor elected/appointed to chair the meeting). The CEO will be the Returning Officer at which the election of Mayor is to be conducted but will have no voting rights. The CEO must facilitate the election of the Mayor in accordance with the provisions of the Act.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**9. Method of voting**

The election of the Mayor must be carried out by a show of hands or such other visual or audible means as the Chief Executive Officer determines.

10. Determining the election of Mayor

- 10.1 The Chief Executive Officer must open the meeting scheduled for the election of the Mayor and invite nominations for the office of Mayor.
- 10.2 Any nominations for the office of Mayor must be:
 - a) seconded by another Councillor; and
 - b) accepted by the nominee.
- 10.3 Once nominations for the office of Mayor have been received, the Chief Executive Officer shall confirm that no further nominations shall be accepted. At that point, nominees become candidates for election and their candidature cannot be withdrawn. The following provisions will govern the election of the Mayor.

Single nomination

- 10.4 If there is only one nomination, the candidate nominated must be declared to be duly elected.

Multiple nominations

- 10.5 If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates;
- 10.6 In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

Three or more nominations and no candidate obtaining absolute majority on first vote

- 10.7 In the event that:
 - a) there are three (3) or more candidates; and
 - b) no candidate receives the votes of an absolute majority of Councillors; and
 - c) it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors in attendance at the meeting will then vote for one of the remaining candidates.
- 10.8 If one of the remaining candidates receives an absolute majority of the votes, that candidate is duly elected. If none of the remaining candidates receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidate with the fewest number of votes a defeated candidate, and voting for the remaining candidates, must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected;
- 10.9 For the purposes of sub rules 10.7 and 10.8, if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes a revote will be conducted exclusively for those candidates. After the revote the candidate with the lowest number of votes will be eliminated and the remaining candidate/s will proceed to the next stage. If there is an even number of Councillors in attendance at the meeting and the voting after the revote there is an equal number of votes the candidate to be declared a defeated candidate will be determined by lot.
- 10.10 If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
 - a) each candidate who has an equal number of votes with another candidate or candidates will draw one lot;



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- b) the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- c) as many identical cards as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "defeated" shall be written on one of the cards, and the Councillor who draws the card with the word "defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

Two nominations, or two remaining candidates and no candidate obtaining an absolute majority on first vote

- 10.11 In the event of two (2) candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting will consider whether to resolve to conduct a new election at a later date and time.
- 10.12 If:
 - a) it is resolved to conduct a new election at a later date and time a new election will take place on the date and at the time resolved upon. In the event of a new election the provisions of this Rule will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination, or any candidate who receives the votes of an absolute majority of Councillors, will be declared duly elected; and
 - b) it is not resolved to conduct a new election at a later date and time, Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more votes are taken neither candidates receive the votes of an absolute majority of Councillors, the provisions of sub rule 10.11 and this sub rule 10.12 must again be followed.

11. Election of Deputy Mayor and Chairs of Delegated Committees

Any election for office of Deputy Mayor will be regulated by Rules 8-10 (inclusive) of this chapter, as if the reference to the:

- 11.1 Chief Executive Officer is a reference to the Mayor; and
- 11.2 Mayor is a reference to the Deputy Mayor.

12. Appointment of Acting Mayor

If Council has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 12.1 Resolving that a specified Councillor be so appointed; or
- 12.2 Following the procedure set out in Rules 9 and 10 (inclusive) of this chapter, at its discretion.



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Part C – Meeting Procedure****Introduction**

This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened and when and how business may be transacted at a meeting.

Division 1 – Notices of Meetings and Delivery of Agenda**13. Dates and times of meetings fixed by Council**

Subject to Rule 15, Council must from time to time fix the date, time and place of all Council meetings.

14. Council may alter meeting dates

Council may change the date, time and place of any Council meeting which has been fixed and must provide reasonable notice of the change to the public.

15. Meetings not fixed by Council (Unscheduled or Special meetings)

- 15.1 The Mayor or at least three Councillors may by a written notice call a Council meeting.
- 15.2 The notice must specify the date and time of the Council meeting and the business to be transacted.
- 15.3 The Chief Executive Officer must convene the Council meeting as specified in the notice.
- 15.4 Unless all Councillors are in attendance and unanimously agree to deal with any other matter, only the business specified in the written notice can be transacted at the Council meeting.

16. Notice of meeting

- 16.1 A notice of meeting, incorporating or accompanied by an agenda of the business to be dealt with, must be delivered or sent electronically to every Councillor for all Council meetings at least 48 hours before the meeting.
- 16.2 Notwithstanding sub-Rule 16.1, a notice of meeting need not be delivered or sent electronically to any Councillor who has been granted leave of absence unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting during the period of their absence.
- 16.3 Reasonable notice of each Council meeting must be provided to the public. Council may do this:
 - a) For meetings which it has fixed by preparing a schedule of meetings annually, twice yearly or from time to time, and arranging publication of such schedule in a newspaper generally circulating in the municipal district either at various times throughout the year, or prior to each such Council meeting; and
 - b) For any meeting by giving notice on its website and in each of its Customer Service Centres.

Division 2 – Quorums**17. Inability to obtain a quorum**

If after 30 minutes from the scheduled starting time of any Council meeting, a quorum cannot be obtained:

- 17.1 The meeting will be deemed to have lapsed;

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- 17.2 The Mayor must convene another Council meeting, the agenda for which will be identical to the agenda for the lapsed meeting; and
- 17.3 The Chief Executive Officer must give all Councillors written notice of the meeting convened by the Mayor.

Under the Local Government Act 2020, a quorum at a Council meeting is an absolute majority of Councillors

18. Inability to maintain a quorum

- 18.1 If during any Council meeting, a quorum cannot be maintained then Rule 17 will apply as if the reference to the meeting is a reference to the business remaining to be considered.
- 18.2 Sub-Rule 18.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

19. Adjourned meetings

- 19.1 Council may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 19.2 The Chief Executive Officer must give written notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
- 19.3 If it is impracticable for the notice given under sub-Rule 19.2 to be in writing, the Chief Executive Officer must give notice to each Councillor by telephone or in person.

20. Time limits for meetings

A Council meeting will progress in two-hour blocks from the time of commencement and allowing for a five-minute break after each two-hour block, unless resolved otherwise by the majority of Councillors at the meeting.

21. Cancellation or postponement of a meeting

- 21.1 The Chief Executive Officer may, in the case of an emergency necessitating the cancellation or postponement of a Council meeting, cancel or postpone a Council meeting.
- 21.2 The Chief Executive Officer must present to the immediately following Council meeting a written report on any exercise of the power conferred by sub-Rule 21.1.



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Division 3 – Business of Meetings****22. Agenda and Order of Business**

The agenda for and the order of business for a Council meeting is to be determined by the Chief Executive Officer so as to facilitate and maintain open, efficient and effective processes of government.

23. Change to Order of Business

Once an agenda has been sent to Councillors, the order of business for that Council meeting may be altered with the consent of Council.

24. Urgent Business

- 24.1 Definition: *Urgent Business* means business that requires the urgent attention of Council in connection with public health or safety, a financial or legal matter of significance to the city.
- 24.2 Urgent Business listed on the Council agenda cannot be admitted as Urgent Business other than by resolution of Council and only then if it:
- a) Relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - b) Is a time sensitive matter which requires Council's immediate and urgent consideration; and
 - c) Cannot safely or conveniently be deferred until the next Council meeting.

Division 4 – Motions and Debate**25. Councillors may propose Notices of Motion**

Councillors may ensure that an issue is listed on an agenda by lodging a Notice of Motion.

26. Notice of Motion

- 26.1 A Notice of Motion must be in writing signed by a Councillor, and be lodged with or sent to the Chief Executive Officer at least 7 days prior to the Council meeting to allow sufficient time for the Chief Executive Officer to include the Notice of Motion in agenda papers for a Council meeting.
- 26.2 A Notice of Motion (NOM) must call for a report if the NOM proposes any action that:
- a) Impacts the level of Council service;
 - b) Commits Council to expenditure that is not included in the Council budget;
 - c) Proposes to establish, amend or extend a Council policy;
 - d) Proposes to impact the rights of any person who has not had the opportunity to contribute their views;
 - e) Commits Council to a contractual arrangement; or
 - f) Concerns any litigation in respect of which Council is party.
- 26.3 The Chief Executive Officer may reject any Notice of Motion which:
- a) Is vague or unclear in intention;
 - b) It is beyond Council's power to pass;
 - c) If passed would result in Council otherwise acting invalidly;
 - d) Is an operational service request; or
 - e) Relates to a matter that has been previously resolved by Council or is acted on; but must:

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- i) Give the Councillor who lodged it an opportunity to amend or withdraw it prior to rejection, if it is practicable to do so; and
 - ii) Notify in writing the Councillor who lodged it of the rejection and reasons for the rejection.
- 26.4 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the agenda.
- 26.5 If a Councillor who has given a Notice of Motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion. Any Notice of Motion can be amended and the mover and seconder of the motion may accept a proposed amendment or amend the motion when first putting it.
- 26.6 If a Notice of Motion is not moved at the Council meeting at which it is listed, it lapses.
- 27. Duty of Chair**

The Chair must not accept any motion which they determine to be:

 - 27.1 Defamatory;
 - 27.2 Objectionable in language or nature;
 - 27.3 Vague or unclear in intention;
 - 27.4 Outside the powers of Council; or
 - 27.5 Irrelevant to the item of business on the agenda and has not been admitted as urgent, or purports to be an amendment but is not.
- 28. Introducing a report**
 - 28.1 Before a written report is considered by Council and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating in not more than two minutes:
 - a) Its background; or
 - b) The reasons for any recommendation which appears.
 - 28.2 Unless Council resolves otherwise, a member of Council staff need not read any written report to Council in full.
- 29. Moving a motion**

The procedure for moving any motion:

 - 29.1 The mover must outline the motion without speaking to it;
 - 29.2 The motion must be seconded by a Councillor other than the mover;
 - 29.3 If a motion is not seconded, the motion lapses for want of a seconder;
 - 29.4 After the mover has addressed the meeting (five minutes) (or chooses not to or reserve the right to speak later in the debate), the seconder (three minutes) may address the meeting;
 - 29.5 After the seconder has addressed the meeting (or chosen not to) the Chair must invite debate by calling on any Councillor who wishes to speak to the motion (three minutes); and
 - 29.6 If after the mover and seconder have addressed the meeting, the Chair has invited debate and no Councillor speaks to the motion, then the chair must put motion to the vote.
- 30. Right of reply**
 - 30.1 The mover of a motion has a right of reply to matters raised during debate unless there has been no speaker against the motion, then the Chair will put the motion to the vote.



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- 30.2 After the right of reply has been taken but subject to any Councillor exercising their right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.

31. Moving an amendment

- 31.1 A motion which has been moved and seconded may be amended by leaving out, inserting or adding words, which must be relevant to the subject of the motion.
- 31.2 An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.
- 31.3 If a Councillor proposes an amendment and the original mover and seconder of the motion both indicate their agreement with the amendment, the amended motion becomes the substantive motion without debate or vote.
- 31.4 If a Councillor proposes an amendment to which either the mover or seconder does not agree, the following will apply:
- a) The amendment must be moved and seconded;
 - b) A Councillor may speak on any amendment once, whether or not they have spoken to the motion, but debate must be confined to the terms of the amendment;
 - c) Any number of amendments may be proposed to a motion, but only one amendment may be accepted by the Chairperson at any one time. No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with and voted on;
 - d) If the amendment is carried, the motion as amended then becomes the motion before the meeting (known as the 'substantive motion'); and
 - e) The mover of an amendment does not have the right of reply.
- 31.5 An amendment must not be directly opposite to the motion.

Note: If a proposed amendment is ruled to be the negative of, or substantially contrary to, the motion, it should be treated as an alternative motion to be considered only in the event that the motion before the Chair is lost – see Rule 35: Foreshadowing motions.

32. Who may propose an amendment

- 32.1 An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.
- 32.2 Any one Councillor cannot move more than two amendments in succession.

33. How many amendments may be proposed

- 33.1 Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time.
- 33.2 No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

34. An amendment once carried

If the amendment is carried, the motion as amended then becomes the motion before the meeting and the amended motion must be put.

35. Foreshadowing motions

- 35.1 At any time during debate a Councillor may foreshadow a motion so as to inform Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- 35.2 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 35.3 The Chief Executive Officer or person taking the minutes of the meeting is not expected to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.
- 35.4 The Chair is not obliged to accept foreshadowed motions.

36. Withdrawal of motions

- 36.1 Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of Council.
- 36.2 If the majority of Councillors objects to the withdrawal of the motion, it may not be withdrawn.

37. Separation of motions

Where a motion contains more than one part, a Councillor may request the Chair to put the motion to the vote in separate parts. Voting in parts is not applicable to a Rescission Motion.

38. Chair may separate motions

The Chair may decide to put any motion to the vote in several parts.

39. Priority of address

In the case of competition for the right to speak, the Chair must decide the order in which the Councillors concerned will be heard.

40. Motions in writing

- 40.1 The Chair may require that a complex or detailed motion be in writing.
- 40.2 Council may adjourn the meeting while the motion is being written or Council may defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

41. Repeating motion and/or amendment

The Chair may request the person taking the minutes of the Council meeting to read the motion or amendment to the meeting before the vote is taken.

42. Debate must be relevant to the motion

- 42.1 Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.
- 42.2 If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chair may direct the speaker to be seated and not speak further in respect of the motion before the Chair.
- 42.3 A speaker to whom a direction has been given under sub-Rule 42.2 must comply with that direction.

43. Speaking times

- 43.1 A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:
- 43.2 The mover of a motion or an amendment which has been opposed: five minutes;
- 43.3 Any other Councillor: three minutes; and
- 43.4 The mover of a motion exercising a right of reply: two minutes.



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**44. Addressing the meeting**

Councillors and Officers shall address each other by their respective titles of Mayor or Chair, Councillor or Officer as the case may be.

45. Right to ask questions

45.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.

45.2 The Chair has the right to limit questions and direct that debate be commenced or resumed.

Division 5 – Procedural Motions**46. Procedural motions**

46.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.

46.2 Procedural motions require a seconder.

46.3 Notwithstanding any other provision in this chapter, procedural motions must be dealt with in accordance with the following table:



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**PROCEDURAL MOTIONS TABLE**

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	a) During the election of a Chair; b) When another Councillor is speaking	Motion and any amendment postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	a) During the election of a Chair; b) When another Councillor is speaking; c) When the matter is one in respect of which a call of the Council has been made for that meeting in accordance with section 85 of the Act; or d) When the motion would have the effect of causing Council to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for Chair	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Division 6 – Rescission Motions****47. Notice of Rescission**

- 47.1 A Councillor may propose a Notice of Rescission provided:
- a) It has been signed and dated by at least three Councillors;
 - b) The resolution proposed to be rescinded has not been acted on; and
 - c) The Notice of Rescission is delivered to the Chief Executive Officer within 24 hours of the resolution having been made setting out:
 - i) The resolution to be rescinded; and
 - ii) The meeting and date when the resolution was carried.

A Notice of Rescission cannot be voted in parts. Where part of the resolution is still to be retained a Notice of Motion to rescind the Resolution in its entirety is to be submitted, the proposed new motion in its place can include parts of the original Resolution.

It should be remembered that a Notice of Rescission is a form of Notice of Motion. Accordingly, all provisions in this Chapter regulating Notices of Motion equally apply to Notices of Rescission.

- 47.2 A resolution will be deemed to have been acted on if:
- a) Its contents have or substance has been communicated in writing to a person whose interests are materially affected by it; or
 - b) A statutory process has been commenced so as to vest enforceable rights in or obligations on Council or any other person.
- 47.3 The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
- a) Has not been acted on; and
 - b) Is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with sub-Rule 47.1c),
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a Councillor lodges a Notice of Motion to rescind that resolution. Finally, assume that the Notice of Rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the Notice of Rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the Notice of Rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule 47.3 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**48. If lost**

If a motion for rescission is lost, a similar motion may not be put before Council for at least three months from the date it was last lost, unless Council resolves that the Notice of Motion be re-listed at a future meeting.

49. If not moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

50. May be moved by any Councillor

A motion for rescission listed on an agenda may be moved by any Councillor in attendance but may not be amended.

51. When not required

A motion for rescission is not required where Council wishes to change policy.

Division 7 – Points of Order**52. Chair to decide**

The Chair must decide all Points of Order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment. Points of Order in regard to a motion, amendment or statement can relate to being contrary to the Governance Rules, defamatory, irrelevant, improper or outside Council's legal powers.

53. Chair may adjourn to consider

- 53.1 The Chair may adjourn the meeting to consider a Point of Order but otherwise must rule on it as soon as it is raised.
- 53.2 All other questions before the meeting are suspended until the Point of Order is decided.

54. Dissent from Chair's ruling

- 54.1 A Councillor may move that the meeting disagree with the Chair's ruling on a Point of Order, by moving:
"That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".
- 54.2 When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not in attendance, temporary Chair elected by the meeting) must take their place.
- 54.3 The Deputy Mayor or temporary Chair must invite the mover to state the reasons for their dissent and the Chair may then reply.
- 54.4 The Deputy Mayor or temporary Chair must put the motion in the following form:
"That the Chair's ruling be dissented from."
- 54.5 If the vote is in the negative, the Chair resumes the Chair and the meeting proceeds.
- 54.6 If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) their previous ruling and proceed.
- 54.7 The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair, and should not be so regarded by the meeting.

55. Procedure for Point of Order

A Councillor raising a Point of Order must:

- 55.1 State the Point of Order; and
- 55.2 State any section, Rule, paragraph or provision relevant to the Point of Order

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**56. Valid Points of Order**

A Point of Order may be raised in relation to:

- 56.1 A motion, which, under Rule 27, or a question which, under Rule 58, should not be accepted by the Chair;
- 56.2 A question of procedure; or
- 56.3 Any act of disorder.

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Division 8 – Public participation**57. Requests to speak**

- 57.1 There must be a public participation segment at every Council meeting fixed under Rule 13 to enable members of the public to speak at the meeting.
- 57.2 Sub-Rule 57.1 does not apply when a meeting is closed to members of the public in accordance with section 66(2) of the Act.
- 57.3 Public submissions will not exceed 30 minutes in duration.
- 57.4 A person must register a Request to Speak form on Council's website by no later than 10.00 am on the day of the Council meeting, with a maximum of 10 persons being granted up to three minutes to present their subject matter. Members of the public unable to submit their requests via the website may contact the Governance team to do so on their behalf by 10.00 am on the day of the Council meeting.
- 57.5 No more than three persons may speak on the same subject matter at any one meeting.
- 57.6 The Chair may use their discretion to allow additional speakers on any item up to a maximum of 10.
- 57.7 Public submissions must:
 - a) Relate to a matter within the duties, functions and powers of Council;
 - b) Not be defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - c) Not deal with a subject matter already answered; or
 - d) Not be aimed at embarrassing a Councillor or a member of Council staff.

Division 9 – Public Question Time**58. Question Time**

- 58.1 There must be a public question time at every Council meeting fixed under Rule 13 to enable members of the public to submit questions to Council.
- 58.2 Sub-Rule 58.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the Act.
- 58.3 Public question time will not exceed 15 minutes in duration.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- 58.4 Questions submitted to Council must be:
- a) In writing, state the name and address of the person submitting the question and generally be in a form approved or permitted by Council (per the Council approved form); and
 - b) Lodged electronically or in person at the Nunawading Civic Centre by 10.00 am on the day of the Council meeting.
- 58.5 No person may submit more than two questions at any one meeting, and each question must be limited to 100 words.
- 58.6 If a person has submitted two questions to a meeting, the second question:
- a) May, at the discretion of the Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or
 - b) May not be asked if the time allotted for public question time has expired.
- 58.7 The Chair will ask the gallery if the submitter of the question is present and would like to read their own question. If they are not in attendance or do not want to read their question, the Chair or a member of Council staff nominated by the Chair may read the question which has been submitted in accordance with this Rule.
- 58.8 Notwithstanding sub-Rule 58.6, the Chair may refrain from reading a question or having a question read if the person who submitted the question is not in attendance at the time when the question is due to be read.
- 58.9 A question may be disallowed by the Chair if the Chair determines that it:
- a) Relates to a matter outside the duties, functions and powers of Council;
 - b) Is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - c) Deals with a subject matter already answered;
 - d) Is aimed at embarrassing a Councillor or a member of Council staff;
 - e) Relates to personnel matters;
 - f) Relates to the personal hardship of any resident or ratepayer;
 - g) Relates to industrial matters;
 - h) Relates to contractual matters;
 - i) Relates to proposed developments;
 - j) Relates to legal advice;
 - k) Relates to matters affecting the security of Council property; or
 - l) Relates to any other matter which Council considers would prejudice Council or any person.
- 58.10 Any question which has been disallowed by the Chair must be made available to any other Councillor upon request.
- 58.11 All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.
- 58.12 Like questions may be grouped together and a single answer provided.
- 58.13 The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.
- 58.14 A Councillor or the Chief Executive Officer may require a question to be taken on notice. If a question is taken on notice, a written copy of the answer will be sent to the person who asked the question.
- 58.15 A Councillor or the Chief Executive Officer may advise Council that it is their opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Division 10 – Petitions****59. Petitions**

- 59.1 Unless Council determines to consider it as an item of Urgent Business, no motion (other than a motion to receive the same) may be made on any petition until the next fixed Council meeting after that at which it has been presented.
- 59.2 It is incumbent on every Councillor presenting a petition to acquaint themselves with the contents of that petition, and to ascertain that it does not contain language which is disrespectful towards Council.
- 59.3 Every petition presented to Council must:
 - a) Be in writing (other than pencil);
 - b) Contain a request for Council to take a course of action ;
 - c) Be signed by at least 12 people; and
 - d) Relate to a matter within the duties, function and powers of Council.
- 59.4 Every petition must be signed by the persons whose names are appended to it by their names, and, except in cases of incapacity or sickness, by no one else. The full name and address of every petitioner or signatory must be clearly stated.
- 59.5 Any signature appearing on a page which does not bear the text of the whole of the petition may not be considered by Council.
- 59.6 Every page of a hard copy petition must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition.
- 59.7 A petition may nominate a person to whom a reply may be sent, but if no person is nominated, Council may reply to the first or any person whose signature appears in the petition.
- 59.8 Where a petition relates to a current planning application, the petition will be considered as an objection in accordance with the *Planning and Environment Act 1987* and will not be tabled at a Council meeting as a separate matter.
- 59.9 If a petition relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.
- 59.10 Council may admit and consider a petition which is not fully compliant subject to a resolution of Council to allow such consideration.

Division 11 – Voting**60. Determination of motion**

To determine a motion before a meeting, the Chair must first call for those in favour of the motion and then those opposed to the motion, then must declare the result to the meeting. Voting by a show of hands is compulsory.

61. Silence

Voting must take place in silence.

62. Recount

The Chair may direct that a vote be recounted to satisfy themselves of the result.

63. Casting vote

In the event of a tied vote, the Chair must exercise a casting vote.

64. Voting procedure

- 64.1 Voting on any matter is by show of hands or such other visible or audible means as the Chair determines.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

64.2 When a vote is called for, the Chair must:

- a) First ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of their hands or otherwise signify their support in a manner recognised by the Chair. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the affirmative; and
- b) Then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of their hands. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the negative.

65. Procedure for a division

65.1 Immediately after any question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.

65.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.

65.3 When a division is called for, the Chair must:

- a) First ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of their hands or otherwise signify their support in a manner recognised by the Chair. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the affirmative; and
- b) Then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of their hands. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the negative.

66. No discussion once declared

Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:

- 66.1 A Councillor requesting, before the next item of business is considered, that their opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or
- 66.2 Foreshadowing a Notice of Rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

Section 59 of the Act provides:

(5) A question before a Council meeting is to be determined as follows—

- (a) each Councillor present at a Council meeting who is entitled to vote is entitled to one vote;*
- (b) voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public;*
- (c) the question is determined in the affirmative by a majority of the Councillors present at a meeting at the time the vote is taken voting in favour of the question;*
- (d) subject to subsection (6), if the number of votes in favour of the question is half the number of Councillors present at the meeting at the time the vote is taken, the chairperson has a second vote;*
- (e) for the purpose of determining the result of a vote, a Councillor present at the meeting who does not vote is to be taken to have voted against the question.*

The Chairperson does not have a casting vote in the election of Mayor or Deputy Mayor as these positions must be elected by an absolute Majority of Councillors.

Division 12 – Minutes**67. Confirmation of minutes**

At every Council meeting the minutes of the preceding meeting(s) must be dealt with as follows:

- 67.1 A copy of the minutes must be delivered to each Councillor no later than 48 hours before the meeting;
- 67.2 If no Councillor indicates opposition, the minutes must be declared to be confirmed;
- 67.3 A resolution of Council must confirm the minutes and the minutes must, if practicable, be signed by the Chair of the meeting at which they have been confirmed; and
- 67.4 The minutes must be entered in the minute book and each item in the minute book must be entered consecutively.

68. No debate on confirmation of minutes

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

69. Deferral of confirmation of minutes

Council may defer the confirmation of minutes until later in the Council meeting or until the next meeting if considered appropriate.

70. Form and availability of minutes

- 70.1 The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council meeting, and those minutes must record:
 - a) The date, place, time and nature of the meeting;
 - b) The names of Councillors in attendance and the names of any Councillors who apologised in advance for their non-attendance;
 - c) The names of members of Council staff in attendance;

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- d) Any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 5 and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;
 - e) Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
 - f) Each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
 - g) The names of each Councillor speaking to a motion;
 - h) The vote cast by each Councillor upon a division and any abstention from voting;
 - i) The vote cast by any Councillor who has requested that their vote be recorded in the minutes;
 - j) The failure of a quorum;
 - k) Any adjournment of the meeting and the reasons for that adjournment; and
 - l) The time at which standing orders were suspended and resumed.
- 70.2 The Chief Executive Officer must ensure that the minutes of any Council meeting are:
- a) Published on Council's website; and
 - b) Available for inspection at Council's office during normal business hours.
- 70.3 Nothing in sub-Rule 70.2 requires Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with section 66 of the Act.

Division 13 – Behaviour**71. Public addressing the meeting**

- 71.1 Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- 71.2 Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- 71.3 A member of the public in attendance at a Council meeting must not disrupt the meeting.

72. Chair may remove

The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 71.2.

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens the Chair's authority in chairing the meeting.

73. Chair may adjourn disorderly meeting

If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, the Chair may adjourn the meeting to a later time on the same day or to some later day as they think proper. In that event, the provisions of sub-Rules 19.2 and 19.3 apply.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**74. Removal from Chamber**

The Chair, or Council in the case of a suspension, may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this chapter and whom the Chair has ordered to be removed from the gallery under Rule 72.

Division 14 – Additional Duties of Chair**75. Chair's duties and discretions**

In addition to the duties and discretions provided in this chapter, the Chair:

- 75.1 Must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community; and
- 75.2 Must call to order any person who is disruptive or unruly during any meeting.

Division 15 – Suspension of Standing Orders**76. Suspension of standing orders**

- 76.1 To expedite the business of a meeting, Council may suspend standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

- 76.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of Council. An appropriate motion would be:

"That standing orders be suspended to enable discussion on....."

- 76.3 No motion can be accepted by the Chair or lawfully be dealt with during any suspension of standing orders.

- 76.4 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

Division 16 – Physical and Remote Attendance**77. Mode of attendance**

- 77.1 Each notice of meeting must indicate whether the relevant Council meeting is to be conducted:

- a) Wholly in person;
- b) Wholly by electronic means; or
- c) Partially in person and partially by electronic means.

- 77.2 The indication in the notice of meeting must be consistent with any resolution of Council that has expressed a preference for, or otherwise specified, when Council meetings are to be conducted:

- a) Wholly in person;
- b) Wholly by electronic means; or
- c) Partially in person and partially by electronic means.

- 77.3 The preferred mode of attendance for a Council or Special Meeting is wholly in person.

- 77.4 If a Council meeting is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- 77.5 Any request made under sub-Rule 77.3 must:
- a) Be in writing;
 - b) Be given to the Chief Executive Officer no later than 10am on the day of the Council meeting; and
 - c) Specify the reasons why the Councillor is unable or does not wish to attend the Council meeting in person.
- 77.6 The Chief Executive Officer must ensure that any request received in accordance with sub-Rule 77.3 and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council meeting.
- 77.7 Council may approve and must not unreasonably refuse any request.
- 77.8 A Councillor who is attending a Council meeting by electronic means is responsible for ensuring that they are able to access such equipment and are in such an environment that facilitates participation in the Council meeting.
- 77.9 Without detracting from anything said in sub-Rule 77.6, a Councillor who is attending a meeting by electronic means must be able to:
- a) Hear the proceedings;
 - b) See all Councillors and members of Council staff who are also attending the Council meeting, at least while a Councillor or member of Council staff is speaking;
 - c) Be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council meeting; and
 - d) Be heard when they speak.
- 77.10 If the conditions of sub-Rule 77.8 cannot be met by one or more Councillors attending a Council meeting, whether because of technical difficulties or otherwise:
- a) The Council meeting will nonetheless proceed as long as a quorum is present; and
 - b) The relevant Councillor (or Councillors) will be treated as being absent from the Council meeting or that part of the Council meeting,
- unless the Council meeting has been adjourned in accordance with these Rules.
- 77.11 Nothing in this Rule prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with sub-Rule 77.8 even if the Council meeting has already commenced or has continued in their absence.
- 77.12 Any person must not operate any audio and/or visual recording equipment whilst a Confidential Item is being considered; and
- 77.13 A Councillor who is attending a Council meeting by electronic means must ensure when a Confidential Item is being considered that it cannot be seen or heard by others.

78. Meetings conducted remotely

If a Council meeting is conducted wholly or partially by electronic means, the Chair may, with the consent of the meeting, modify the application of any of the rules in this chapter to facilitate the more efficient and effective transaction of the business of the meeting.

Division 17 – Miscellaneous**79. Criticism of members of Council staff**

- 79.1 The Chief Executive Officer may make a brief statement at a Council meeting in respect of any statement by a Councillor made at the Council meeting criticising them or any member of Council staff.
- 79.2 A statement under sub-Rule 79.1 must be made by the Chief Executive Officer, through the Chair, as soon as it is practicable after the Councillor who made the statement has finished speaking.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**80. Common Seal**

- 80.1 The common seal of the Council may only be used with the authority of the Council or in accordance with the Instrument of Delegation issued to the Chief Executive Officer.
- 80.2 The Chief Executive Officer must keep the common seal in safe custody.
- 80.3 Every document to which the common seal is affixed must be signed by:
 - a) A Councillor and the Chief Executive Officer; or
 - b) The Chief Executive Officer if the document is being sealed under delegation.
- 80.4 A person must not use the common seal or any device resembling the common seal without the authority of the Council or Chief Executive Officer.

81. Procedure not provided in this chapter

In all cases not specifically provided for by this chapter, resort must be had to the standing orders and Rules of Practice of the Upper House of the Victorian Parliament (so far as the same are capable of being applied to Council proceedings).

Meeting Procedure for Community Asset Committees

Chapter 3

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Chapter 3 – Meeting Procedure for Community Asset Committees****82. Introduction**

In this chapter, *Instrument of Delegation* means an instrument of delegation made by the Chief Executive Officer under section 47(1)(b) of the Act.

83. Meeting procedure

Unless anything in the Instrument of Delegation provides otherwise, the conduct of a meeting of a Community Asset Committee is in the discretion of the Community Asset Committee.

Disclosure of Conflicts of Interest

Chapter 4

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Chapter 4– Disclosure of Conflicts of Interest****84. Definition**

In this chapter, “meeting conducted under the auspices of Council” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 92 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name);

85. Disclosure of conflict of interest at a Council meeting

- 85.1 A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which they:
- a) Are present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or
 - b) Intend to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:
 - i) Advising of the conflict of interest;
 - ii Explaining the nature of the conflict of interest; and
 - iii) Detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:
 - Name of the other person;
 - Nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - Nature of that other person’s interest in the matter;
- and then immediately before the matter is considered at the meeting announcing to those present that they have a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub-Rule.
- 85.2 The Councillor must, in either event, leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

86. Disclosure of a conflict of interest at a Community Asset Committee meeting

- 86.1 A Councillor who has a conflict of interest in a matter being considered at a Community Asset Committee meeting at which they:
- a) Are present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Community Asset Committee meeting immediately before the matter is considered; or
 - b) Intend to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Community Asset Committee meeting commences a written notice (as per the form approved by Council):
 - i) Advising of the conflict of interest;
 - ii Explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest; and
 - iii) Detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:
 - Name of the other person;
 - Nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - Nature of that other person’s interest in the matter;
- and then immediately before the matter is considered at the meeting announcing to those present that they have a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub-Rule.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- 86.2 The Councillor must, in either event, leave the Community Asset Committee meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

87. Disclosure at a meeting conducted under the auspices of Council

A Councillor who has a conflict of interest in a matter being considered by a meeting conducted under the auspices of Council at which they are in attendance must:

- 87.1 Disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the meeting immediately before the matter is considered and indicating whether it is a general conflict of interest or a material conflict of interest;
- 87.2 Absent themselves from any discussion of the matter; and
- 87.3 As soon as practicable after the meeting concludes provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given to those in attendance at the meeting.

88. Disclosure by members of Council staff preparing reports for meetings

- 88.1 A member of Council staff who, in their capacity as a member of Council staff, has a conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a Report for the consideration of a:
- a) Council meeting;
 - b) Community Asset Committee meeting
- must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer disclosing the conflict of interest and explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.
- 88.2 The Chief Executive Officer must ensure that the Report referred to in sub-Rule 88.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.
- 88.3 If the member of Council staff referred to in sub-Rule 88.1 is the Chief Executive Officer:
- a) The written notice referred to in sub-Rule 88.1 must be given to the Mayor; and
 - b) The obligation imposed by sub-Rule 88.1 may be discharged by any other member of Council staff responsible for the preparation of the Report.

89. Disclosure of conflict of interest by members of Council staff in the exercise of delegated power

- 89.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.
- 89.2 If the member of Council staff referred to in sub-Rule 89.1 is the Chief Executive Officer the written notice must be given to the Mayor.

90. Disclosure by a member of Council staff in the exercise of a statutory function

- 90.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.
- 90.2 If the member of Council staff referred to in sub-Rule 90.1 is the Chief Executive Officer the written notice must be given to the Mayor.

91. Retention of written notices

The Chief Executive Officer must retain all written notices received under this chapter for a period of three years.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

Miscellaneous

Chapter 5

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Chapter 5 – Miscellaneous****92. Informal Meetings of Councillors**

If there is a meeting of five or more Councillors that:

- 92.1 Is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- 92.2 Is attended by at least one member of Council staff; and
- 92.3 Is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- 92.4 Tabled at the next convenient Council meeting; and
- 92.5 Recorded in the minutes of that Council meeting.

93. Confidential information

- 93.1 If the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the Act, they may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 93.2 Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

Election Period Policy

Chapter 6



10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

Chapter 6 – Election Period Policy

Part A – Introduction

94. Definitions and key terms

Definition /Key Term	Meaning
Act	means the <i>Local Government Act 2020</i> .
Candidate	means a person: <ol style="list-style-type: none"> 1. who has nominated as a candidate for an election under section 256 of the Act 2. who has: <ol style="list-style-type: none"> a) publicly expressed an intention to run as a candidate in the election; and/or b) a person who has formally nominated as a candidate in the election to the Election manager. <p>A candidate is a 'known candidate' when a person has actual knowledge of the candidate's identity and that they meet the above definition.</p>
Chief Executive Officer (CEO)	means the person appointed by a Council under section 44 of the Act to be its Chief Executive Officer or any person acting in that position: and or the Chief Executive Officer Delegate or any other person that Chief Executive Officer selects for the purpose of giving effect to this Policy.
Council	means Whitehorse City Council
Council decision	means: <ol style="list-style-type: none"> a) a resolution at a Council meeting; b) a resolution made at a meeting of a delegated committee; or c) the exercise of a power of the performance of a duty or function of Council by a member of Council staff (including the Chief Executive Officer) or a community asset committee under delegation
Council event	means a gathering of people or a ceremony of some significance, either run or supported by Council, which celebrates or recognises some specific aspect of community, and generally creates publicity
Councillor	means a person who holds the office of member of Council, including the Mayor and Deputy Mayor
Councillor candidate	means a current Councillor who has nominated or is considering nominating for the election in the 26 October 2024 election.
Election manager	means the Victorian Electoral Commission (VEC) or a person appointed in writing period by the VEC.
Election Period	means the period that starts at the time that nominations close (12pm on Tuesday 24 September 2024) and ends at close of voting on Election Day (6pm on Saturday 26 October 2024)
Electoral material	means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

Electoral matter	means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election. Matter is considered to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on: a) the election; or b) a candidate in the election; or c) an issue submitted to, or otherwise before, the voters in connection with the election.
Executive Leadership Team (ELT)	means a person in the following positions: <ul style="list-style-type: none"> • Chief Executive Officer • Director Corporate Services • Director Community Services • Director City Development • Director Infrastructure • Executive Manager Transformation
Information request register	means a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the responses given to those requests.
Member of Council Staff	means a natural person appointed by the Chief Executive Officer under section 48 of the Act to enable: a) the functions of the Council under the Act or any other Act to be carried out; and b) the Chief Executive Officer to carry out their functions Note: The Chief Executive Officer is also a member of Council staff as per section 44(5) of the Act.
Public consultation	means a process that involves an invitation to individuals, groups, organisations, or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.
Publication	includes any means of publication including letters and information on the internet
Returning Officer	means the person appointed in writing by the VEC to conduct the election
Ward	means a subdivision of the municipal district

95. Purpose

The Election Period Policy has been developed to ensure Whitehorse City Council elections are conducted in a fair and equitable manner and are publicly perceived as such, while facilitating the continuation of ordinary Council business during the Election Period in a transparent manner.

This policy has been developed in accordance with the Act.

96. Objectives

This policy aims to:

- Outline Council decisions and actions that are prohibited during the Election Period;
- Provide guidance to Councillors, candidates, and members of Council staff regarding access to, and the appropriate use of, Council resources and information; and
- Specify the conditions of appropriate community engagement, Council communications and campaign publicity during the Election Period.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**97. Scope**

This policy applies to all Councillors, candidates for election and members of Council staff during the Election Period.

Part B – Council Decisions**98. Prohibited decisions**

Section 69 of the Act prohibits any Council decision during the Election Period that:

- a) Relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer;
- b) Commits the Council to expenditure exceeding one per cent (1%) of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- c) Could be reasonably deferred until the next Council is in place; or
- d) Should not be made during an election period.

99. Council meetings during the Election Period

- 99.1 Pursuant to section 100(2) of the Act, Council will hold a Special meeting in October 2024 to consider the Annual Report. This will be the only item considered at this meeting.
- 99.2 If exceptional circumstances arise, a Special Council meeting may be called if:
 - a) The matter is urgent;
 - b) The decision is significant and cannot be reasonably deferred without major negative repercussions;
 - c) It is required for operational purposes;
 - d) Pursuant to a statutory requirement; or
 - e) A decision cannot wait until after the election.
- 99.3 An agenda for a Special Council Meeting would not include matters that would be contrary to this policy or that could be used by Councillor candidates or others to aid an election campaign. Agenda items that would not be permitted during the Election Period include:
 - a) The adoption of a new policy, strategy or planning amendment;
 - b) The adoption of a new rate or charge;
 - c) The purchase or sale of land;
 - d) The approval of community grants;
 - e) The spending of unbudgeted monies;
 - f) The conduct of any public consultation on significant issues;
 - g) Changes to the annual budget or capital works program; or
 - h) Any other matter that the Chief Executive Officer deems could affect voting in an election, significantly affect the local community, or would unreasonably bind the incoming Council.
- 99.4 A special meeting can only consider the business that the meeting is called for. The following items of business normally conducted at an Ordinary Council Meeting will not be permitted for a Special Council Meeting held during an Election Period:
 - a) Public Question Time;
 - b) Petitions;
 - c) Public Submissions;
 - d) Rescission or alteration motions;
 - e) Notices of motion; or
 - f) Reports by Delegates and reports on conferences/seminar attendance.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

- 99.5 Should a special meeting be convened, and an item is proposed as urgent business, it must be assessed in accordance with the Act and this policy. If approved for inclusion in the meeting agenda, items of urgent business must also include an election period statement that they could not reasonably result in a prohibited or inappropriate decision.
- 99.6 Community and Ward meetings will not be held during the Election Period.

100. Election Period Statement – Special Council Meeting Reports

- 100.1 During the Election Period, the Chief Executive Officer will ensure that an Election Period Statement is included in every report submitted to Council for a decision. The Statement will specify one of the following:

Not a prohibited or significant decision	The recommendation will include "it is not a "Prohibited Decision", as defined in section 69(2) and (3) of the <i>Local Government Act 2020</i> , or a "Significant Decision" within the meaning of Council's Election Period Policy."
Not a prohibited but a significant decision	The recommendation will include "is not a "Prohibited Decision" within the context of <i>Local Government Act 2020</i> . The recommended decision is a "Significant Decision" within the meaning of Council's Election Period Policy, but an exception should be made for the following reasons [insert reasons for making an exemption]"
Seek an exemption from the Minister	The recommendation will include "That Council seeks an exemption from the Minister because the matter requires a Prohibited Decision" within the meaning of section 69(2) and (3) of the <i>Local Government Act 2020</i> "

- 100.2 Council will not make a decision on any matter that does not include an Election Period Statement during the Election Period.

Part C – Council Resources

101. Access to resources for normal Councillor duties

Councillors are elected to represent their local community and this obligation continues during the Election Period unless granted a leave of absence. Councillors may use any Council resources provided to them to facilitate the performance of their normal duties.

102. Council resources not to be used for campaign purposes

Resources provided for the purpose of conducting normal Council business must not be used for campaign purposes by any candidate. These include:

- Any equipment including, but not limited to, mobile phones, laptops, printers, mayoral vehicle, stationery, landlines, and internet connections;
- Council branding, logos, letterheads, and other associated material;
- Photos or images taken by or provided by Council, or on Council websites;
- Any email account provided by Council;
- Offices and meeting facilities; and
- Support staff and hospitality services.

103. Use of Councillor position and title

- 103.1 Councillors may not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of an election campaign.
- 103.2 Councillor candidates may use the title 'Councillor' in their electoral material as they continue to hold office during the Election Period. However, it cannot be claimed or implied that the material originated from, or was authorised by, Council.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**104. Members of Council staff**

- 104.1 Council staff will continue to support Councillors in performance of their normal duties during the election period. However, Councillors and other candidates must not ask any member of Council staff to undertake any task connected directly or indirectly with an election campaign.
- 104.2 In the course of employment, Council staff must not:
 - a) Undertake an activity that may affect voting in the election, or
 - b) Authorise, use, or allocate a Council resource for any purpose that may influence voting in the election.
- 104.3 Any member of Council staff who believes that a requested use of Council resources may be perceived as being connected with an election campaign should refer the matter to the Chief Executive Officer.

105. Reimbursement of expenses

Reimbursement of Councillor expenses will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with an election campaign.

106. Councillor requests

- 106.1 All Councillor requests must be made through the Customer Resource Management (CRM) system. Operational requests received via this process covering issues such as but not limited to roads, footpaths, trees, waste management and general amenity will be administered as community requests. All information requests received during the election period will be handled in accordance with Part H of this policy.
- 106.2 Council databases and mailing lists held by the organisation remain the property of the Council and are subject to the requirements of the *Privacy and Data Protection Act 2014* and are not available to members of the public, candidates or to Councillors.

107. Councillor Correspondence

- 107.1 A key part of the role of a Councillor is to engage with members of the community, including responding to any correspondence received. While this must continue during the election period, it is important that Officers are not perceived as providing Councillors any undue advantage over other candidates.
- 107.2 During the election period, any responses prepared by the administration in response to correspondence addressed to a Councillor will therefore be signed by the Chief Executive Officer or relevant Executive Leadership Team member or Manager as appropriate. Such responses will acknowledge the Officer is responding due to limitations imposed upon Councillors during the election period.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Part D – Public Consultation****108. Public consultation**

- 108.1 Public consultation includes but is not limited to:
- a) Community forums;
 - b) Focus groups;
 - c) Postal or electronic surveys;
 - d) Web polls; and
 - e) Social media forums.
- 108.2 Council will limit public consultation during the Election Period and will not conduct consultation on any matter which, in the opinion of the Chief Executive Officer, is likely to affect voting at the election. If public consultation on such a matter has commenced prior to the beginning of the Election Period, it shall be paused until after the election.
- 108.3 Consultation required by the *Planning and Environment Act 1987*, or regarding matters subject to section 223 of the *Local Government Act 1989*, will continue as necessary during the Election Period.
- 108.4 Where public consultation is undertaken, the Chief Executive Officer must specify the circumstances requiring the consultation and ensure that the session is managed and chaired by a Director or the Chief Executive Officer, and not by the Mayor or a Councillor.
- 108.5 The Mayor and Councillors may attend any public consultation session held within the Election Period but must not use their attendance as an opportunity for electioneering.

Part E – Council publications and media**109. Prohibition on publishing during the Election Period**

Under section 304(2) of the Act, a Councillor or member of Council staff must not:

- a) Use Council resources to print, publish or distribute any electoral material, or
- b) Cause, permit or authorise to be printed, published or distributed, any electoral material during the Election Period on behalf of, or purporting to be on behalf of Council, unless the electoral material only contains information about the election process or is otherwise required in accordance any Act or regulation.

110. Electoral material

‘Electoral material’ means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.

111. Electoral matter

‘Electoral matter’ includes material that:

- a) Publicises the strengths or weaknesses of a candidate;
- b) Advocates the policies of Council or of a candidate;
- c) Responds to claims made by a candidate;
- d) Publicises the achievements of the elected Council;
- e) Publicises matters that have already been the subject of public debate;
- f) Is about matters that are known to be contentious in the local community and are likely to be the subject of election debate;
- g) Deals with election candidates’ statements; or
- h) Refers to Councillors or candidates by name or implicit reference.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**112. Considerations of Chief Executive Officer in granting publication approval**

In considering whether to grant approval for the publication of material during the Election Period the Chief Executive Officer:

- a) **Must not permit** any materials to be published that include reference to the following:
 - i. The election;
 - ii. A candidate in the election;
 - iii. A current Councillor; or
 - iv. An issue before the voters in connection with the election.
- b) **May approve** the publication of material which only contains information about:
 - i. The election process itself; or
 - ii. Council information that does not include any reference to a current Councillor otherwise precluded by this policy.

113. Council meeting papers and the Annual Report

Council is required by the Act to publish an Annual Report. When published during an Election Period, the Annual Report must not include electoral material, and information regarding Councillors will be limited to names, titles, contact details and membership of committees or other bodies to which they have been appointed by Council. Content will be restricted to general Council business and not the specific achievements of elected representatives.

114. Whitehorse News and eNews

The Whitehorse News and eNews will not be published during the Election Period.

115. Council websites

- 115.1 For the duration of the Election Period a statement will be placed on Council websites advising that Council will not regularly update or add new information during the Election Period other than necessary operational information.
- 115.2 Material published on Council websites prior to the Election Period will be reviewed and consideration given to the removal of any material that would be electoral matter if it were to be published during the Election Period.
- 115.3 Councillor contact information will remain on the website during the Election Period, but their profiles will be removed.

116. Council social media

- 116.1 Posts are to be kept to a minimum and contain necessary operational information only.
- 116.2 Council staff responsible for administering social media sites will monitor these during the Election Period and use moderation features where available to ensure no electoral matter is posted. The following provides guidance on the use of social media:
 - a) Social media posts to be kept to minimum, normal day-to-day activities only;
 - b) No launches or announcements of any new projects, policy initiatives, or programs;
 - c) No matter is permitted that may be construed as electoral matter – sites should be reviewed to ensure there is none;
 - d) No hosting or responding to political content at all is permitted;
 - e) Any election related comments/posts by the public should be deleted as soon as possible.
- 116.3 Information regarding the election that can be posted and responded to is restricted to logistical information, e.g. when is the deadline for postal votes.
- 116.4 For the duration of the election period a statement will be placed on social media sites advising that Council will not be regularly updating or adding new information during the election period other than necessary operational information.
- 116.5 Council's social media officers will remove/delete any comments made by the community relating to election matters.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**117. Personal social media accounts**

Personal Councillor and candidate social media accounts should be used in accordance with Election Period Policy, Councillor Code of Conduct and Social Media Policy. Any candidate using material which is linked to Council on personal social media accounts should include a statement that they act as an individual and not a member of Council.

118. Media services

- 118.1 The services of Council's Strategic Communications department must not be used in any way that might promote or be perceived to promote a Councillor candidate during the Election Period.
- 118.2 Media releases should be kept to a minimum during the Election Period. Any such publicity will be subject to approval by the Chief Executive Officer or their delegate.
- 118.3 The Chief Executive Officer or delegate will be the media spokesperson on any media enquiry
- 118.4 During the Election Period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained from the Chief Executive Officer.
- 118.5 Any requests for media advice or assistance during the Election Period must be approved by the Chief Executive Officer. In any event, no media advice or assistance will be provided in relation to election campaign matters.

Part F – Events**119. Council events**

- 119.1 Council events, either sponsored or under the auspices of or run by Council, will only take place if unavoidable. Such events proposed during the election period may only proceed with the express permission of the Chief Executive Officer. This includes events such as launches, festivals and any other public forum outside of the normal Council meeting cycle.
- 119.2 Where an event has received CEO approval it cannot be officiated by the Mayor or a Councillor.
- 119.3 Publicity of Council events (if any during the period) will be restricted to the communication of factual material only and will not feature, mention, or quote or contain any photo of any Councillor.
- 119.4 Citizenship ceremonies should be planned to be held outside the Election Period where possible. If a citizenship ceremony must be held during the Election Period, the Mayor may participate as conferees are not eligible to vote in the election. Any speech by the Mayor at a citizenship ceremony must be prepared by Council staff and approved by the Chief Executive Officer.
- 119.5 During the Election Period, the Mayoral robes and chain of office may only be worn at official civic occasions such as Council meetings and citizenship ceremonies. No campaigning by Councillors or any other candidate is permitted at any Council event.

120. External events

- 120.1 Councillors may from time to time be invited to attend non-Council events from external groups. Councillors may attend non-Council events during the election period and must make a clear separation between attendance in their role as a Councillor or attendance in their role as a candidate.
- 120.2 Should Councillors make a speech at such events they should disclose that they are doing so in their private capacity and not as a member of the Council.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)**Part G – Assistance to candidates****121. Access to information and advice**

- 121.1 All election candidates have equal rights to access public information relevant to their election campaigns. Any assistance and advice provided to candidates as part of the conduct of the election will be provided equally to all candidates.
- 121.2 Neither Councillors nor other candidates will receive information or advice from Council officers that may improperly advantage or be perceived to support election campaigns. This includes internal publications such as the Forward Planner, as it relates to meetings post-election date.
- 121.3 A Councillor may continue to access Council information only as it is necessary for them to perform their role as Councillor. Information and briefing material prepared by staff for Councillors during the Election Period will relate only to factual matters or to existing Council services. Such information will not relate to policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with an election campaign.

122. Information Request Register

- 122.1 To ensure transparency in the provision of information and advice during the Election Period, the Governance and Integrity department will maintain an Information Request Register. The Register will record all requests relating to electoral matters and non-routine requests for information by a Councillor or other candidate received during the Election Period, and the response provided to those requests. The Register will be publicly available on Council's website.
- 122.2 All requests for information are to be in written format and directed to the Chief Executive Officer.
- 122.3 Election-related enquiries from any candidate will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or delegate.

123. Candidate Information

- 123.1 Candidates will receive a Councillor Candidate Information Kit (which will include a copy of this policy) to assist them in running and nominating for Council.
- 123.2 Council will run or facilitate candidate information sessions prior to the election.
- 123.3 Candidates must complete a nomination form which will be available from the Returning Officer, accompanied by the nomination fee.
- 123.4 Candidates must also be aware of their obligations under the Act.

10.3 – ATTACHMENT 1. Whitehorse City Council Governance Rules (Final)

Part H – Policy Administration

124. Breach of policy

- 124.1 Breaches of this policy by Council staff are to be referred to the Chief Executive Officer, with all other breaches referred to the Victorian Local Government Inspectorate.
- 124.2 Serious penalties apply under the Act, with fines of up to 600 penalty units and imprisonment of up to five years. Councillors and Council staff may also be subject to discipline under their respective Codes of Conduct.

125. Responsibilities

Parties	Roles and Responsibilities
Chief Executive Officer	<ul style="list-style-type: none"> Ensure that all Councillors and members of Council staff are informed of this policy at least 30 days prior to the commencement of the Election Period; Ensure that matters of Council business requiring prohibited decisions are scheduled for resolution prior to the commencement of the Election Period, or defer these matters for determination by the incoming Council; Not include in the agenda for any Ordinary or Special Council meeting any matter that could be considered a prohibited, inappropriate, or significant decision during the Election Period; Certify any item included in an agenda submitted to Council for a decision with the Election Period Statement; Approve requests for information received from candidates; Manage any breaches of this policy in accordance with Council's <i>Councillor Code of Conduct</i>, <i>Employee Code of Conduct</i> or the Act, as appropriate; and Refer any breaches of this policy not relating to members of Council staff to the Victorian Local Government Inspectorate.
Manager Governance and Integrity	<ul style="list-style-type: none"> Assess items received for publication for electoral matter and decline or refer to the Chief Executive Officer for consideration as appropriate; and Refer any breaches of this policy (except those regarding election signage and the distribution of electoral materials) to the Chief Executive Officer.
Coordinator Governance	<ul style="list-style-type: none"> Provide advice to Councillors, Council staff and candidates in the interpretation and application of this policy
Senior Governance Officer	<ul style="list-style-type: none"> Manage responses to requests for information as approved by the Chief Executive Officer; and Maintain and publish the Information Request Register.

126. Related Policies & Legislation

Local Government Act 2020

Whitehorse City Council Community Local Law 2014

Whitehorse Planning Scheme

Whitehorse City Council Expenses Policy

Whitehorse City Council Councillor Code of Conduct

Whitehorse City Council Employee Code of Conduct

Whitehorse City Council Governance Rules

Whitehorse City Council Social Media Policy

127. Review

Responsible department: Governance, Governance and Integrity, Corporate Services

Date Adopted: 25 June 2024

Date of Next Review: June 2028

This policy has been reviewed for compliance with the *Charter of Human Rights and Responsibilities Act 2006* and the *Gender Equality Act 2020*.

10.3 – ATTACHMENT 2. Community Consultation Submissions - Draft Whitehorse City Council Governance Rules

How do you feel about the proposed changes to the Governance Rules?	Why do you feel that way?	Are there any changes we could make that would increase your level of support for the proposed changes to our Governance Rules?
Strongly support	Items have been clarified and help avoid confusion	Rule 92 Informal Meetings of Councillors does not specify the number of Councillors required. This could be interpreted to mean that at any meeting of one or more Councillors and a member of Council staff, a record of discussion must be made and tabled at a Council Meeting. Suggest this rule specify a number, perhaps five or more Councillors, requiring a record of conversation to be made.
Somewhat against	Not sure what was wrong with the old rules. The information given lacks detail about this. Things like "Rules for election signage have been added." make me suspect more restrictions and therefore less likelihood of defeating sitting councillors.	Probably not.
Strongly support	There has been corruption in some councils for sure, need to be stronger rules to stop it.	Councillors should not be openly aligned with a political party
Unsure or neutral		
Somewhat support	I have not looked at all the proposed changes, only two of the changes which are: • Rule 64 on voting procedures, which I support, but perhaps Rule 70.1(g) and (h) for the form and availability of minutes might also need to be changed to reflect that the Chairperson reads out the names of councillors voting for and against a question of council, and these names should be recorded in the minutes. • The Election Period Policy, which I support except for one aspect of Rule 120.2 about election signage on private land. Rule 120.2 does not mention that the Planning Scheme only allows one sign to be displayed on private land during an election, without a permit. Is the intention of Rule 120.2 that Whitehorse Council does not enforce the one sign limit? Perhaps the Planning Scheme should be changed to allow any number of small corflutes to be displayed on private land without a permit, but only one larger sign?	I would like to see the other part of IBAC Operation Sandon recommendation 24 included in Rule 70.1, which is that the meeting minutes should record the names of councillors who spoke on each motion. Regarding the use of the common seal at Rule 80, there was a report by the Local Government Inspectorate in January 2023, on Council Policies, which contained a recommendation that "3. Councils should note that the common seal must be used in accordance with any applicable local law rather than being incorporated in the Governance Rules." https://www.lgi.vic.gov.au/checking-compliance-review-council-policies/issues Section 14(2) (c) of the Local Government Act 2020 says the common seal of a council must be used in accordance with any applicable local law. So I think Rule 80 should be removed from the Governance Rules, and added to a local law.
Rule 10: Election of Mayor. Changes made where there is no absolute majority the process to eliminate will include a further vote prior to final determination by lot. (Noting that a lot may still be required in certain circumstances) How do you feel about this proposed change?		
Unsure or neutral	Why do you feel that way?	
Somewhat support		
Strongly against	When you ask to change something you need to people know in plain English what you mean	
Strongly support	Gives time for reflection.	
Strongly support	You need a clear leader that is voted by the majority	
Somewhat support	It's a way of increasing the chances that the Mayor will have majority support.	
Somewhat support		
Somewhat support		
Unsure or neutral	I feel undue pressure may be exerted to vote one way or another. How Will you mitigate that?	

10.3 – ATTACHMENT 2. Community Consultation Submissions - Draft Whitehorse City Council Governance Rules

Rule 16: Notice of meetingReference to publishing notice of Council meeting in a newspaper has been removed from sub-rule 16.3(b) as this is no longer practice.How do you feel about this proposed change?	Why do you feel that way?
Strongly support	
Somewhat against	There needs to be ways for members of the community to find out about Council meeting dates, should
Strongly against	The council should always let their ratepayers know when there's a meeting
Strongly support	No real local newspapers any more.
Somewhat against	All forms of media should be used based on the age demographic of the City of Whitehorse
Strongly support	We don't have local newspapers any more and who reads newspapers anyway ?
Strongly support	
Somewhat against	It's important to notify the public when meetings occur.
Somewhat against	Ok so newspapers are essentially defunct, so removing this requirement makes sense, but only if you provide an alternative at the same time, not just leaving a void

Rule 22: Agenda and Order of BusinessRemoval of Order of Business at sub-rule 22.2 to allow flexibility of meeting structure without requiring an update of the Governance Rules.How do you feel about this proposed change?	Why do you feel that way?
Strongly support	
Somewhat against	Places too much power with Council Staff.
Strongly against	Again plain English in what you want to change
Strongly support	Seems sensible.
Strongly support	There needs to be a level of flexibility
Strongly support	It improves efficiency
Somewhat support	
Somewhat against	Meetings should have structure and purpose.
Strongly against	Agendas Will be gamed so that items that may be contentious will be moved to the end so as to take advantage of decision fatigue

Rule 26: Notice of MotionRemoval of sub-rule 26.5, which stipulated that Notices of Motion must be considered in the order received.How do you feel about this proposed change?	Why do you feel that way?
Unsure or neutral	
Somewhat against	Places too much power with Council Staff.
Strongly against	You don't need to change it if it has been working all this time. It seems that someone wants to push an agenda without discussing it
Unsure or neutral	Does not matter so long as all are equally heard.
Strongly support	As long as they are all discussed independently, no issues
Somewhat support	It could help achieve the consideration of Notices of Motion in a logical sequence, but it could also allow the mayor to manipulate the sequence to someone's advantage.
Unsure or neutral	
Strongly against	Removing this makes it easier for council to ignore motions.
Strongly support	The person who makes the motion gets first right of argument

Rule 30: Right of ReplyRemoval of the words 'including an amendment' from sub-rule 30.1, as it conflicts with sub-rule 31.4(e) where the current practice provides that the mover of an amendment does not have a right of reply.How do you feel about this proposed change?	Why do you feel that way?
Strongly support	
Unsure or neutral	
Strongly support	The amendment should always have the right to reply to put their case forward
Strongly support	Seems fair.
Strongly support	No issues
Strongly support	It makes sense
Unsure or neutral	
Somewhat against	It's less democratic.
Unsure or neutral	No idea of implications of this

10.3 – ATTACHMENT 2. Community Consultation Submissions - Draft Whitehorse City Council Governance Rules

Rule 37: Separation of motions Wording added to outline that 'voting in parts is not applicable for Rescission Motions'. How do you feel about this proposed change?	Why do you feel that way?
Unsure or neutral	
Somewhat against	The Mayor should have flexibility to put motion in parts.
Strongly against	Again in plain English what do you want to change so everyone can understand
Strongly support	Seems a sensible approach.
Strongly against	You need to be able to vote and have a fair process even in the motion removal stage
Strongly support	It's tidy, the question of rescission should be, yes/no vote. Only if the motion is rescinded, then is the time for alternative 'parts' to be moved and debated.
Unsure or neutral	
Somewhat against	
Strongly support	All or none seems sensible

Division 8: Presentation Renamed to 'Public submissions' to clarify all forms of public participation. How do you feel about this proposed change?	Why do you feel that way?
Somewhat support	
Somewhat support	
Strongly against	Plain English you people are asking to change something without clearly stating what you want
Strongly support	Again seems sensible.
Strongly support	Sensible
Strongly support	It's simple
Somewhat support	
Unsure or neutral	
Unsure or neutral	Semantics

Rule 57: Public presentations Renamed to 'Request to speak' this provides better clarity to members of the public when addressing Council. Inclusion of guidelines for 'Request to speak' at 57.7. How do you feel about this proposed change?	Why do you feel that way?
Unsure or neutral	
Somewhat support	
Strongly against	You people don't like tell in plain English what you want to change
Strongly support	Again seems sensible.
Strongly support	Sensible
Strongly support	It's clearer
Strongly support	
Unsure or neutral	
Somewhat against	Since it is labelled 'request', does that imply it can be denied?. How about opportunity to speak?

Rule 59: Petitions References to 'joint letters' has been removed as the rules for petitions and joint letters are the same. Wording at sub-rule 59.3(b) clarified to ensure that petitions contain a specific request for action. Sub-rule 59.3(d) added to ensure petition request is within duties, functions and powers of Council. How do you feel about this proposed change?	Why do you feel that way?
Unsure or neutral	
Strongly against	Community should be encouraged to make contact with Council, in whatever format.
Strongly against	Plain English what is you want to change it seem to me you are changing things not to inform the public
Strongly support	Again seems sensible.
Strongly support	No issues
Strongly support	It make sense
Somewhat support	
Unsure or neutral	
Unsure or neutral	Don't know and seems it is not impactful

10.3 – ATTACHMENT 2. Community Consultation Submissions - Draft Whitehorse City Council Governance Rules

Rule 64: Voting procedureNew specifications at sub-rule 64.2 regarding voting procedure, including the recording of names of Councillors voting in the affirmative and negative.How do you feel about this proposed change?	Why do you feel that way?
Unsure or neutral	
Somewhat support	Only if Divisions still exist.
Strongly support	We need to know how the councillors are voting and the reason why
Strongly support	Again sensible
Strongly support	Need accountability
Strongly against	I don't see the point in recording the way each councillor votes in each decision. Surely it would be enough to allow a 'division' to be called upon which names would be recorded
Strongly support	
Somewhat support	Accountability is to be encouraged
Strongly support	Accountability so that voters can tell if councillors stuck to their promises and stated positions

Council decisions• Prohibited decisions section added.• Prescriptive rules added for Council meetings held during the Election Period. How do you feel about this proposed change?	Why do you feel that way?
Strongly support	
Somewhat support	
Strongly support	Sensible and fair
Strongly support	Fair process in accordance with government criteria
Strongly support	It makes sense
Strongly support	
Unsure or neutral	
Strongly support	Prevents outgoing councils from sinking the ship on the way out

Council resources• Additional section clarifying access to resources for normal Councillor duties. How do you feel about this proposed change?	Why do you feel that way?
Strongly support	
Somewhat support	
Strongly support	Transparent
Strongly support	Sensible
Strongly support	It makes sense
Strongly support	
Unsure or neutral	
Unsure or neutral	Are these monetary resources?

Public consultation• Additional paragraph clarifying consultation required under Planning and Environment Act 1987 and section 223 of the Local Government Act 1989. How do you feel about this proposed change?	Why do you feel that way?
Somewhat support	
Somewhat support	
Strongly support	More transparency
Strongly support	Sensible
Strongly support	It makes sense
Somewhat support	
Unsure or neutral	
Unsure or neutral	Consultation with whom?

10.3 – ATTACHMENT 2. Community Consultation Submissions - Draft Whitehorse City Council Governance Rules

Council publications and media• Permitted publications have been specified.• New sections added outlining appropriate use of Council media services. How do you feel about this proposed change?	Why do you feel that way?
Somewhat support	
Somewhat support	
Strongly against	What are you trying to stop the question is . Keep publishing wherever possible in all media outlets
Strongly support	Worthwhile
Strongly support	Common sense
Strongly support	It makes sense
Unsure or neutral	
Unsure or neutral	
Unsure or neutral	
Events• Additional guidance to clarify operation and publicity of Council and external events.• Clarification for Mayor and/or Councillor/s in relation to attendance at events. How do you feel about this proposed change?	Why do you feel that way?
Unsure or neutral	
Somewhat support	
Strongly support	We need to know where they attend for who and if they have a self interest
Strongly support	Sensible
Strongly support	Sensible
Strongly support	It makes sense
Strongly support	
Strongly support	
Unsure or neutral	
Somewhat support	
Campaign publicity• Rules for election signage have been added• Inclusion of prohibited campaigning on municipal land or roads• Inclusion of appropriate use of 'Councillor' title. How do you feel about this proposed change?	Why do you feel that way?
Strongly against	This is NONSENSE...infringes right of political liberty who ever wrote this should be gaoled
Somewhat against	People should be able to put up 'a frames' on public land and hand out leaflets. Especially on roadways
Strongly support	There should be no advertising on any council's property or roads
Strongly support	Fair
Strongly support	Need a fair process
Strongly support	It makes sense
Strongly support	
Unsure or neutral	
Strongly support	Tightening of electioneering comms is good
Assistance to candidates• Outline of access to information.• Section added for public transparency of information requested and provided. How do you feel about this proposed change?	Why do you feel that way?
Strongly support	
Somewhat support	
Strongly against	What information do you want be specified what you want to know
Strongly support	Fair
Strongly support	All participants should have an equal opportunity
Strongly support	It makes sense
Strongly support	
Unsure or neutral	
Strongly support	Candidates need to know

10.3 – ATTACHMENT 2. Community Consultation Submissions - Draft Whitehorse City Council Governance Rules

Policy administration• New section added.How do you feel about this proposed change?	Why do you feel that way?
Unsure or neutral	
	What is it what is it going to be used for no clarity what it is people are stupid if they agree to something that has no information about it
Strongly support	Ok
Strongly support	Sensible
Somewhat support	It seems to make sense
Unsure or neutral	
Strongly against	
Unsure or neutral	Dunno

Do you have any other suggestions or other comments you want to share?	Please write your comments below.
No	
No	
Yes	I think Cr BARKER is very good
Yes	Any Councillor Nomination should be accepted by CEO unless contrary to law. Currently there is too much power with CEO.
No	
No	
No	
No	
Yes	There seems to me to be an error in the proposed subrule 24.2 re Urgent Business which reads " Urgent
Yes	Need for more transparency of Council plans and decisions.
No	
No	
Yes	Item 57.7 to be removed as standing orders are not suspended for Public Presentations at a meeting.

10.4 **Part Road Discontinuance 5 Beresford Street, Mont
Albert**

Attachment 1 Survey Plan

RESERVE 1 LP1031
VOL.11660 FOL.937
(The Colonial Investment
& Agency Company Ltd.)

LOT 1 TP598684N
VOL.8740 FOL.924
(Victorian Rail Track)

LOT 1 TP631537W
VOL.8593 FOL.331
(Victorian Rail Track)

LOT 1 TP917966E
VOL.1271 FOL.179
(Victorian Rail Track)

LOT 1 TP966937K
VOL.12075 FOL.830
(Victorian Rail Track)

ROAD R1 LP1031
VOL.11660 FOL.936
(The Colonial Investment
& Agency Company Ltd.
& The Australian Deposit
and Mortgage Bank Ltd.)

BERESFORD STREET

PUBLIC HIGHWAY
GG 1938
P 643

RAILWAY

WEATHERBOARD BUILDING
FORMER MONT ALBERT
STATION BUILDING

CONCRETE PATH

CONCRETE KERB

CONCRETE & TIMBER BENCH

CONCRETE

LAWN

AWNING

BACK

SPEED HUMP

0.51

0.47

THAT PART OF THE BUILDING SHOWN
CROSS HATCHED CONTAINS 14.2m²

	Initials	Date
Surveyed	AJS	6.3.24
Drafted	AJS	12.3.24
Checked	GRON	13.3.24

CERTIFICATION BY SURVEYOR

I, ANDREW J SMITH of 126 Merrindale Drive, Croydon certify that this plan has been prepared from a survey made under my direction and supervision in accordance with the Surveying Act 2004 and completed on 6/3/24, that this plan is accurate and correctly represents the adopted boundaries and that the survey accuracy accords with that required by regulation 7(1) of the Surveying (Cadastral Surveys) Regulations 2015.

SIGNED *Andrew J. Smith*

DATE 20/03/2024

Licensed Surveyor
Surveying Act 2004

NOTES

MILLAR & MERRIGAN PTY. LTD. ACCEPT NO RESPONSIBILITY FOR ANY MANIPULATION OF THE DIGITAL INFORMATION ASSOCIATED WITH THIS PLAN BY OTHERS.

MGA 2020

4 2 0 4 8

1:200

Original sheet size A3

Millar & Merrigan authorize the use of this drawing only for the purpose described by the status stamp shown below. This drawing should be read in conjunction with all relevant contracts, specifications, reports & drawings.
© Millar & Merrigan Pty. Ltd.

Millar | Merrigan

Civil Engineering
Land Surveying
Landscape Architecture
Project Management
Town Planning
Urban Design

Land Development Consultants

SAI GLOBAL Quality ISO 9001

Millar & Merrigan Pty Ltd ACN 005 541 668
Metro 2/126 Merrindale Drive, Croydon 3136
Regional 156 Commercial Road, Morwell 3840
Mail PO Box 247 Croydon, Victoria 3136
M(03) 8720 9500 R (03) 5134 8611
www.millarmerrigan.com.au
survey@millarmerrigan.com.au

PLAN OF SURVEY
FORMER MONT ALBERT
STATION BUILDING
BERESFORD STREET, MONT ALBERT 3127.
WHITEHORSE CITY COUNCIL
31538R1
VERSION 2
SHEET 1 OF 1

10.5 **Melbourne East Region Sport and Recreation Fair
Access Policy**

Attachment 1 Melbourne East Region Sport and Recreation Fair
Access Policy

Attachment 2 Victoria State Government Fair Access Policy Roadmap

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

Melbourne East Region Sport and Recreation Fair Access Policy

2024

Review Year: 2028

Local Government Authorities:

Knox City Council

Manningham City Council

Maroondah City Council

Monash City Council

Whitehorse City Council

Yarra Ranges Council

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

Acknowledgement of Traditional Owners

The Melbourne East Region Councils acknowledge the Wurundjeri Woi-wurrung and Bunurong people as the Traditional Owners and original custodians of this land, and we pay our respects to their Elders past and present.

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

Table of contents

1 Introduction4

1.1 Purpose.....4

1.2 Scope.....4

1.3 Corporate framework4

2 Background5

2.1 Policy context.....5

3 Policy statement.....6

3.1 Statement of intent.....6

3.2 Vision7

3.3 Objectives7

3.4 Policy principles7

4 Policy review and evaluation10

5 Definitions11

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

1 Introduction

1.1 Purpose

The Melbourne East Region Sport and Recreation Fair Access Policy (the Policy) addresses known barriers experienced by women and girls, transgender and gender diverse people in accessing and using community sports and recreation infrastructure.

The Policy aims to progressively build the capacity and capabilities of the Melbourne East Regional Sport and Recreation Strategy (MERSRS) Group and associated stakeholders in identifying and eliminating systemic causes of gender inequality in policy, programs, communications, and delivery and allocation of community sports and recreation infrastructure.

This policy has been developed in response to the 2022-2032 MERSRS recommendation to implement the Victorian Government Fair Access Policy Roadmap consistently across the region.

The Policy provides a consistent platform for the integration of the requirements of the Gender Equality Act 2020, the Local Government Act 2020 and Public Health and Wellbeing Act 2008 across the eastern region Councils.

1.2 Scope

The scope of the Policy is to support the Melbourne East Region Councils to take positive action towards achieving gender equality in the access and usage of community sports and recreation infrastructure. The MERSRS Group of Councils will take the necessary and proportionate steps towards implementing the Policy.

For the purposes of this Policy, The Melbourne East Region includes the following Local Government Authorities:

- Knox City Council
- Manningham City Council
- Maroondah City Council
- Monash City Council
- Whitehorse City Council
- Yarra Ranges Council.

1.3 Corporate framework

Local Government strategic and policy alignment with State Government legislation and policy on gender equality in sport and recreation is critical to a regional response to the issue.

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

The Policy responds to the following Federal Government and State Government gender equality legislation and policy and Local Government strategies:

- Federal Government legislation – Sex Discrimination Act 1984
- State Government legislation – Charter of Human Rights and Responsibilities Act 2006, Equal Opportunity Act 2010, Gender Equality Act 2020
- State Government Policy – Fair Access Policy Roadmap 2022
- Council Strategic Plans and Policies – Health and Wellbeing Plan, Recreation and Open Space Strategy, Gender Equality Action Plan, Inclusion and Access Policy
- Regional Strategic Plan and Policy – Melbourne East Regional Sport and Recreation Strategy 2022
- Council Child Safe Policy and Statement - Child Safe Standards, Child Wellbeing and Safety Act 2005.

2 Background

The seven Local Government Authorities that make up the Melbourne East Region have developed an overarching Melbourne East Region Sport and Recreation Fair Access Policy (the Policy) together with supporting resources to facilitate equitable access and allocation of community sport and recreation infrastructure. The Policy is also intended to help identify and eliminate systemic causes of gender inequality in programming, policies and strategies and to help ensure the equitable distribution of community sports and recreation infrastructure.

Sport is a highly visible and valued feature of Melbourne East Region's culture and identity. The sport and active recreation sector provide opportunities for enriching our communities through the promotion of respect and fair-mindedness for all people while also supporting the physical and mental wellbeing of all Victorians. The Melbourne East Region is well positioned to design and implement place-based gender equality in community sport and recreation.

2.1 Policy context

As a defined entity of the Gender Equality Act 2020, all councils will be required from 31 March 2021 to conduct Gender Impact Assessments (GIA) on all new policies, programs, communications, and services, including those up for review, which directly and significantly impact the public (Gender Equality Act 2020). The access and use of community sports and recreation infrastructure is an example of a policy that directly and significantly impacts the public.

Key reasons for the Fair Access Policy:

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

- MERSRS has identified a need to improve participation for all genders and abilities to improve the health and well-being of the community. To do this a Fair Access Policy is required which focuses on infrastructure, programs and governance.
- Overall participation trends show an increase in women and girls', transgender and gender diverse people participating across sport and recreation activities, including improved development pathways and competition structures. However, some sport specific trends still indicate low levels of women and girls', transgender and gender diverse people participation, and support is needed to reverse this trend.
- Women and girls, transgender and gender diverse people continue to face barriers to accessing or participating in sport and active recreation.
- State Government policy mandate for all Local Government Authorities requiring a Fair Access Policy to access State Government funding opportunities effective from 1 July 2024.
- A partnership approach with State Sporting Associations, local sports associations and leagues and local sport and active recreation clubs is important to improve gender equality in sport and active recreation.

3 Policy statement

Melbourne East Region Councils acknowledge:

- The disadvantaged position some individuals have had in the sport and recreation sector because of their gender and gender identity.
- Achieving gender equality will require diverse and intersectional approaches from Councils, State Sporting Associations, local sports associations and leagues, and local sports and active recreation clubs to achieve similar outcomes for people of all genders.

3.1 Statement of Intent

This Statement of Intent establishes the expectation that gender equality is considered and prioritised in all current and future Melbourne East Region Councils' planning, policy, service delivery and practice related to community sports infrastructure.

- The Melbourne East Region Councils recognise that gender equality is attaining equal rights, responsibilities, and opportunities for women and girls, men and boys, transgender and gender-diverse people. Equality does not mean that women and girls, men and boys, transgender and gender-diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
- The Melbourne East Region Councils recognise that gender equity is the provision of fairness and justice in distributing benefits and responsibilities based on gender. The concept recognises that people may have different needs and powers related to their gender, and these differences should be identified and addressed to rectify gender-related imbalances.

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

3.2 Vision

Women and Girls, Transgender and Gender Diverse People in Melbourne East Region will have equal participation, access, power, and resources in sport.

3.3 Objectives

Policy objectives include:

- Participation opportunities are inclusive for all.
- There is access to safe facilities and welcoming sport environments.
- Women and girls, transgender and gender diverse people have power and representation in leadership and decision making.
- Resources are distributed in a fair and transparent manner
- Addressing intersectionality through design and participation.
- Eliminating systemic causes of gender inequality and discrimination across the seven Melbourne East Region Councils' sport and recreation services.
- Women and girls, transgender and gender diverse people will be treated with respect and fairness.

3.4 Policy principles

The Policy Framework aligns with the State Government's six guiding principles under the Fair Access Policy Roadmap. These are:

- Principle 1 – Infrastructure
- Principle 2 – Roles in Sport
- Principle 3 – Allocation and Scheduling
- Principle 4 – Leadership
- Principle 5 – Culture and Environment
- Principle 6 – Reward, Celebrate and Prioritise.

Principle 1 – Infrastructure

The aim of this principle is for community sports and active recreation infrastructure to be genuinely welcoming, safe and inclusive.

Examples of how this principle may be implemented:

- Undertaking Gender Impact Assessments as part of the functional audit of community sports and active recreation infrastructure and to inform future design.

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

- Prioritising capital works budgets that increase and improve safe access to community sports and active recreation infrastructure, i.e., gender-neutral change rooms, upgraded security lighting, supporting access for those with a disability etc.
- Showcasing and communicating community sports and active recreation infrastructure that support women and girls, transgender and gender diverse people participation in sport.
- Advocacy to State Government for funding to support delivering gender equality initiatives.

Principle 2 – Roles in Sport

The aim of this principle is for women and girls, transgender and gender diverse people to be encouraged to participate in all aspects of community sport and active recreation including as a player, coach, administrator, official, volunteer and spectator.

Examples of how this principle may be implemented:

- Collecting categorised participation data by gender on the use of Councils' community sports and active recreation infrastructure through lease and licenses processes.
- Set targets for women and girls, transgender and gender diverse people participation in sport to close the participation gap compared to that of boys and men.
- Long-term investment into programs targeting women and girls, transgender and gender diverse people participation with a view to creating ongoing sustainable programs.
- Partner with peak sporting bodies and local community representative organisations for target groups such as, LGBTIQ+, cultural and linguistically diverse and First Nations people and tailor community sport and active recreation programs to meet their needs.

Principle 3 - Allocation and Scheduling

The aim of this principle is for women and girls, transgender and gender diverse people to have fair access to and use of community sport and recreation infrastructure which is of the highest quality, at the most convenient location and times and includes new opportunities and sports.

Examples of how this principle may be implemented:

- Collecting categorised usage data by gender for use of Councils' community sports and active recreation infrastructure through lease, license and booking processes.
- Developing or updating an allocation policy/framework which provides equal access to community sport and active recreation infrastructure. This should consider and promote ground rotation for training and games across all teams to ensure equitable access to the different standards of facilities.

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

- Collaborating with peak sporting bodies and local sports clubs and associations/leagues to ensure community sport and active recreation infrastructure is provided to women and girls, transgender and gender diverse people to the standard of infrastructure appropriate for the level of competition.
- Consulting with women and girls, transgender and gender diverse people to understand their preferred training and game facility and time preferences to influence scheduling by local sports associations/leagues and peak sporting bodies.
- Where demand exceeds supply, prioritising access to community sporting venues for clubs who demonstrate inclusive practices on and off field.

Principle 4 – Leadership

The aim of this principle is for women and girls, transgender and gender diverse people to be equitably represented in leadership and governance roles.

Examples of how this principle may be implemented:

- Collecting categorised data of leadership positions by gender of community sports and active recreation organisations.
- Setting targets for women in leadership positions. Specifically, Committee members and coaches.
- Partnering with peak sporting bodies and local sporting associations to facilitate access to governance training and development programs for women.
- Promoting organisational recruitment practices and processes that increase women in leadership positions.
- Showcasing women in decision-making positions and the outcomes they achieve.
- Encouraging clubs to have a discussion with women and girls, transgender and gender diverse people on facilitating a pathway that encourages them to take on a leadership position, i.e., Times of committee meetings, training and mentoring support, place of meeting, etc.
- Sharing consultation outcomes with peak sporting bodies and local sporting associations to support /influence women and girls, transgender and gender diverse people participation in leadership roles.

Principle 5 – Culture and Environment

The aim of this principle is to encourage and support all user groups who access community sport and active recreation infrastructure to understand, adopt and implement gender equitable access and use practices that are genuinely welcoming, safe and inclusive.

Examples of how this principle may be implemented:

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

- Using the Gender Equity Self-Assessment Tool and Gender Action Plans to guide and inform change in club culture and environment so it is welcoming, safe and inclusive.
- Partnering with peak sporting bodies in delivering club training and development programs i.e., Bystander training
- Changing the “look and feel” of community sport and active recreation places to recognise and celebrate the inclusion of all genders, abilities, and cultures. This may include allocation policy updates, updating the décor in clubs, including women and girls, transgender and gender diverse people on honour boards and having safe alcohol free, family friendly gatherings at clubs.

Principle 6 – Reward, Celebrate and Prioritise

The aim of this principle is to prioritise access, use and support to all user groups who demonstrate ongoing commitment to gender equitable access and use of allocated infrastructure.

Examples of how this principle may be implemented:

- Incentivising fair access to community sport and active recreation infrastructure, i.e., financial, recognition and reward, prioritisation of capital works, etc.
- Prioritising grant programs that support investment in women and girls, transgender and gender diverse people participation.
- Promote and reward community sport and active recreation organisations, that demonstrate commitment to gender equality outcomes e.g., Sport and Leisure Awards.
- Seeking out and partner with organisations and clubs, to market and promote fair access through all media platforms.

4 Policy Review and Evaluation

Melbourne East Region Councils continue to undertake Gender Impact Assessments of new and reviewed policies, programs and services that directly and significantly impact the community, in line with the Gender Equality Act 2020.

Assessing current policies and processes has identified opportunities to develop or strengthen gender-equitable access and use of community sports facilities in alignment with the Policy principles. The Policy will be reviewed every four years by the MERSRS Steering Committee.

Each council will implement the Policy principles into relevant sports and recreation infrastructure policies (new and updated), programs, frameworks and communications.

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

5 Definitions

Term	Definition
Committees	<p>For the purposes of this document, refers to committees of local sports clubs, local sports associations and leagues or reserve committees.</p> <p>Reserve committees include Committees of Management appointed by the Department of Land, Water, Environment and Planning under the Crown Land (Reserves) Act 1978 to manage recreation reserves.</p> <p>Reserve committees include Community Asset Committees appointed by Local Council under the Local Government Act 2020 to manage recreation reserves.</p>
Community Sports Infrastructure	Publicly owned local, rural, regional, or state-level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.
Gender	How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.
Gender Diverse	An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.
Gender Equality	The equal rights, responsibilities and opportunities of women and girls, men and boys, trans and gender-diverse people. Equality does

10.5 – ATTACHMENT 1. Melbourne East Region Sport and Recreation Fair Access Policy

Term	Definition
	not mean that women and girls, men and boys, trans and gender-diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
Gender Equity	The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and powers related to their gender, and these differences should be identified and addressed in a manner that rectifies gender-related imbalances.
Gender Impact Assessment, or GIA	A requirement under the Gender Equality Act 2020 to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.
Intersectionality	Intersectionality is a term that helps us understand the multiple interacting influences of a person's identity, including but not limited to ethnicity, gender, disability, education, geographic location, sexual orientation, culture, religion, mental health, social class and age. These different aspects of a person's identity can expose them to overlapping forms of discrimination and marginalisation. It is important to acknowledge that everyone has their own unique experiences of discrimination and privilege.
Transgender	Someone whose gender does not only align with the one assigned at birth. Not all transgender people will use this term to describe themselves.
Women and Girls	For the context of this policy, women and girls refers to females and describes the various stages of life and development within the context of age.

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap



Fair Access Policy Roadmap

Supporting gender equitable access to and use
of community sports infrastructure in Victoria



10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap

Acknowledgements

The Office for Women in Sport and Recreation, Sport and Recreation Victoria, the Victorian Health Promotion Foundation (VicHealth) and the State of Victoria respectfully acknowledge the Traditional Owners of the land on which we work and play. We pay our respect to their Elders, past and present.

The Fair Access Policy Roadmap has been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth in collaboration with many organisations. In particular, the contributions of the many local governments, state sporting bodies and other groups which helped shape this project are acknowledged:

AFL Victoria	Department of Jobs, Precincts and Regions	Municipal Association of Victoria
Athletics Victoria	East Gippsland Shire Council	National Rugby League
Ballarat City Council	Fencing Victoria	Netball Victoria
Basketball Victoria	Football Victoria	Parks Victoria
Campaspe Shire Council	Glenelg Shire Council	Regional Sport Victoria
Central Goldfields Shire Council	Hockey Victoria	Southern Grampians Shire Council
City of Casey	Hume City Council	Sunraysia Community Health Services
City of Glen Eira	Indigo Shire Council	Tennis Victoria
City of Greater Dandenong	Lacrosse Victoria	Towong Shire Council
City of Stonnington	Local Government Victoria	Vicsport
Colac Otway Shire	Macedon Ranges Shire Council	Victorian Equal Opportunity and Human Rights Commission
Commission for Gender Equality in the Public Sector	Maroondah City Council	Victorian Local Governance Association
Cricket Victoria	Melton City Council	Wellington Shire Council
Department of Environment, Land, Water and Planning	Mildura Rural City Council	Wyndham City Council
Department of Health	Moone Valley City Council	
Department of Families, Fairness and Housing	Moreland City Council	
	Mornington Peninsula Shire Council	

To receive this publication in an accessible format, phone 1300 366 356 using the National Relay Service (13 36 77) if required, or email FairAccess@sport.vic.gov.au

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Department of Jobs Regions and Precincts 2022.

Contents

2	Acknowledgements
4	Welcome messages
7	Introduction
13	The Fair Access Targets
14	The Fair Access Policy Roadmap
16	The Fair Access Principles
18	Case studies: The Fair Access Principles in practice
23	Frequently asked questions
27	Key terms

Welcome messages

A message from the Minister for Community Sport, The Hon Ros Spence MP



Sport is integral in shaping communities and individuals. The Victorian Government is committed to ensuring everyone has the same access and opportunities when it comes to sport and active recreation.

We are excited to launch the Fair Access Policy Roadmap, which will help deliver gender equitable access to, and use of, community sports infrastructure.

While the growth of women’s and girls’ participation in community sport has been tremendous, it has also highlighted the ongoing challenges many members of our community still face around access and use of facilities and infrastructure.

The Fair Access Policy Roadmap represents the next advance in the momentum that the Victorian Government has already created in levelling the playing field through Australia’s first Office for Women in Sport and Recreation, the Change Our Game initiative, and its significant investment in female friendly facilities.

Whether it’s undertaking Gender Impact Assessments, or creating locally relevant policies and measures, the Roadmap and associated templates will provide organisations with the education and support to ensure all Victorians can fully participate in and enjoy the benefits of community sport, with fair opportunities.

In partnership with Sport and Recreation Victoria and VicHealth, and informed directly by experts in local government and the sport and active recreation sector, the Roadmap is being delivered through the Office for Women in Sport and Recreation and aligns with Victoria’s Gender Equality Act 2020.

I look forward to our continued collaboration as we level the playing field for women and girls in community sport by delivering gender equitable access to publicly owned community sports infrastructure across the state.

A message from the Commissioner for Gender Equality in the Public Sector, Dr Niki Vincent



Community sport has many benefits and, like other programs delivered using public funding, should aim to share these benefits equally. However, women and girls have historically been overlooked when it comes

to sporting activities and infrastructure. In Victoria, we’re working to level the playing field.

Under the Gender Equality Act 2020, public sector organisations, local councils and universities are taking positive action towards gender equality. This new law requires these organisations to consider gender equality when developing or reviewing policies, programs and services that have a direct and significant public impact.

Community sport is a strong example of this, including how people of different genders access and use community sports infrastructure. I look forward to this project supporting local councils to take positive action to make community sport accessible and inclusive for more people.

A message from the Minister for Women, The Hon Natalie Hutchins MP



Sport is a core part of our lives in Victoria. We know that in addition to benefitting our physical health, it gives us a deep sense of belonging and improved self-confidence.

Victorian women and girls, deserve to have equal access to all that sport has to offer. We know without proactive consideration, decisions routinely prevent women and girls from participating fully in sporting communities across our state due to gender biases.

Whether it’s drawing up fixtures that work for players of all genders, making sure women and girls are fairly represented in leadership and governance, or ensuring car parks and change rooms are safe and welcoming – the Fair Access Roadmap provides practical guidance on creating gender equitable access to Victoria’s sporting infrastructure.

We’re proud to be working at all levels of society and across government to progress gender equality for all women, in all their diversity of identity and experience, in every aspect of their lives.

The partnership of councils and the community sport sector has been vital to these efforts, and I thank you for your continued support.

I look forward to continuing to work together towards a fairer, safer future for every woman and girl.

A message from the Minister for Local Government, The Hon Melissa Horne MP



Sport has a unique ability to bring our community together and unite us all. Participating in sport is an integral part of our state and is essential to the health and wellbeing of Victorians and our communities. The Fair

Access strategy is designed to strengthen community sporting groups and enhance inclusion and equal access. It will help to ensure that all Victorians have the opportunity to participate in community sport activities and enjoy the many benefits that it brings.

By ensuring fairer access to infrastructure and community sporting facilities, the Victorian Government is implementing measures to enhance gender equity principles. The strategy ties together the work of Victoria’s Gender Equality Act 2020 and the Local Government Act 2020, ensuring that organisations consider gender equality, diversity and inclusion in their programs and services.

The strategy also closely aligns with the outcomes of the Growing Suburbs Fund, as announced in the 2022-2023 Victorian Budget. This means that there will be more playgrounds, cricket nets and football pitches, and other sporting facilities, helping to strengthen and support our communities as they grow.

I would like to thank the local government sector for their support and engagement throughout the development of this strategy, including the Gender Equality Advisory Committee. It is through these insights and expertise that this strategy will be able to meaningfully contribute to reversing unequal outcomes in sporting facility access across our communities.



Imagine a world where everyone receives equal encouragement, opportunity, access, support and reward.

**Free of bias.
Free of stereotypes.
Free of limitations.
A world where everyone has the chance to realise their sporting dreams.**

**It's time to
Change Our Game.**

Introduction

Sport and active recreation is a fundamental part of the lives of many Victorians, and of many Victorian communities.

Community sport and recreation infrastructure shapes our towns, suburbs and cities, with the energy and excitement of people and teams filling fields, courts, ovals, pitches and so much more all year round, come rain, hail or shine.

But when our entire community does not benefit from this infrastructure in an equitable manner, this important pillar of our health, our culture and our identities as Victorians and Australians is contributing to unequal outcomes in sport and active recreation, and a wider culture of gender inequality in our communities.

Victoria’s Gender Equality Act 2020 (the Act) requires the Victorian public sector, local governments and universities to take positive action towards achieving workplace gender equality.

As Defined Entities under the Act, local governments and other public land management groups are also required to consider and promote gender equality, including undertaking gender impact assessments, on policies, programs and services that have a direct and significant public impact.

Policies, programs and services that relate to community sport and active recreation are an example of where this lens should be applied.

For some local governments and other public land management groups, this work is already well advanced and, in some cases, pre-dates the Act.

For others, this journey is just beginning – and that is where the Fair Access Policy Roadmap comes in.

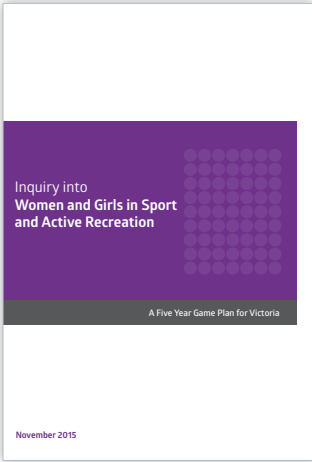
The Fair Access Policy Roadmap will advance gender equitable access and use of community sports infrastructure stretching to every corner of Victoria.

With support from Australia’s first Office for Women in Sport and Recreation and other key organisations, the Fair Access Policy Roadmap will provide local governments and other public land management groups with the education and support required to not only fulfil the requirements of the Act as it applies to community sport, but to also create locally relevant policies and measures to advance gender equitable access and use of community sporting facilities.

When brought to life in partnership with Victoria’s leading sport and active recreation sector, the Fair Access Policy Roadmap will advance a level playing field that will result in greater health outcomes for all Victorians, a stronger sports sector, and fairer distribution of public asset use.

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap

The Fair Access Policy Roadmap addresses Recommendation 6 from the Victorian Government’s Inquiry into Women and Girls in Sport and Active Recreation. This Inquiry was instrumental in the formation of Australia’s first Office for Women in Sport and Recreation and the Change Our Game initiative.



Inquiry into Women and Girls in Sport and Active Recreation (2015)

"Recommendation 6: Deliver female friendly built environments and equitable facility usage policies

To achieve the equitable provision of, and access to, high quality female friendly sport and active recreation facilities, which will support existing and new participation opportunities, state and local government, as well as the sector must work together ...

...Encourage facility owners and managers to review access and usage policies to ensure females have a fair share of access to the highest quality facilities at the 'best' and most popular times. Usage policies need to consider not just competition time, but training times, and the distribution between traditional competition and other participation opportunities, as well as different sports

...there are already a number of local government authorities (the primary owners of community sport and active recreation facilities) that are already active in developing policies, strategies, and audit tools to address access and use. Facilitating a universal adoption of these practices will drive change further."

Who is this resource for?

The Fair Access Policy Roadmap has been developed in partnership with local governments, the state sport and active recreation sector and other key stakeholders to improve gender equitable access and use of publicly owned community sports infrastructure across Victoria.

The Fair Access Policy Roadmap has primarily been written for:

- sport, recreation, and relevant facility management staff within local and state government
- local government staff responsible for obligations under the Gender Equality Act 2020
- community sport staff within sport and recreation bodies
- regional sport assemblies
- public land management groups overseeing publicly owned community sports infrastructure

Some local governments and other public land management groups are already well advanced when it comes to gender equality policies and practices in sport and active recreation. For others, this is the start of their journey – and it is this group that will benefit most from the Fair Access Policy Roadmap.

Critically, the Fair Access Policy Roadmap is not a ‘one size fits all’ approach. It is built on an appreciation that each local government, public land management group or sport and recreation organisation is best placed to understand its own opportunities and challenges to improve gender equitable access and use policies and practices.

What will be a critical challenge in one sport, may be irrelevant for the next.

What is the biggest opportunity in one local government area, may be inconsequential for the next.


And that’s ok.


10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap




For any organisation seeking support to fulfil these requirements, the Fair Access Policy Roadmap outlines the key steps on this journey.

For those seeking support or, potentially, in need of the encouragement to act – the Fair Access Policy Roadmap sets out a three phase, three-year plan based on:

Phase 1: Education

Phase 2: Readiness

Phase 3: Progress

The Fair Access Policy Roadmap will provide local government, public land management groups and sporting organisations with the flexibility to use information, guidance and templates as needed, taking into account any existing policies, strategies and consideration of other local nuances.

For those organisations seeking more in-depth support on the journey ahead, three pieces of the puzzle that may assist with planning and implementation are now available:

- The **Fair Access Principles**: Six principles, developed in consultation with stakeholders, to help guide organisations seeking further support on how to approach developing a gender equitable access and use policy and action plan. These principles will form a consistent theme in the Education Phase of the Fair Access Policy Roadmap;
- The **Fair Access Policy Template**: A gender equitable access and use policy template can be used by any local government organisation or other public land management group; and
- The **Fair Access Action Plan Template**: A tool to assist any local government organisation or other public land management group to record specific, measurable and timely goals in line with each of the Fair Access Principles.



12

The Fair Access Targets

The following milestones and targets will apply as we collectively work towards creating a foundation of gender equitable access and use of community sports infrastructure across Victoria.

From
1 July
2024

Victorian Government funding criteria for community sport infrastructure to require gender equitable access and use policies (or equivalent) to be in place.

By
1 October
2024

All local governments in Victoria have gender equitable access and use policies (or equivalent) in place for community sports infrastructure.

By
1 July
2027

More women and girls report equitable access to community sports infrastructure and improved experiences participating in community sport.

13

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap

The Fair Access Policy Roadmap

To achieve state-wide progress to dismantle the barriers around gender equitable access and use of community sports infrastructure, a change process is required.

- Change takes time.
- Change takes knowledge.
- Change requires understanding.
- Change benefits from accountability.

The Fair Access Policy Roadmap links the requirements of the Gender Equality Act 2020 with steps shaped by extensive consultation to support local governments, other public land management groups and sport and recreation bodies to work together to progress gender equitable access and use of community sports infrastructure across Victoria through both procedural and cultural levers for change.

Local governments and other public land management groups



Phase 1. Education August 2022 – 2023

- Participate in education and community of practice initiatives
- Commence review of current sport and recreation strategies and policies in place
- Undertake Gender Impact Assessment (GIA) on community sports infrastructure access and use policies and/or processes



Phase 2. Readiness 2023 – 30 June 2024

- As required by the Gender Equality Act 2020, submit first Progress Report by 31 October 2023 that includes any GIAs undertaken on community sports infrastructure access and use policies and/or processes
- If not already in place, develop and adopt a locally relevant gender equitable access and use policy and action plan



Phase 3. Progress 1 July 2024 onwards

- Progress locally relevant gender equitable access and use policies and action plans
- Support a review of the Fair Access Policy Roadmap
- Accessing Victorian Government community sport infrastructure funding programs will require evidence of gender equitable access and use policies and action plans being in place and advancing from 1 July 2024
- As required by the Gender Equality Act 2020, submit second Progress Report that includes GIAs undertaken

Sport and recreation organisations

- Participate in education and community of practice initiatives
- Raise awareness of the Fair Access Policy Roadmap and its targets with clubs, leagues and associations

- Review processes and/or policies of clubs, associations and leagues that may impact gender equitable access and usage of community sports infrastructure in your sport
- Commence education of clubs, associations and leagues to advance gender equitable access and usage of community sports infrastructure

- Support a review of the Fair Access Policy Roadmap
- Clubs, leagues and associations seeking to access Victorian Government community sport infrastructure funding programs will be asked to demonstrate how it is supporting the gender equitable access and use policy of the relevant local government authority from 1 October 2024

Office for Women in Sport and Recreation

- Provide education seminars, including how to undertake Gender Impact Assessments
- Facilitate community of practice initiatives

- Support the development and implementation of locally relevant gender equitable access and use policies and action plans
- Continue education seminars and community of practice initiatives
- Monitor and report on gender equitable access and use status across Victoria

- Embed into the eligibility criteria of Victorian Government community sports infrastructure funding programs the requirement of gender equitable access and use policies
- Lead the review of the Fair Access Policy Roadmap
- Lead the ongoing monitoring and reporting of gender equitable access and use outcomes across Victoria

The Fair Access Principles

In developing the Fair Access Policy Roadmap, two themes became clear:

- while some local governments are well advanced on their journey and implementing gender equitable access and use policies and programs, other organisations are at the start of their journey; and
- there are differences in the scale of resources, including people, that are available to bring gender equitable access and use policies and programs to life across different local government organisations, particularly when considering smaller rural and regional councils.

With this front of mind, six Fair Access Principles have been developed to guide local governments and other public land management groups seeking more in-depth support throughout this journey.

These six principles provide clear and defined lanes for any organisation to build a gender equitable access and use policy, that is supported by a Fair Access Policy Template and Fair Access Action Plan Template that are now available.

The principles reflect that there are both cultural and administrative elements that will drive the strongest, most sustained outcomes, as well as the opportunity to magnify and incentivise change by engaging community sporting clubs in your region directly with this process.

These principles are also relevant for sporting organisations seeking support to understand where opportunities and challenges may present themselves.

It is not compulsory for local governments and other public land management groups to adopt the six Fair Access Principles in order to comply with the Act, or to complete the Fair Access Policy Roadmap. Reasons for not adopting the Fair Access Principles may include that your organisation has existing adequate gender equitable access and use policies, or simply that your organisation has identified an alternative path that is a stronger fit for your community.

That’s ok.

But for the local governments and other public land management groups who are seeking guidance, the following Fair Access Principles can be adopted to achieve gender equitable access and use of community sports infrastructure:



10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap

Case studies:
The Fair Access Principles
in practice

Lacrosse Victoria implemented a flexible uniform policy, that recognises in circumstances where someone’s religious or cultural beliefs, or gender identity conflicts with Lacrosse Victoria’s standard dress code, that modifications will be accommodated where possible.

Lacrosse clubs are encouraged to offer flexibility in uniforms to encourage the participation of women, girls, trans and gender diverse people. Players are able to freely choose the most appropriate uniform in line with their affirmed gender and beliefs.

Lacrosse is one of a growing number of sports promoting flexible uniform policies, in line with [Victoria University’s Change Our Game-backed research](#) that demonstrated the benefit of flexible sport uniform policies to help retain participants and increase the confidence of girls playing sport.

Principles: 1 2 3 4 5 6

Key Takeaway

Flexible policies and strategies that listen to what women and girls prefer will help break down barriers to participation

Barwon Soccer Club has even more room to grow thanks to the completion of an additional gender-neutral changeroom at their home ground at Grovedale Recreation Reserve.

The City of Greater Geelong was successful in their application for funding from the Victorian Government to invest in two new gender-neutral changerooms, including closed-off and lockable showers and toilets, new access pathways, and new storage areas. The previous facilities had struggled to meet the demand of its growing women and girls’ program.

The safer and more inclusive infrastructure will significantly improve the training and playing experience for women and girls playing soccer not only for the Club, but for other players in the region too.

Principles: 1 2 3 4 5 6

Key Takeaway

Welcoming and inclusive environments include physical spaces – and funding opportunities are available

Frankston City Council is committed to gender equity. As part of this commitment, the Council’s Recreation team works closely with community sporting clubs to educate and mentor clubs to become more gender inclusive.

This education has included the Council releasing a [Gender Inclusive Sporting Club: Self-Assessment Tool](#) as part of its Active Leisure Strategy 2021-2029, to support clubs to self-identify their current performance relative to a scoring system, and opportunities for improvement.

Principles: 1 2 3 4 5 6

Key Takeaway

Self-assessment tools and other templates are a great way to support driving change at scale

The Stawell Gift is Australia’s oldest and richest professional footrace, having been held in all but four years since 1878 and is the centrepiece of a three-day Easter weekend annual carnival in regional Victoria.

In 1989, a Women’s Gift race was introduced, but was delivered with less promotion, prizemoney and status as compared to the (men’s) Stawell Gift.

In recent years, the Stawell Athletic Club has made significant progress towards gender equality, including equal prize money for both events and honouring past winners of the Women’s Gift with commemorative plaques, like those provided to men, along Stawell’s Main Street.

A further important step occurred in 2022 when, for the first time, the finalists in the Women’s Gift had their names displayed on the historic Central Park scoreboard in the same manner as the men’s finalists – something that had not occurred before, removing a further symbolic inequity by presenting the men and women athletes with equal prominence.

Principles: 1 2 3 4 5 6

Key Takeaway

Consider if your language and symbols may present opportunities to advance gender equality

Hockey Victoria’s Gender Equity and Diversity Strategy was designed to create an inclusive and gender equitable hockey community, where all genders are treated with respect and have equal opportunities, decision making power and responsibilities. An important aim of the strategy is the implementation of gender balance in all areas of the sport, and good governance principles.

The strategy outlines not only a requirement for a minimum of 40% women’s representation at the Hockey Victoria board and board sub-committee level, but for equal (50%) appointments in coaching and officiating. The profile of men and women as participants of the sport is also promoted equally. All social media content, videos, annual reports are carefully analysed to ensure equal representation.

This includes club governance structures requiring a minimum of two male and two female officer bearers, as well as coaching and umpiring gender measures.

This process has helped Hockey Victoria to collect baseline data on which clubs have 40% or more women directors, allowing the identification of clubs that may require more support to achieve the gender balance standard by 2025.

Hockey Victoria also implemented an equal scheduling policy for community clubs, where men’s and women’s teams are given equal share of preferred match starting times and training times.

Principles: 1 2 3 4 5 6

Key Takeaway

State sport and recreation bodies can drive rapid and substantial progress in gender equality in community sport

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap

Fairpark Football Club set out to review its match scheduling, and test the assumption that women wanted to play ‘under lights’ at timeslots that followed on from men’s games.

The Club consulted with members to better understand the preferences of women and girls and found that the night scheduling would actually have a negative impact on the women’s game, and on volunteers. The late time slot turned many women off playing due to clashes with family and social commitments, and was generally seen as less appealing. The consultation resulted in women’s games moving to a Saturday morning timeslot – a time that better suited players, spectators, and officials.

This positive action has enabled women volunteering for the club to play without being forced to forego their other club volunteer roles. The change has increased spectator numbers and has now been recommended by the Club’s league as the preferred time for women’s matches.

Principles: 1 2 3 4 5 6

Key Takeaway
Ask women and girls what works best for them – don’t assume

Greater Shepparton City Council wanted to find a way to provide opportunities for women and girls to keep moving forward at every level in sport without financial barriers.

Following internal conversations and a review of what other organisations were offering, club support officers introduced a new category to its Our Sporting Future Funding Program, which provides funding between \$500 and \$10,000 for women and girls to take part in relevant leadership and development programs.

Successful candidates included three women who have undertaken accreditation training to further their skills as swimming coaches. The Council continues to follow news articles related to gender equity in sport and keeps an eye out for more ways they can help women and girls reach their potential, without worrying about the cost.

Principles: 1 2 3 4 5 6

Key Takeaway
Adjusting existing programs may be a way to make significant inroads

Representation on Boards In a world-first, Victorian state sport and recreation bodies have been required to have at least 40% women board directors to be eligible to receive certain funding from Sport and Recreation Victoria and VicHealth since 1 July 2019.

This level of representation is based on the leading ‘40/40/20’ model of representation, which means that a board or committee has at least 40% representation of men and women, with the remaining up to 20% flexible to accommodate both the management of resignations and appointments as well as the inclusion of gender diverse people.

The introduction of this quota, supported by education seminars over an extended period leading up to the effective date, resulted in significant change, with the number of organisations with at least 40% women directors more than doubling between 2017 and 2019, demonstrating that many highly qualified women are interested in sport leadership roles when historic cultural and procedural barriers are overcome.

Principles: 1 2 3 4 5 6

Key Takeaway
Linking targets to funding is an effective way to drive change for women’s representation in leadership – with the 40/40/20 model a leading example

Brimbank City Council’s Sports Club User Guide outlines lease and license discount assistance for junior and female participation to incentivise greater focus on increasing participation of women and girls in community sport.

The Council currently offers the following discount opportunities for community clubs:

- Clubs with a junior team or female team in the previous season receive a 10% lease and/or license discount
- Clubs with one junior and one female team in the previous season receive a 20% lease and/or license discount
- Clubs with two or more junior teams and two or more female teams in the previous season receive a 30% lease and/or license discount.

Principles: 1 2 3 4 5 6

Key Takeaway
Incentives can be an appealing way to inspire action

In 2021, **Bass Coast Shire** became the first council in Victoria to require professional sporting bodies holding events in Council owned or managed land and facilities to award equal prize money to men and women.

The first event under this new requirement was the AMX Motocross Open held in Wonthaggi in 2021, with its \$20,000 prize money – one of the largest purses in motocross in Australia – split equally between the winners of the men’s and women’s competitions.

It was the first time that equal prize money had been awarded in motocross in Australia – and believed to be a first globally as well.

Principles: 1 2 3 4 5 6

Key Takeaway
Local governments have many levers to influence and accelerate change towards gender equality in sport – including in pay equality

Moreland City Council’s Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy was amended in 2009 to state that:

“Council facilities will only be given to clubs with junior sides and that have girls or women participating in either competitive and/or non-competitive physical activities.”

The policy was amended further in 2016 to require clubs to register at least one full female team/side in a registered competition, with this requirement to be met no later than three seasons from that point.

Principles: 1 2 3 4 5 6

Key Takeaway
Access to public owned community sports facilities should benefit the whole community

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap



Frequently asked questions

What’s going on?

The Victorian Government is taking steps to ensure a future where there is a level playing field for women and girls in sport and active recreation, so they can fully participate in and enjoy the benefits of community sport right through to senior leadership roles.

Home of Australia’s first Office for Women in Sport and Recreation, the Fair Access Policy Roadmap will support a foundation of gender equitable access and use policies and action plans for publicly owned community sports infrastructure.

The Fair Access Policy Roadmap will be relevant to local governments in Victoria, as well as other public land management groups, including, Alpine Resort Boards and Committees of Management.

The Fair Access Policy Roadmap is also relevant for sport and recreation organisations in Victoria.

What is the connection between the Gender Equality Act 2020 and the Fair Access Policy Roadmap?

The Gender Equality Act 2020 requires the Victorian public sector, local councils, and universities to take positive action towards achieving workplace gender equality. It also requires these organisations to consider and promote gender equality in their policies, programs, and services, and to conduct Gender Impact Assessments on policies, programs and services that have a direct and significant impact on the public.

Policies, programs and services that relate to community sport and recreation are considered to have a direct and significant impact on the public. As such, local governments are required under the Act to complete Gender Impact Assessments and to consider and promote gender equality in these community sport policies, programs and services.

This is where the Fair Access Policy Roadmap comes in.

For any organisation seeking support to fulfil these requirements, the Fair Access Policy Roadmap outlines the key steps on this journey and the guidance that will be provided by the Office for Women in Sport and Recreation.

Why do we need to undertake gender impact assessments?

A requirement of the Act is to undertake gender impact assessments on all policies, programs, and services, including those up for review which directly and significantly impact the public.

Policies, programs and services that relate to the access and usage of community sports infrastructure is an example of this. This means local councils are required, under the Act, to complete Gender Impact Assessments on any policies currently in place.

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap

Why do we need a gender equitable access and use policy?

Equality is not negotiable in Victoria. Sport and active recreation provide fundamental opportunities for enriching our communities, and these opportunities must be available on an equal basis to all members of our community.

Unfortunately, at the moment that is not always the case. And that needs to change.

Gender equitable access and use policies and processes will be a key driver for procedural and cultural change to ensure the full benefits of sport and recreation are available to all. In fact, removing key barriers to the participation of women and girls in sport and active recreation is arguably the single biggest growth opportunity for this sector.

In addition, with sport and active recreation being one of our most visible sectors, advancing gender equality here is a key lever to driving gender equality more broadly in our society.

What if my organisation already has a gender equity policy?

That’s fantastic news!

Many local councils have organisational gender equity or equality policies. These often relate to internal processes and practices. If your current gender equity policy does not directly or indirectly factor in gender equitable access and use of community sports infrastructure, it sounds like the Fair Access Policy Roadmap may support you to fulfil your requirements under the Gender Equality Act 2020.

The Fair Access Policy Roadmap aims to build capacity and capability in local government and other public land management groups regarding the identification and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

If your current policy does consider community sports infrastructure, we encourage you to simply review the Fair Access Policy to consider any opportunities to strengthen your current approach. Participation in the education seminars as part of the Fair Access Policy Roadmap may also support you to complete gender impact assessments on your community sport policies, programs and services, which will be required under the Act.

Does my organisation need to have a standalone gender equitable access and use policy?

Not necessarily.

In consultation with local governments, it became clear that there is no ‘one size fits all’ approach to how councils structure their policies and strategies. For your organisation, it may make more sense for your approach to advancing gender equitable access and use of publicly owned community sports infrastructure in your region to live within other policies or strategy, such as your Sport and Recreation Strategy or your Council’s Public Health and Wellbeing Plans.

And that’s ok.

How long is the Fair Access Policy Roadmap?

Commencing in August 2022, the Fair Access Policy Roadmap is a three-year phased approach to support 100% of local governments in Victoria to have gender equitable access and use policies (or equivalent) in place for community sports infrastructure by October 2024.

Importantly, from 1 July 2024, the eligibility criteria of Victorian Government programs supporting the funding of community sports infrastructure will require gender equitable access and use policies to be in place.

Will support be available?

Yes.

The Fair Access Policy Roadmap has been developed in consultation with many local government, sport and recreation and other stakeholders. Throughout the consultation, there has been a clear theme that organisations early in their journey as well as those with fewer resources will need greater support.

The Office for Women in Sport and Recreation will lead the education and other support that will be provided throughout the Fair Access Policy Roadmap, in partnership with Sport and Recreation Victoria, VicHealth and other select organisations.

In addition, three key resources are now available:

- **The Fair Access Principles:** Six principles, developed in consultation with local government and the sport and active recreation sector, on which any organisation seeking additional guidance can form a foundation of a gender equitable access and use policy and action plan. These principles will form a consistent theme in the education phase of the Fair Access Policy Roadmap;
- **The Fair Access Policy Template:** A gender equitable access and use policy template able to be used by any local government organisation; and
- **The Fair Access Action Plan Template:** A tool to assist any local government and to identify and articulate specific, measurable and timely goals, in line with each of the principles.

Who can I contact for more information?

The Office for Women in Sport and Recreation is here to support you and your organisation to progress gender equitable access and use of community sports infrastructure in your area. For more information, please contact FairAccess@sport.vic.gov.au

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap



Key terms

Committees of Management for the purpose of this document, refers to committees appointed by the Department of Land, Water, Environment and Planning under the Crown Land (Reserves) Act 1978 to manage recreation reserves where community sport training and games are held.

Community Sports Infrastructure refers to publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Gender refers to how you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.

Gender Equality focuses on the equal rights, responsibilities and opportunities of women, men, trans and gender diverse people. Equality does not mean that everyone will become the same, but that their rights, responsibilities, and opportunities will not depend on their gender.

Gender Equity is the provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.

Gender Impact Assessment, or **GIA**, is a requirement under the Gender Equality Act 2020 to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

Public land management groups for the purpose of this document, are the Committees of Management appointed under the Crown Land (Reserves) Act 1978 and responsible for the management of recreation reserves where community sport training and games are held.

Helpful links

- About the Office for Women in Sport and Recreation, the [Change Our Game initiative](#) and the [Inquiry into Women and Girls in Sport and Active Recreation \(2015\)](#)
- [About the Gender Equality Act 2020](#)
- [Fair Play Code](#)
- [Guidelines for Preventing Violence Against Women, including a Gender Audit Tool Template \(p. 61\) \(Sport and Recreation Victoria\)](#)
- [Quick Wins for Sporting Clubs Template \(VicHealth\)](#)
- [13 Steps to Tackle Gender Resistance \(VicHealth\)](#)
- [Effects of Sport Uniform Policy Changes to Girls and Women \(Victoria University\)](#)
- [Key terms and Definitions from Pride in our Future - Victoria's LGBTIQ+ 2022-32 Strategy](#)

10.5 – ATTACHMENT 2. Victoria State Government Fair Access Policy Roadmap



**CHANGE
OUR
GAME**



10.6 Strategic Internal Audit Plan 2024-26 (2024-25 Focus)

Attachment 1 Strategic Internal Audit Plan 2024-26 (2024-25 Focus)

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)

WHITEHORSE CITY COUNCIL

STRATEGIC INTERNAL AUDIT PLAN

2024 – 2026 (2024-25 Focus)



hlb.com.au

TOGETHER WE MAKE IT HAPPEN

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)**Table of Contents**

Approach.....	1
Proposed Audit Program (2024 – 2026)	2
Strategic and Enterprise Risk Register (April 2024).....	6
High Level Scopes for Proposed 2024-2025 Internal Audit Reviews.....	8
Audit Universe – 2015-2023	15
Potential Future Internal Audits Identified during the Assurance Map Exercise (April 2024).....	20
Other Potential Future Audit Areas	23

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Approach

The Strategic Internal Audit Plan ("SIAP") was developed following consultation with the Whitehorse City Council ("WCC" or the "Council") executive management team, review of WCC's risk register and profile, and consideration of previous internal audit coverage.



Key officers consulted include:

- Simon McMillan, Chief Executive Officer;
- Stuart Cann, Director Corporate Services;
- Jeff Green, Director City Development;
- Lisa Letic, Director Community Services;
- Steven White, Director Infrastructure;
- Siobhan Sullivan, Executive Manager Transformation;
- Vivien Ferlino, Manager Governance & Integrity;
- Melinda Federico, Coordinator Risk & Insurance;
- Sajhneeta Singh, Coordinator Audit & Assurance; and

- Kimberley Kwong, Coordinator Audit & Assurance.

This SIAP is to be presented to WCC's Audit and Risk Committee ("ARC") members for review, discussion and approval purposes. The ARC is an independent advisory Committee of the Council overseeing audit, risk and governance related matters.

The Internal Audit Program focuses on areas considered higher risk to WCC to maximise the effectiveness of the internal audit function. Reviews have been categorised in the following areas:

- Governance;
- Financial Systems and Controls;
- People & Culture;
- Information Technology;
- Infrastructure and Asset Management;
- Departmental / Operational and Organisation-wide Audits; and
- Annual / Continuous reviews.

Each of the proposed reviews has been linked to the relevant risks contained in WCC's strategic risk register.

The plan will be reviewed at the end of each year and any other potential reviews may be selected based on changes to the organisational environment and strategic risk register at the time of review.

Internal Audit Reports

Internal audit reports will be presented to the ARC by the Partner and/or Senior Manager at relevant ARC meetings.

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Proposed Audit Program (2024 – 2026)

Following consultation with WCC's executive management, the following Internal Audit reviews are proposed for the 2024 – 2026 years:

DESCRIPTION	2023-24 (HOURS)	2024-25 (HOURS)	2025-26 (HOURS)	Strategic Risk Reference	Linkage to Assurance Map (Page 19)
Governance					
Risk Management Framework (ISO 31000:2018) (incl. awareness survey)		120		All risks	<input checked="" type="checkbox"/>
Assurance Mapping	<input checked="" type="checkbox"/>			All risks	
Financial Systems and Controls					
Procurement and Tendering		140		SR1; SR2; SR5; ER8227; ER5320; ER104	<input checked="" type="checkbox"/>
Contract Management			<input checked="" type="checkbox"/>	SR1; SR2; SR5; ER1; ER5; ER14	<input checked="" type="checkbox"/>
Financial Controls – A/C Payable, A/C Receivable & Payroll (incl. data analytics)			<input checked="" type="checkbox"/>	SR1; SR2; SR5; ER1; ER5; ER14	<input checked="" type="checkbox"/>
Infrastructure and Asset Management					
IPS Asset Management System (Suitability & User Needs)	<input checked="" type="checkbox"/>			SR4; SR8; ER9	

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



DESCRIPTION	2023-24 (HOURS)	2024-25 (HOURS)	2025-26 (HOURS)	Strategic Risk Reference	Linkage to Assurance Map (Page 19)
Tree Management	<input checked="" type="checkbox"/>			SR3; SR8; ER1; ER9; ER6	
Capital Works Program			<input checked="" type="checkbox"/>	SR1; SR2; SR8; ER1; ER9; ER6	<input checked="" type="checkbox"/>
People and Culture					
Gender Equality Practices (incl. awareness survey)			<input checked="" type="checkbox"/>	SR5; SR7; ER3; ER10; ER18	
Human Resources Management			<input checked="" type="checkbox"/>	SR7; ER3; ER10; ER18; ER19;	
Occupational Health, Safety & Wellbeing (incl. awareness survey)			<input checked="" type="checkbox"/>	SR5; ER6; ER10; ER11; ER17; ER18; ER19; ER21	
Information Technology					
Data Governance / Cyber (Victorian Protective Data Security Standards) - Part 1: 23-24 year (sample from the 12 standards) - Part 2: 24-25 year (sample from the 12 standards)	<input checked="" type="checkbox"/>	90		SR4; SR9; ER2; ER7; ER20	
ERP Implementation – Systems & Controls			<input checked="" type="checkbox"/>	SR4; SR9; ER2; ER7; ER20	
Cyber (**Focus area to be determined: either NIST / Essential 8 / Training & Awareness & Phishing / ISO 27000)			<input checked="" type="checkbox"/>	SR4; SR9; ER2; ER7; ER20	

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



DESCRIPTION	2023-24 (HOURS)	2024-25 (HOURS)	2025-26 (HOURS)	Strategic Risk Reference	Linkage to Assurance Map (Page 19)
Departmental / Operational and Organisation-wide Audits					
Assessment of the Effectiveness of the Climate Response Strategy 2023-2030 & associated Action Plan			☑	SR3; SR5; ER18	☑
Business Continuity Planning, Disaster Recovery & Emergency Management	☑ (Fieldwork in progress)			SR4; ER4	
Transformation Program (with specific focus on Benefits Realisation)		110		SR4; SR5; ER2	
Customer Service – Complaints Management (External)		110		SR8; ER12; ER21	☑
Annual / Continuous Reviews					
Follow Up Audit (Completed Actions Only)		50	☑	All risks	
Internal Audit Management					
Development / Administration of the Internal Audit Plan	☑	25	☑		
Preparation for and attendance at ARC Meetings	☑	20	☑		
Total Hours	☑	665	TBC		
Total Cost (hours x \$125 excl. GST)	☑	\$83,125.00	TBC		

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)

***** Please note the hours and reviews for the 25-26 year have not been committed. These will be subject to consideration of the Council's annual budget for internal audit and also the annual review process of the SIAP that will be undertaken in conjunction with Council management team. Further, the SIAP is subject to any changes through discussions with management and approval from the ARC during the course of the year should the need arise.***

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Strategic and Enterprise Risk Register (April 2024)

Risk No.	Risk Description	Inherent Risk Rating Level	Revised / Residual Risk Rating Level
Strategic Risks			
SR1	Reduction and/or change in government funding priorities	Medium	Medium
SR2	Economic downturn impacting on Council's long term financial sustainability	High	High
SR3	Climate change leading to increased number and/or severity of major events	High	High
SR4	Rapid pace of technological change impacting council's ability to be prepared to adapt and respond	High	High
SR5	Changes to regulations and legislation that impact Council operations	Medium	Medium
SR6	Changes to State Government land use and planning requirements	High	High
SR7	Workforce capability and capacity to deliver on organisational priorities	High	High
SR8	Council key strategic plans do not reflect the evolving expectations and needs of our community	Medium	Medium
SR9	Unauthorised intrusion/access to Council's network	Extreme	High
Enterprise Risks			
ER1	Contractor engaged by council to provide goods and services do not meet contract specification or requirements.	High	Medium
ER2	Benefits of Transformation not realised	High	Medium
ER3	Organisation change is not effectively implemented	Medium	Medium
ER4	Critical services and business functions are disrupted due to an unexpected event	Extreme	High
ER5	Fraudulent/corrupt behaviour by a member of staff and/or third party	High	Medium
ER6	Event occurs that threatens the health, safety and/or wellbeing of employees	Extreme	High
ER7	Unauthorised release of/amendment to/use of and/or loss of corporate confidential information	High	High

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)

Risk No.	Risk Description	Inherent Risk Rating Level	Revised / Residual Risk Rating Level
ER9	At fault/avoidable/contributory collapse / structural failure of Council assets	High	Medium
ER10	Misconduct/ Poor performance/unethical behaviour of employees	High	Medium
ER11	Child safe incident not reported or reported outside specified timeframes	High	Medium
ER12	Incorrect, incomplete or untimely information provided to the community	High	Medium
ER13	Disruption to internet and/or critical business systems for a period in excess of 30 minutes	Extreme	High
ER14	Unauthorised person accessing/entering Council building.	High	Medium
ER17	Event occurs that threatens the health, safety and/or wellbeing of volunteers whilst conducting activities on behalf of Council	High	Medium
ER18	Council does not identify/respond and/or provide suitable assistance to employee/s exposed to psychologically harmful events/environments.	High	Medium
ER20	IN DRAFT - Use of generative AI information that has misleading or harmful content and breach of copyright laws.	Medium	Not rated yet
ER21	IN DRAFT - Employee/s assaulted (verbally/physically) by a member of the public whilst conducting operations	Medium	Not rated yet

WCC Risk Rating Matrix:

Risk	Risk Rating
	Extreme
	High
	Medium
	Low

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



High Level Scopes for Proposed 2024-2025 Internal Audit Reviews

Description	Commencement Date	Hours
<p>Data Governance / Cyber (Victorian Protective Data Security Standards) – Part 2</p> <p>The <i>Privacy and Data Protection Act 2014</i> ("PDPA") came into effect in September 2014 and provides for the responsible collection and handling of personal information in the Victorian public sector, and for the establishment of a protective data security regime for the Victorian public sector. The PDPA repeals the <i>Information Privacy Act 2000</i> and the <i>Commissioner for Law Enforcement Data Security Act 2005</i> and merges the previous role of Privacy Commissioner and the Commissioner for Law Enforcement Data Security to create a single Commissioner for Privacy and Data Protection (the "Commissioner").</p> <p>Established under Part 4 of the PDPA, the Victorian Protective Data Security Framework ("VPDSF") provides direction to Victorian public sector agencies or bodies on their data security obligations. The Commissioner must develop, implement and oversee a comprehensive protective data security framework in Victoria. This includes developing and issuing Victorian Protective Data Security Standards ("VPDSS") for the confidentiality, integrity and availability of public sector data.</p> <p>Organisations are required to ensure that they have policies, procedures and systems in place to ensure compliance with the VPDSS as soon as possible. Reporting obligations will subsequently commence and become mandatory for organisations two years following the formal issuance of the VPDSS. In 2018, the VPDSS were further revised, and these were reduced from 18 standards to 12 standards. Further, a new version of the VPDSS was released in 2024.</p> <p>Although local government organisations are not required to formally comply with the VPDSS requirements, they must have robust processes and controls in place to ensure they do not act or engage in a practice that contravenes the protective data security standards, in respect of public sector data collected, held, managed, used, disclosed or transferred by it, and data and systems retained by the organisation.</p> <p>Whilst compliance with VPDSS is not mandatory for WCC, an assessment of the organisation's security environment will be undertaken against these standards as better practice.</p> <p>This objective of this review will be to provide the Council with an assessment of the current status of its VPDSS implementation, to improve and strengthen the framework with the ultimate goal of achieving implementation with the requirements of the VPDSS. More specifically, we will assess:</p>	August 2024	90

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Description	Commencement Date	Hours
<ul style="list-style-type: none"> The effectiveness of practices and processes to manage the personal information and public sector data as defined under the standards; Alignment to the requirements of the VPDSS; Effectiveness of accountabilities and delegation for compliance and reporting at the Council; and Adequacy of measures adopted to promote awareness at the Council for information and data security per VPDSS guidance. <p><i>Our review will focus on a sample of the remaining standards which have not been covered from the previous year (23-24) internal audit.</i></p>		
<p>Customer Service – Complaints Management (customers / members of the community)</p> <p>The Council is responsible for the provision of many base-line services, and the provision of information, to the community. A key measure of the Council's effectiveness in this respect is the level and quality of customer service it provides in all aspects of its operations. Key elements of customer service includes complaints management. Complaints management is about resolving individual complaints and identifying opportunities to make systematic improvements. Every organisation that deals with the public will receive complaints. The community expects organisations to be responsive to complaints.</p> <p>Effective complaints management practices at Council are integral to providing quality service to the Community. It helps to measure community satisfaction and is a useful source of information and feedback for improving services.</p> <p>The objective of the review is to assess the adequacy and effectiveness of customer complaints handling and management practices at the Council. More specifically, assessment of:</p> <ul style="list-style-type: none"> The adequacy, transparency and comprehensiveness of complaints handling and management systems, policies, procedures and practices (including any specific members / community that need special focus, e.g. indigenous, disability, etc.); The adequacy of the structure and approach at Council with respect to complaints management (i.e. centralised vs decentralised) and whether it is consistently applied; 	September 2024	110

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Description	Commencement Date	Hours
<ul style="list-style-type: none"> • Comparison of the Council's complaints management systems, policies, procedures and practices against the Victorian Ombudsman Complaints – Good Practice Guide for Public Sector Agencies and Local Government; • The roles and responsibilities in relation to complaints management at the Council; • The processes in place to address complaints not directly relating to council (i.e. complaints about a contractor engaged by Council); • The adequacy of training procedures for staff involved in complaints handling; • The adequacy of recordkeeping, reporting and monitoring processes at the Council with respect to complaints management; • Implementation of corrective actions in a timely manner, if any; and • The Council's compliance with its complaints management policies and procedures. <p><i>The need to consider undertaking an awareness survey will be discussed in conjunction with WCC management.</i></p>		
<p>Transformation Program (with specific focus on Benefits Realisation)</p> <p>A project / program is a unique endeavour to produce a set of deliverables (i.e. outputs or outcomes) within clearly specified timeframes, costs and quality constraints. Projects / programs are different from standard business operational activities in that they normally have defined objectives, approved budgets, limited resources and involve elements of risk. Project / program management represents the methodology, framework and processes required to undertake a project successfully.</p> <p>The Council is in the process of implementing its transformation program. The purpose of the program is to provide a step change in business capabilities across key council areas to ensure Council is a high performing, future ready organisation that is adaptable, innovative and financially sustainable, and able to deliver maximum community benefit and value. The program will be delivered across a number of years and is being rolled out in a number of phases. The implementation of the transformation program is a significant process for the Council and accordingly must be appropriately managed to ensure a timely, efficient and effective roll out/introduction.</p>	November 2024	110

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Description	Commencement Date	Hours
<p>The primary objectives of this review will be to assess the adequacy and appropriateness of key systems, processes and controls in place with respect to the transformation program meeting its intended objectives (i.e. tangible and intangible benefits). More specifically, we will:</p> <ul style="list-style-type: none"> • Review the documented benefits realisation plan and associated metrics established for the Transformation Program; • Assess the alignment of the benefits realisation plan with the overall goals and objectives of the organisation; • Evaluate the effectiveness of the mechanisms put in place to track, monitor, and report on the realisation of benefits; • Examine the process for identifying, quantifying, and prioritising benefits within the program; and • Analyse the methodologies used to measure and validate the attainment of benefits. 		
<p>Risk Management Framework (ISO 31000:2018) (incl. awareness survey)</p> <p>WCC considers that risk management and culture is an important aspect of corporate governance. Risk management and risk culture is about staff awareness and their ability to identify potential variations from what is planned or desired and manage these to maximise opportunity, minimise loss, and improve decisions and outcomes. Good risk management is a logical and systematic process which can be used in making decisions and in managing performance. It is forward looking and should be based on a well-planned, logical, comprehensive and documented framework which provides policy guidance, plans and procedures that can be used as part of an organisation's everyday activities to manage risk. Risk culture is an integral part of all business operations within WCC. Risk culture encompasses the general awareness, attitudes, and behaviours of WCC's employees toward risk and how risk is managed within the organisation. Risk culture is a key indicator of how widely WCC's risk management policies and practices have been adopted. A robust and pervasive risk management framework and culture through WCC is essential.</p> <p>This review will assess the adequacy and appropriateness of systems, controls and processes in place with respect to WCC's current risk management framework. More specifically, we will determine whether:</p> <ul style="list-style-type: none"> • Risk management is embedded into WCC's corporate values and culture; • Risk management is appropriately integrated into governance structures and strategic management processes; 	February 2025	120

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Description	Commencement Date	Hours
<ul style="list-style-type: none"> • Risk management awareness is appropriately promoted within the organisation; • Staff members are aware of WCC's risk management framework and understand their responsibilities; • Staff members responsible for the management/mitigation of risks are trained on a periodic basis; • There are processes in place with respect to effective implementation of risk management practices within WCC; • There is appropriate processes in place with respect to ownership of risks across the organisation; • Risks have been appropriately identified in WCC's risk register; and • Risks are properly monitored and reported to relevant stakeholders in an appropriate format. <p><i>The review will assess WCC's risk management processes against the risk management principles contained in the International Risk Management Standard ISO 31000:2018, where applicable.</i></p> <p><i>We will also conduct an assessment of risk awareness at WCC through the use of a risk management health check questionnaire on business units within the organisation. Survey results will be used in our overall assessment process in identifying potential organisational review gaps and/or improvement opportunities for WCC.</i></p>		
<p>Procurement and Tendering</p> <p>Procurement by local government is an important activity which should be consistent with comprehensive procurement practices and be based on the principles of accountability, probity, value for money and the management of risk. Comprehensive purchasing policies and procedures with adequate levels of internal control are a core ingredient for effective purchasing practice. Further, under the <i>Local Government Act 2020</i> councils are required to adopt a procurement policy. Therefore, an effective procurement and tendering framework requires compliance with these external requirements and also internal policies/procedures to ensure value for money and the maintenance of complete and accurate contract records.</p> <p>The primary objectives of this review will be to assess the transparency, adequacy and appropriateness of internal controls embedded in procurement and tendering processes at WCC. More specifically, to assess whether:</p> <ul style="list-style-type: none"> • There are adequate and comprehensive procurement and tendering management policies, processes and practices in place, including probity related aspects (including stringent Conflict of Interest controls); 	April 2025	140

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Description	Commencement Date	Hours
<ul style="list-style-type: none"> • Appropriate processes are undertaken to identify the need and method to procure goods and services (e.g. assess for value for money considerations); • Assessment of the existence and use of an approved internal suppliers listing / vendor panel (i.e. structure, number of panels, categories of procurement activities, understanding of panels, use and application, etc.); • Appropriate training is undertaken to ensure staff involved in procurement and tendering activities have the skills and experience to do so effectively; • Adequate monitoring and reporting processes are in place with respect to procurement and tendering related activities including reporting to the Council. <p><i>As part of our assessment we will take into consideration the Council's procurement framework against better practice procurement guidelines such as the Victorian Government Purchasing Board's Policies, the Victorian Local Government – Best Practice Procurement Guidelines, Local Government Act 2020, etc. This will be considered commensurate to the organisation's size and operations.</i></p> <p><i>A sample of procurement and tendering related activities of different sizes and complexities will be reviewed to ensure that processes have been conducted in line with external and Council requirements.</i></p>		

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)

Description	Commencement Date	Hours
<p>Follow-up (Completed Actions Only)</p> <p>Internal audit is a vital resource for an organisation in providing assurance that key areas of the organisation are operating appropriately, in identifying any weaknesses or deficiencies in operations, and in providing assistance to the organisation in addressing these issues through the provision of value-added recommendations.</p> <p>In order to maximise the effectiveness of the audit process, it is important that the status of actions contained in management responses to internal audit recommendations are monitored by management and the ARC. This will ensure that they are implemented appropriately and in a timely manner.</p> <p>The objective of this review will be to assess the actions reported as "completed" by the WCC to the ARC for a specified period. This will provide assurance to the management and ARC that recommendations contained in the internal audit reports were adequately implemented and reported.</p> <p><i>The review will only focus on findings / observations from previous reports that are rated as High Risk only. The previous internal audit reviews will be discussed and agreed in conjunction with WCC management.</i></p>	June 2025	50

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Audit Universe – 2015-2023

DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Governance											
Corporate Governance							☑				
Delegations					☑						
Fraud & Corruption Management & Prevention			☑								
Privacy and Data Protection Act Management				☑							
Assurance Mapping									☑		
Financial Systems and Controls											
Rates Management (incl. rates debtors)						☑					
Payroll			☑								
Cash Receipting	☑		☑								
Financial Transactions	☑										
Credit Cards				☑							

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Sundry Debtors		<input checked="" type="checkbox"/>									
Infrastructure and Asset Management											
Asset (Infrastructure) Management				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			
Buildings Maintenance (General)		<input checked="" type="checkbox"/>									
IPS Asset Management System (Suitability & User Needs)									<input checked="" type="checkbox"/>		
City Works	<input checked="" type="checkbox"/>										
Fleet Management				<input checked="" type="checkbox"/>							
Tree Management									<input checked="" type="checkbox"/>		
Statutory Planning		<input checked="" type="checkbox"/>									
Statutory Building								<input checked="" type="checkbox"/>			
People and Culture											
-											

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Information Technology											
Business Continuity Planning & Emergency Management					☑				☑		
IT Disaster Recovery Planning		☑									
IT E-Commerce					☑						
IT Essential 8 Maturity Assessment							☑				
IT Security and Access Controls				☑							
Data Governance / Cyber (Victorian Protective Data Security Standards) – Part 1									☑		
Departmental/Operational and Organisation-wide Audits											
Food Management Act						☑					
Health Act Management						☑					
Child Safety Standards						☑					
Complaints Management		☑									
Contract Management					☑						

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Fuel Cards			☑								
Grants (community grants provided by Council)	☑										
Immunisation Management					☑						
Landfill Rehabilitation			☑								
Leases and Licenses								☑			
Local Laws Enforcement					☑						
Maternal and Child Health								☑			
Non-Grant COVID relief packages							☑				
Occupational Health and Safety - Staff			☑					☑			
OHS - Contractors			☑					☑			
Procurement Practices – under tender threshold			☑								
Project Governance – Digital Transformation (post implementation)							☑				

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Project Governance – Digital Transformation Post Implementation							☑				
Project Management						☑					
Project Management – Whitehorse Performing Arts Centre (WPAC)								☑			
Records Management	☑										
Road Management Plan							☑				
Services Review process							☑				
Tendering Processes				☑							
Volunteer Management						☑					
Annual/Continuous Reviews											
Follow up of recommendations				☑	☑	☑	☑				
Internal Audit Plan Update			☑	☑	☑	☑	☑	☑			

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Potential Future Internal Audits Identified during the Assurance Map Exercise (April 2024)

Sub Service Area / Category	Comments and Potential Audits
<u>Governance & Integrity</u>	<ul style="list-style-type: none"> Only one internal audit has been undertaken for Governance and Integrity in the last 3 years. Potential future audits include: <ul style="list-style-type: none"> Review of fraud and Corruption Control Framework; Review of Legislative Compliance; Review of Managing Conflicts-of-Interests; Review of Freedom of Information; Review of Records Management; and Review of Councillor Expenses. Future audits identified in Council's current Strategic IA Plan include: <ul style="list-style-type: none"> Review of Risk Management Framework.
<u>Corporate Planning & Performance</u>	<ul style="list-style-type: none"> No internal audits conducted within the past 3 years covering off on Corporate Planning and Performance Potential future reviews include: <ul style="list-style-type: none"> Review of Performance Reporting (incl LGPRF compliance). Review of Legislative Compliance.
<u>Engineering & Investment</u>	<ul style="list-style-type: none"> Only 1 internal audit has been conducted over the past 3 years covering off on Engineering and Investment Potential reviews that Council may want to take into consideration may include: <ul style="list-style-type: none"> Review of Investment Management.
<u>Finance</u>	<ul style="list-style-type: none"> Only one internal audit has been undertaken for Finance in the last 3 years. Potential future audits identified in Council's current Strategic IA Plan include: <ul style="list-style-type: none"> Review of Procurement & Tendering; Review of Contract Management; Review of Financial Controls – A/c Payable & A/C Receivables Other potential future audits include: <ul style="list-style-type: none"> Review of Cash Handling Procedures. Review of Credit Cards Review of Budget Development and Management Review of Financial Planning
<u>Engineering & Investment</u>	<ul style="list-style-type: none"> Only 1 internal audit has been conducted over the past 3 years covering off on Engineering and Investment Potential reviews that Council may want to take into consideration may include:

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



Sub Service Area / Category	Comments and Potential Audits
	<ul style="list-style-type: none"> – Review of Capital Works Program (currently sitting in Strategic IA Plan in future years audits)
<u>Parks & Environment</u>	<p>Only 1 audit has been undertaken in this space. Potential future audits that can be considered include:</p> <ul style="list-style-type: none"> • Review of Parks, Gardens and Open Spaces; • Review of Environment Management; • Review of Community Facilities; • Review of Landfills.
<u>Community Safety:</u>	<ul style="list-style-type: none"> • No internal audits have been conducted over the past 3 years covering off on Community Safety. • Review of BCP & DRP & Emergency Management is due to commence in April 2024. • Potential reviews that Council may want to take into consideration may include: <ul style="list-style-type: none"> – Review of Community Facilities; – Review of Parking Infringement Management.; – Review of Local Laws; – Review of Domestic Animal Management.
<u>City Planning & Development</u>	<ul style="list-style-type: none"> • Only one audit has been conducted over the past 3 years covering off on City Planning and Development • Potential reviews that Council may want to take into consideration may include: <ul style="list-style-type: none"> – Review of Developer Contributions Framework; – Review of Public Open Space Contributions Framework; and – Review of Statutory Planning.
<u>City Services</u>	<ul style="list-style-type: none"> • Only one internal audit has been conducted over the past 3 years covering off City Services. • Potential Future audits identified in Strategic IA Plan 2023 – 2025; <ul style="list-style-type: none"> – Assessment of the Effectiveness of the Climate Response Strategy 2023 – 2030 and associated action plans. <p>Other future audits include:</p> <ul style="list-style-type: none"> – Review of Environment Management; – Review of Waste Management; – Review of Landfills; and – Review of Fleet Management.
<u>Strategic Communications & Customer Service</u>	<ul style="list-style-type: none"> • No internal audit has been undertaken for strategic communications and customer service in the last 3 years. • Potential audits identified within Council's Strategic IA Plan include:

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)

Sub Service Area / Category	Comments and Potential Audits
	<ul style="list-style-type: none">– Review of Customer Service – Complaints Management (incl. awareness survey).• Other potential internal audits for consideration include:<ul style="list-style-type: none">– Review of Stakeholder Engagement.– Review of Social Media
<u>Arts & Cultural Services</u>	<ul style="list-style-type: none">• No internal audits conducted within the past 3 years covering off on Arts & Cultural Development• Potential future reviews include:<ul style="list-style-type: none">– Review of Community Facilities; and– Review of Events Management.
<u>Leisure & Recreation Services:</u>	<ul style="list-style-type: none">• No internal audits conducted within the past 3 years covering off on Leisure and Recreation Services.• Potential future reviews include:<ul style="list-style-type: none">– Review of Leisure Centres;– Review of Community Facilities;– Review of Public Open Space Contributions Framework.

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)**Other Potential Future Audit Areas**

Audit Areas	
Incident Reporting Management	Workforce Planning and Development (incl. Succession Planning)
Continuous Improvement Program	Indirect Taxes
Legal Advice	Road Management Plan Compliance
Project Management	Grants Management
Managing and reporting sexual harassment	IT Governance
Child Safe Standards	Volunteer Management
Management of Events	Fleet Management

10.6 – ATTACHMENT 1. Strategic Internal Audit Plan 2024-26 (2024-25 Focus)



The image shows a teal background with a diagonal split between a darker and lighter shade. In the center, the HLB Mann Judd logo is displayed, consisting of a white circle containing the letters 'HLB' in bold, followed by 'MANN JUDD' in a larger, bold, sans-serif font, and 'ADVISORY AND ACCOUNTING' in a smaller, bold, sans-serif font below it.

DISCLAIMER:

The HLB Mann Judd Australasian Association is an independent network of accounting firms, business and financial advisers with offices throughout Australia and New Zealand. Each member firm is separately owned and managed and has no liability for the acts and omissions of any other member firm. Not all services listed in this publication are provided by all member firms.

Mann Judd firms are part of HLB International, worldwide network of independent accounting firms and business advisers.

©2024 HLB Mann Judd Australian Association

hlb.com.au

TOGETHER WE MAKE IT HAPPEN