



**GREATER  
DANDENONG**  
*City of Opportunity*

# **AGENDA**

## **MONDAY 10 MAY 2021**

**COUNCIL MEETING**  
Commencing at 7:00 PM

### **Statement - Coronavirus (COVID-19)**

At the time of printing this Agenda  
the Council Meeting to be held on Monday 10 May 2021 will be  
open to the public but will be subject to density quotients.

If we are unable to accommodate you indoors, you will still be able  
to watch the webcast live on the Urban Screen in Harmony Square.

To view the webcast and stay informed of the status of Council  
Meetings please visit Council's website.

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

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# **1 MEETING OPENING**

## **1.1 ATTENDANCE**

### **Apologies**



## **1.2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND**

Council acknowledges and pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

### **1.3 OFFERING OF PRAYER**

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer this evening will be offered by Rajaratna Sarma Premakantha Kurukkal from the Hindu Community, a member of the Greater Dandenong Interfaith Network.

#### **1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Meeting of Council held 26 April 2021.

##### **Recommendation**

**That the minutes of the Meeting of Council held 26 April 2021 be confirmed.**

## 1.5 DISCLOSURES OF INTEREST

Any interest that a Councillor or staff member has deemed to be significant and has disclosed as either a material or general interest is now considered to be a conflict of interest. Conflict of Interest legislation is detailed in Division 2 – Conflicts of Interest: sections 126, 127, 128, 129 & 130 of the *Local Government Act 2020*. This legislation can be obtained by contacting the Greater Dandenong Governance Unit on 8571 5216 or by accessing the Victorian Legislation and Parliamentary Documents website at [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au).

If a Councillor discloses any interest in an item discussed at any Council Meeting (whether they attend or not) they must:

- complete a disclosure of interest form prior to the meeting.
- advise the chairperson of the interest immediately before the particular item is considered (if attending the meeting).
- leave the chamber while the item is being discussed and during any vote taken (if attending the meeting).

The Councillor will be advised to return to the chamber or meeting room immediately after the item has been considered and the vote is complete.

## **2 OFFICERS' REPORTS - PART ONE**

### **2.1 DOCUMENTS FOR SEALING**

#### **2.1.1 Documents for Sealing**

File Id:	A2683601
Responsible Officer:	Director Corporate Services

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#### **Report Summary**

Under the Victorian Local Government Act, each Council is a body corporate and a legal entity in its own right. Each Council must therefore have a common seal (like any corporate entity) that is an official sanction of that Council.

Sealing a document makes it an official document of Council as a corporate body. Documents that require sealing include agreements, contracts, leases or any other contractual or legally binding document that binds Council to another party.

#### **Recommendation Summary**

This report recommends that the listed documents be signed and sealed.

### 2.1.1 Documents for Sealing (Cont.)

#### Item Summary

There are two [2] items being presented to Council's meeting of 10 May 2021 for signing and sealing as follows:

1. A letter of recognition to Colin Hackett, Business, Engineering and Major Projects Services for 10 years of service to the City of Greater Dandenong; and
2. An Instrument of Appointment of Authorised Officer under the provisions of the *Local Government Act 1989*, the *Local Government Act 2020*, the *Environment Protection Act 1970*, the *Heritage Act 2017*, the *Infringements Act 2006*, the *Land Acquisitions and Compensation Act 1986*, the *Planning and Environment Act 1987*, the *Sex Work Act 1994*, the *Subdivisions Act 1988*, the *Victorian Civil and Administrative Tribunal Act 1998* and the Regulations made under each of those Acts; the Local Laws made under the *Local Government Act 1989*; and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This instrument enables the following Council officers to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:
  - Claudia Navruk; and
  - Brendan Eager.

#### Recommendation

**That the listed documents be signed and sealed.**

## 2.2 DOCUMENTS FOR TABLING

### 2.2.1 Petitions and Joint Letters

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

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### Report Summary

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

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

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

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

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

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

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

Council received no new petitions and no joint letters prior to the Council Meeting of 10 May 2021.

- A **copy** of a **joint letter** sent to the management of the Dandenong Plaza by 36 proponents in regard to the recent relocation of the Taxi ranks within the Dandenong Plaza shopping complex. **This is for noting only as it was not a joint letter sent to Council for action.**

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

#### **Recommendation**

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



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

**DOCUMENTS FOR TABLING**

**PETITIONS AND JOINT LETTERS**

**ATTACHMENT 1**

**PETITIONS AND JOINT LETTERS**

**PAGES 6 (including cover)**

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

ORDINARY COUNCIL MEETING - AGENDA

2.2.1 Petitions and Joint Letters (Cont.)

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
2/03/21	<p>• <b>Petition Text (Prayer)</b></p> <p><b>Petition regarding progressing concept design and location survey for the Dandenong Community Hub in 2020/21.</b></p> <p>To the Greater Dandenong Council.</p> <p>That the petitioner below request Council progress immediately the resolution of the Council Meeting of the 14th September 2020; namely that:</p> <p>(1) in the 2020/21 financial year, concept designs for an integrated, intergenerational Dandenong Community Hub with capacity for children services and formal and informal meeting and activity spaces be drawn up and exhibited; and</p> <p>(2) in tandem there be community consultation on the location which will include a range of options including the Clow Street (ie Market) precinct.</p>	406	Completed	<p>Tabled at Council Meeting 9 March 2021</p> <p>2/03/2021 Responsible Officer – Director Community Services</p> <p>2/03/2021 Acknowledgement Email sent to the head petitioner by Governance.</p> <p>16/03/21 Petitioners have been acknowledged. The Dandenong Community Hub and the concept designs were part of the discussions with Councillors at the recent Strategic Planning weekend. The recruitment process for a consultant has commenced and timelines have been developed. Further update will be provided in due course.</p> <p>22/03/21 We have developed a Dandenong Community Hub page on the Council website and will provide regular updates and information there for people to keep in touch with us. There are a number of important steps to progress the development of the Dandenong Community Hub and we are currently in the process of recruiting a consultant to assist us with this important work.</p>

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

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

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
				<p>Once they are appointed and we hope that will be in the beginning of April, we will confirm the community engagement plan, including the dates and times for community consultation. This information will be provided to residents and other interested stakeholders consistent with how we promote and provide information on other projects. That will include things like social media, our website, emails, promotions through key organisations.</p> <p><b>Response to the head petitioner sent 22/04/21:</b>                      The petition will be addressed as part of the consultation process with Councillors and the Greater Dandenong community, including discussions about the preferred site and concept plans. A public consultation meeting facilitated by our project consultant is scheduled to occur in May 2021. Council has now engaged Catherine Ramsay from Croxon Ramsay Pty Ltd <a href="http://croxonramsay.com.au">http://croxonramsay.com.au</a> to navigate the process to deliver the business case and concept plans for this project. Council's website is being regularly updated with information in relation to the Dandenong community hub, and we will also be promoting public workshops and consultation opportunities via existing networks, media pathways and stakeholders.</p>

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

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

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
				We are pleased this important community project is progressing and thank you for your continued interest.  If you have any other questions, please contact Manager Community Wellbeing.

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

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

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
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*If the details of the attachment are unclear, please contact Governance on 8571 1000.*

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

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

### 3 QUESTION TIME - PUBLIC

Question Time at Council meetings provides an opportunity for members of the public in the gallery to address questions to the Councillors, Delegates and/or officers of the Greater Dandenong City Council. Questions must comply with s. 4.5.8 of Council's Governance Rules.

#### QUESTIONS FROM THE GALLERY

Questions are limited to a maximum of three (3) questions per individual. Where time constraints deem it likely that not all questions can be answered within the time allowed for Question Time, the Mayor at his/her discretion may determine only the first question may be presented verbally with others deferred to be managed in the same manner as public questions not verbally presented.

Priority will be given to questions that relate to items on the Council Agenda for that meeting. Questions including any preamble should not exceed 300 words.

b) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Ordinary meetings of Council. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be considered at the meeting.

c) All such questions must clearly note a request to verbally present the question and must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:

i) the commencement time (7.00pm) of the Ordinary meeting if questions are submitted in person; or

ii) noon on the day of the Ordinary meeting if questions are submitted by electronic medium.

d) A question can only be presented to the meeting if the Chairperson and/or Chief Executive Officer has determined that the question:

i) does not relate to a matter of the type described in section 3(1) of the Local Government Act 2020 (confidential information);

ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;

iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and

iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).

e) If the Chairperson and/or Chief Executive Officer has determined that the question may not be presented to the Council Meeting or Delegated Committee, then the Chairperson and/or Chief Executive Officer:

i) must advise the Meeting accordingly; and

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**3 QUESTION TIME - PUBLIC (Cont.)**

- ii) will make the question available to Councillors or Members upon request.
- f) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- g) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.
- h) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
- i) A Councillor, Delegated Committee Member or member of Council staff nominated to answer a question may:
  - i) seek clarification of the question from the person who submitted it;
  - ii) seek the assistance of another person in answering the question; and
  - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).
- j) Question time for verbal presentations is limited in duration to not more than twenty (20) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.
- k) The text of each question asked and the response will be recorded in the minutes of the Meeting.



## **4 OFFICERS' REPORTS - PART TWO**

### **4.1 POLICY AND STRATEGY**

#### **4.1.1 Q3 2020-21 Quarterly Performance Report**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Quarterly Performance Report 1 January – 31  
March 2021  
Financial Report 1 July 2020 – 31 March 2021

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#### **Report Summary**

This report details Council's progress for the period 1 January to 31 March 2021 against performance targets outlined in the Council Plan 2017-21 and the Mid-Year Budget 2020-21.

#### **Recommendation Summary**

This report recommends that Council notes the achievements against the Council Plan indicators and the Mid-Year Budget for the period ending 31 March 2021.

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#### **4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

### **Background**

Council adopted the Council Plan 2017-21 (Revised 2020) and Annual Plan 2020-21 on Monday 22 June 2020, and the Mid-Year Budget on Monday 14 December 2020.

The Council Plan 2017-21 outlines the vision and objectives of the current Council over the four years of its term in office. This document guides service delivery, innovation and good governance, and provides the foundation for the corporate planning framework for all business activities. The Council Plan also guides the budget, service delivery priorities and the continuous improvement of our services.

The Council Plan 2017-21 and Annual Budget 2020-21 are made available to residents through the Customer Service Centres, libraries and on Council's website at [www.greaterdandenong.com](http://www.greaterdandenong.com)

Progress against performance targets for the period 1 January to 31 March 2021 is outlined in two components of this report:

Part 1 – The Quarterly Performance Report details the achievements for the Council Plan Indicators from the Council Plan 2017-21.

Part 2 – The Financial Report is designed to inform Councillors of the results of operations for the period 1 July to 31 March 2021 including financial performance against the Mid-Year Budget adopted by Council on Monday 14 December 2020.

### **Part 1 and Attachment 1: Quarterly Performance Report for the period 1 January to 31 March 2021**

Performance highlights against the Council Plan strategic objectives include:

#### A vibrant, connected and safe community

- Council's Australia Day Festival was conducted across a number of sites, including Dandenong Park, The Drum, Springvale Town Hall and Springvale Reserve.
- The 2020 Young Leaders group delivered a Youth Leadership Forum with 50 students attending from eight local secondary schools.
- 11 volunteer programs resumed over this period.
- All civil works for the 2020-21 Local Area Traffic Management program have been completed.
- 2,069 secondary school students were immunised.
- A comprehensive review of the Municipal Emergency Management Plan is nearing completion.

#### A creative city that respects and embraces diversity

- Day trips for Seniors recommenced.
- A draft Children's Plan has been completed and will be out for community consultation in April.
- Council represented the Local Government Mayoral Taskforce Supporting People Seeking Asylum at the Palm Sunday Justice for Refugees Rally.

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#### **4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

- Arts and cultural heritage exhibitions have returned to a physical presence with two exhibitions on display in quarter 3.
- Digital programming continued at The Drum with 2,350 views over the quarter.
- The Springvale and District Historical Society has signed their lease on space within the Springvale Community Hub and planning has commenced for their move.

##### A healthy, liveable and sustainable city

- 12 webinars and face to face workshops have been held so far this year as part of the 2020-21 Waste Education Plan.
- The Sustainability Festival, now called 'Forever Fest, is scheduled for 22-30 May and the program is 95 per cent finalised.
- The introduction of FOGO is on track for 5 April.
- 10 inspections/audits were made of green waste and recycling facilities.
- The capital works program is 86 per cent in procurement, construction or complete.

##### A city planned for the future

- 100 per cent of town planning applications received were completed within the required timeframe.
- The Springvale Community Hub project is complete and the official opening on 17 April.
- Detailed design is complete for the Keysborough South Community Hub and the documentation phase is underway. Construction is due to commence in 2021-22.
- A Business Case for the Dandenong Wellbeing Centre is complete and design development is scheduled to commence in April.
- The Noble Park Structure Plan was tabled at a Councillor Briefing Session on 1 March and is due to be adopted at an upcoming Council meeting.
- Construction is well advanced on the Greater Dandenong Gallery of Art.
- The installation of parking sensors in central Dandenong is complete and testing is underway.

##### A diverse and growing economy

- Work has commenced on an Investment Attraction prospectus for Noble Park, Springvale and Dandenong activity centres.
- The 2021 'Take a Swing for Charity' golf day event was held on 24 February with more than 100 participants and 80 golfers.
- 49 business network activities have been held with over 974 participants.
- SEBN's 2021 International Women's Day breakfast event, in conjunction with the Greater Dandenong Chamber of Commerce, was held online on 10 March.

##### An open and effective Council

- The Community Satisfaction Survey was conducted in February/March and results are expected to be shared with Council in June.
- Council's social media channels reported a 2.8 per cent growth.

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#### **4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

- The 30 June 2021 interim finance audit is complete.
- The Councillor Induction Program is 90 per cent complete.
- The broad community consultation process for the new Council Plan concluded in February. The recruitment for the deliberative community panel is complete and the panel will meet over four sessions in April and May to discuss a new community vision and principles to guide Council's future thinking.

#### **Part 2 and Attachment 2: Financial Report for the period 1 July 2020 to 31 March 2021**

##### Introduction

The attached financial report is designed to inform Councillors of the results of operations for the period 1 July 2020 to 31 March 2021 including financial performance against the Mid-Year Budget adopted by Council on 14 December 2020.

The financial report incorporates a set of Financial Statements and a Directorate Analysis of financial performance by Business Unit. The following are contained in the Attachment:

- Income Statement
- Balance Sheet
- Cash Flow Statement
- Capital Expenditure Statement
- Capital Expenditure report
- Investment Report
- Directorate Analysis

Whilst the Financial Statements are prepared in accordance with Australian Accounting Standards, they contain several items which are "non-cash" in nature such as depreciation on assets and the written down (book) value of assets sold. They also exclude capital expenditure, new borrowings and loan repayments and as such, these Statements do not provide an accurate indication of the surplus/deficit cash position within a financial year.

The table on the following page provides a management accounting summary of the financial performance for the period 1 July 2020 to 31 March 2021 which removes non-cash items and adds back cash items that are excluded from the financial statements.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

**Management Accounting Summary  
for the period 1 July 2020 to 31 March 2021**

Description	YEAR TO DATE			FULL YEAR		
	ACTUAL \$'000	MID YEAR BUDGET \$'000	VARIANCE Fav(unfav) \$'000	MID YEAR BUDGET \$'000	FORECAST \$'000	VARIANCE Fav(unfav) \$'000
<b>Income Statement</b>						
Income	155,989	154,196	1,793	236,013	235,736	(277)
Expenditure	139,716	150,993	11,277	213,023	212,039	984
<b>Net surplus - ongoing operations</b>	<b>16,273</b>	<b>3,203</b>	<b>13,070</b>	<b>22,990</b>	<b>23,697</b>	<b>707</b>
<b>Management Accounting reconciliation</b>						
<i>Add back (less) non cash items</i>						
Depreciation	24,222	24,222	-	32,308	32,308	-
Amortisation - right of use assets	436	291	145	581	581	-
Amortisation - intangible assets	45	45	-	60	60	-
Contributions non-monetary assets	(298)	(298)	-	(15,000)	(15,000)	-
Assets written off	208	-	208	-	-	-
Prior year capital expenditure unable to be capitalised	593	-	593	-	-	-
Written down value of assets sold/disposed	1,043	155	888	309	1,237	(928)
<b>Sub total</b>	<b>26,249</b>	<b>24,415</b>	<b>1,834</b>	<b>18,258</b>	<b>19,186</b>	<b>(928)</b>
<b>Net operating surplus</b>	<b>42,522</b>	<b>27,618</b>	<b>14,904</b>	<b>41,248</b>	<b>42,883</b>	<b>1,635</b>
<i>Add/less non operating cash items</i>						
Capital expenditure	35,336	36,002	666	81,831	82,984	(1,153)
Net transfers to (from) reserves	(4,197)	(4,226)	(29)	(13,240)	(13,809)	569
Repayment of borrowings	2,433	2,433	-	3,255	3,255	-
Repayment of lease liabilities	506	429	(77)	571	571	-
<b>Sub total</b>	<b>34,078</b>	<b>34,638</b>	<b>560</b>	<b>72,417</b>	<b>73,001</b>	<b>(584)</b>
<b>Cash surplus (deficit)</b>	<b>8,444</b>	<b>(7,020)</b>	<b>15,464</b>	<b>(31,169)</b>	<b>(30,118)</b>	<b>1,051</b>
Accumulated surplus brought forward	-	-	-	31,169	31,169	-
<b>Surplus (deficit) position</b>	<b>8,444</b>	<b>(7,020)</b>	<b>15,464</b>	<b>-</b>	<b>1,051</b>	<b>1,051</b>

**Results for the period 1 July 2020 to 31 March 2021**

The overall management accounting result (after removing non-cash items) for the period 1 July 2020 to 31 March 2021 shows a favourable variance between the budget and actual of \$15.46 million. The variance is mainly due to a favourable surplus from ongoing operations, caused by lower than anticipated operating expenditure to date.

Capital expenditure is \$666,000 lower than the year to date budget (with a further \$21.74 million committed at 31 March 2021).

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

##### **2020-21 Budget and the COVID-19 pandemic**

Council's 2020-21 finances have been significantly impacted by COVID-19. In its original 2020-21 Budget, Council allocated \$4.6 million across various areas relating to adverse impacts, with a residual contingency remaining of approximately \$600,000.

A detailed review of additional COVID-19 impacts and assumptions was performed during the Mid-Year Budget Review. This review found COVID-19 stage four restrictions have had a significant adverse impact on Council, estimated at a further \$5.57 million. These COVID-19 items, combined with other known adjustments since adoption of the 2020-21 Annual Budget were reflected in the Mid-Year Budget Review. In order to balance the 2020-21 Budget, capital project deferrals of \$4.40 million were included.

The financial impact of COVID-19 is continuing to be closely monitored and any permanent variances identified subsequent to the Mid-Year Budget Review have been reflected in the Full Year Forecast and are included in this report. Despite 2020-21 being an extraordinary financial year with the pressures and impacts of the COVID-19 pandemic, the forecast result predicts a cash surplus of \$1.05 million. Whilst the current forecast position indicates a surplus result, COVID-19 continues to cause unfavourable financial impacts in terms of reduced rental income and reduced user fee and statutory fine income, etc. This has been largely offset by employee expense savings across the organisation (including casuals and overtime), utility savings and general administration costs across the organisation.

##### **INCOME**

Income for the period ended 31 March 2021 is favourable against budget by \$1.79 million. This is primarily due to the following:

**Grants – operating (\$2.63 million favourable)** – Additional funding received for Family Day Care (offset by higher payments to educators, \$1.38 million) and Child First (\$290,000), combined with an unbudgeted grant from the Department of Environmental, Land, Water and Planning (will be offset by grant expenditure, relates to High Risk Waste Sites Local Government Capacity Building Grant \$224,000).

The above favourable variance is partly offset by unfavourable variances in:

**Net gain (loss) on disposal of property, infrastructure, plant and equipment (\$908,000 unfavourable)** – Due to the sale of the car park at 2 Mason Street, Dandenong as part of a three-way land swap has been reflected in the Full Year Forecast. This is a non-cash accounting entry.

**User fees (\$759,000 unfavourable)** – Mainly due to a reduction in the Family Day Care (FDC) administration levy fee income caused by COVID-19 which is offset by higher FDC grant subsidy income (Community Services \$540,000), combined with lower fee income for building permits (City Planning, Design and Amenity \$155,000).



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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

### EXPENDITURE

Actual expenditure at 31 March 2021 against the budget is favourable by \$13.07 million. The major variances are in materials and services and employee costs.

**Materials and services (\$5.68 million favourable)** – The major items contributing to this favourable variance include:

- Contract services (\$1.46 million) – mainly due to timing of works and delay in receipt of invoices in Roads and Drains, Waste Management and Cleansing combined with a temporary reduction in services and expenditure in Building Maintenance due to COVID-19 restrictions (Engineering Services \$2.00 million). These favourable variances are partly offset by higher payments to educators due to additional grant funding received (Family Day Care \$925,000).
- Materials, maintenance and services (\$1.27 million) – mainly due to delay in commencement of works and receipt of invoices in Home and Community Care and Libraries (Community Services \$529,000), Building Maintenance and Parks Services (Engineering Services \$394,000) and Parking Management (City Planning, Design and Amenity \$240,000).
- Consultants, professional services (\$1.21 million) – due to delay in commencement or delay in receipt of invoices relating to a number of grant funded programs (Community Services \$388,000), strategic planning projects, planning scheme amendments and legal expenses (City Planning, Design and Amenity \$352,000), asset condition audits (Engineering Services \$207,000) and Occupational Health and Safety program combined with Risk and Organisational Development legal and professional services (Corporate Services \$187,000).
- Administration costs (\$1.01 million) – lower than anticipated expenditure to date across a range of accounts including promotions, community education, postage/courier, printing/stationery, Council publications, fuel, postage, advertising and events (Community Services \$528,000, Engineering Services \$225,000 and Corporate Services \$128,000).
- Utilities (\$630,000) – mainly due to lower than anticipated electricity and water costs to date because of facility closures as per COVID-19 restrictions and a delay in receipt of invoices (Engineering Services \$465,000 and Corporate Services \$113,000).

Overall, a \$440,000 favourable adjustment has been included in the Full Year Forecast for Materials and Services.

**Employee costs (\$5.18 million favourable)** – This favourable variance is mainly due to staff recruitment occurring later than planned, delay in commencement and recruitment of grant funded projects and lower than anticipated corporate training and training/conference expenditure (Community Services \$3.42 million, City Planning, Design and Amenity \$915,000, Engineering Services \$282,000 and Corporate Services \$444,000).

Of the \$3.42 million favourable variance in the Community Services directorate, \$2.29 million relates to grant funded programs which require an acquittal. Any unspent grant funding at 30 June 2021 will be carried over to the 2021-22 financial year.

Overall, a \$436,000 favourable adjustment has been included in the Full Year Forecast for Employee Costs.

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

**Other expenses (\$1.19 million favourable)** – Favourable variance mainly due to delay in receipt of invoices for the Council election costs (Non-Directorate \$631,000), savings in Council's contribution to the Dandenong Night Market which has been cancelled due to COVID-19 and delay in Council's Melbourne Food and Wine Festival contribution (Corporate Services \$117,000).

#### **Capital expenditure**

Total capital expenditure at 31 March 2021 is \$35.34 million. A further \$21.74 million was committed at the end of March. The capital works program comprises of asset renewal, expansion, upgrade and the investment in new assets.

#### **Proposal**

That Council notes the progress against performance targets outlined in the Council Plan 2017-21 for the period 1 January to 31 March 2021 and the Financial Report for the period 1 July 2020 to 31 March 2021.

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

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

#### **Community Plan 'Imagine 2030'**

##### People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

##### Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

##### Opportunity

- *Education, Learning and Information* – Knowledge
- *Jobs and Business Opportunities* – Prosperous and affordable
- *Tourism and visitors* – Diverse and interesting experiences
- *Leadership by the Council* – The leading Council



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#### **4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

##### **Council Plan 2017-2021**

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

##### *People*

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

##### *Place*

- A healthy, liveable and sustainable city
- A city planned for the future

##### *Opportunity*

- A diverse and growing economy
- An open and effective Council

##### **Related Council Policies**

This report is in accordance with Council's policy of providing regular information and feedback to Council and the community about Council's financial position and key performance indicators.

##### **Victorian Charter of Human Rights and Responsibilities**

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

##### **Financial Implications**

The financial position of the Council will be monitored against the approved Mid-Year Budget to ensure that Council achieves its financial goals.

##### **Consultation**

The Chief Executive Officer, Directors and staff responsible for reporting were consulted. Council's Finance Department has prepared the financial statements and all other attachments with feedback from Business Unit Managers.

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

**Conclusion**

Greater Dandenong City Council provides a performance report against organisational objectives on a quarterly basis. The reporting procedures and systems in place provide Councillors and the community with the opportunity to monitor progress against Council Plan Indicators and the Annual Budget. This ensures that all resources are managed effectively and accountably. Council will be kept informed of the financial position on a quarterly basis, as is current practice.

**Recommendation**

**That Council notes the progress against the performance targets outlined in the Council Plan 2017-21 for the period 1 January to 31 March 2021 and the financial report for the period 1 July 2020 to 31 March 2021.**

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

**POLICY AND STRATEGY**

**Q3 2020-21 QUARTERLY PERFORMANCE REPORT**

**ATTACHMENT 1**

**QUARTERLY PERFORMANCE REPORT 1  
JANUARY – 31 MARCH 2021**

**PAGES 53 (including cover)**

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

**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

**Council Plan  
Performance Report  
Q3 2020-21**



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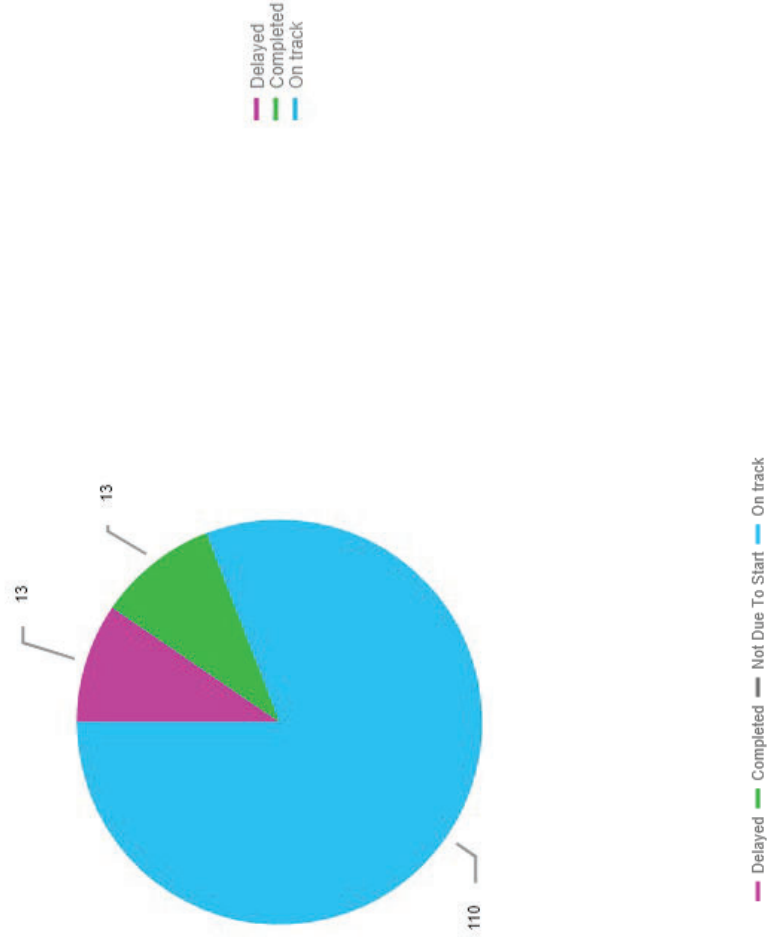
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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Q3 Performance Summary - 1 January – 31 March 2021



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)






**Strategic Objective 1: A vibrant, connected and safe community**  
*A city with high community participation*

Priority	Action	Progress	Status
Advocate for increased employment opportunities, particularly for vulnerable community groups	Deliver initiatives which enhance the employment capability of young people	<p>Planning and recruitment has commenced for the IMPACT Youth Volunteering Program with 27 expressions of interest received from young people. The program will be delivered in early April.</p> <p>Youth and Family Services have continued to support youth employment pathways with the four Peer Research Assistants engaged in additional work to support youth programs and events, as well as assisting in Council's material aid distribution.</p>	
Increase community participation in physical activity through our leisure, recreation and sports services	<p>Develop and deliver a program of festivals and events across the City that are accessible and inclusive, financially and environmentally sustainable and contribute to the creativity and vibrancy of Greater Dandenong</p> <p>Develop female physical activities and sporting opportunities as part of the 'Make Your Move' Physical Activity Strategy</p>	<p>Council's Australia Day Festival was a multi-site festival with activities in Dandenong Park, Drum Theatre, Springvale Town Hall and Springvale Reserve.</p> <p>Council's Open Air Movies series commenced on 26 February and will continue on Friday evenings until 23 April.</p> <p>The 'This Girl Can' program has now concluded and the acquittal process is underway. The team in conjunction with Darebin Council developed two 30 minute printable flyer workouts for two female population groups (65+ years, and CALD). In addition to the progress made on the 'This Girl Can' program the Sport and Recreation team successfully delivered a six- week virtual movement program with Burke and Beyond's female disability group in CGD. The session included 25 minutes of movement run by a YMCA personal trainer followed by a 15 minute Q&amp;A with representatives of the South Side Flyers (Women's National Basketball League) on topics such as overcoming fears, and tips to make exercise fun. The feedback from the groups were positive and the Sport and Recreation team will now work on further programs and activities for the next six months now that COVID-19 restrictions have eased.</p>	
			

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ORDINARY COUNCIL MEETING - AGENDA

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)




Priority	Action	Progress	Status
	Implement the year one actions of the 'Make Your Move' Physical Activity Strategy	Year one actions for the 'Make Your Move' Physical Activity 2020-30 Strategy have commenced and are progressing well. 14 actions are on track for completion for 2020-21. A mid way point assessment has been conducted and five additional actions have progressed this year. Due to the nature of these actions they will need to be rolled over to 2021-22 Year 2 Actions. Eight additional actions will be rolled over to 2021-22.	
Provide quality and affordable community facilities to enable effective programs and activities for all	Manage the new permanent Pop Up Park (constructed by Development Victoria)	Park works are fully complete and handed over. Sport and Recreation are now responsible under licence for its day to day management.	
	Review governance structures for kindergarten and child care provision across the municipality	Service and license agreements have been finalised for distribution. A governance review is being scoped for an Expression of Interest for a consultant to support the review.	
Support agencies, schools, neighbourhood houses and community groups to work collaboratively to build resilience and social connectedness	Develop an Informal Recreation Infrastructure Plan	The draft plan is in the process of being updated to align with the recent Open Space Strategy reserve hierarchy and typology. In addition, discussions with the Open Space team will occur. Community Consultation is now complete and will provide the basis of the review of the plan.	
	Develop and implement a governance framework that will guide engagement, support and business with community organisations	A project brief has been developed after engagement with relevant teams. A project brief has been updated to incorporate Gender Impact Assessments and an Impact on Environment Statement. This will be shared with Council for feedback prior to public consultation commencing mid 2021.	

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ORDINARY COUNCIL MEETING - AGENDA



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Finalise the review of the Community Development Framework and Community Hub Framework	The draft revised Community Development Framework and the Community Hubs Framework were submitted for Public Exhibition from 1-28 February. Additional feedback was sort directly from various community groups and Council advisory committees. Where appropriate recommendations/suggestions were incorporated into the Frameworks. A Councillor Briefing session to discuss these two Frameworks (and the Diversity, Access and Equity Policy) has been scheduled for 7 June.	
	Implement a new network approach to connect and build the capacity of Not for Profit agencies through corporate support and sponsorship	Council has facilitated donations of food and material relief from 14 businesses to local relief organisations for distribution to the community. A framework for supporting connection and building capacity of Not for Profit agencies through corporate support and sponsorship is under development.	
	Support young people to participate in civic and community activities which enhance leadership and personal development	<p>During this quarter Youth and Family Services have delivered a number of leadership programs for young people, including:</p> <ul style="list-style-type: none"> <li>- Young Leaders program (8 sessions, 63 contacts)</li> <li>- FreeZA committee (8 sessions, 89 contacts)</li> <li>- Holiday Activities Committee (5 sessions, 25 contacts)</li> </ul> <p>The 2020 Young Leaders group delivered a Youth Leadership Forum in March 2021, with 50 students attending from eight local secondary schools.</p> <p>A group of culturally diverse young people has been engaged in a project to develop engaging social media content promoting COVID-19 safe behaviours to their peers. (6 sessions, 23 contacts). The content will be launched in May 2021.</p>	

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ORDINARY COUNCIL MEETING - AGENDA

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
Support and promote volunteering through the Council volunteer program, Greater Dandenong Volunteer Resource Service and community groups	Continue to support, train and recognise Council volunteers through regular training and recognition events	11 volunteer programs resumed over this period. Volunteers returning to Council programs were all provided with one to one training at each individual site on new COVID-19 safe work practices. Home Library volunteers were provided with a group training session at Springvale Hub on the new Contactless Home Library Service. All Volunteers continue to be supported through individual and group contacts and regular Volunteer Newsletters.	
	Increase opportunities for volunteering within Council programs	New opportunities were offered to volunteers to assist at the Mayoral Charity Golf Day and assist senior club members in meeting COVID-19 QR code obligations. Volunteers assisted Material Aid by conducting surveys with users of the service and attended a feedback meeting. These new opportunities were filled by existing volunteers.	







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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
<p>Advocate for increased police resources for our city to assist with reducing crime</p>	<p>Assist Victoria Police with targeted enforcement of speeding and hoon behaviour, through ongoing liaison and data provision</p> <p>Improve safety within the community by advocating for additional police resources and addressing identified hot spots while also continuing to monitor community perceptions</p>	<p>Council was not requested to assist the police this quarter through the utilisation of the SAM trailer. Hooning and excessive speeding issues raised by the public were passed onto Victoria Police for enforcement.</p> <p>Council has commenced procurement processes to install safety infrastructure and CCTV to address crime and anti-social behaviour impacts in the Walker Street Car Park and the Springvale Hub.</p> <p>Council has endorsed the Hemmings Street Precinct Action Plan and liaised intensively with State Government MPs and departments to advocate for their collaboration and sufficient resources to implement the Plan.</p> <p>Council has worked to address perceptions and levels of safety in the 301 Thomas Street, Dandenong commercial area. Collaboration with traders, Police and social services has occurred to resolve unauthorised occupation on traders' private land to the rear of the complex and Council's adjacent carpark.</p> <p>The rate of alleged offences in Greater Dandenong has decreased by 14% in the four years to 2019-20, including a 15% decrease in violent offences and 18% in property offences. Drug offences rose 3%.</p>	
<p>Develop safe and well-designed public spaces which encourage public access</p>	<p>Develop and implement the Domestic Animal Management Plan 2020-21</p>	<p>Initial preparations for the Domestic Animal Management Plan have begun, and this is on track to be presented to Council prior to the second quarter of 2021-22.</p>	


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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Maintain the Safe City CCTV system in accordance with specified performance standards	Council's Safe City CCTV system is currently meeting all specified performance standards.	
	Review the Municipal Emergency Management Plan as part of ongoing continuous improvement activities	A comprehensive review and update of the Municipal Emergency Management Plan (MEMP) is nearing completion. This is on target to be submitted to the Regional Emergency Management Planning Committee (REMPC) by 28 April 2021 for their approval which is required by 7 May 2021 in line with the new legislative requirements.	
Increase cyber safety awareness in the community	Maintain eSmart Libraries accreditation to equip libraries and connect communities with the skills needed for smart, safe and responsive use of technology	Library Services continues to retain eSmart accreditation through ongoing education and information provision of cyber safety practices through Library programs, e-news and the Libraries' webpages.	
Promote gender equity, and support the right of women to engage and participate equally in all aspects of community life	Work with young people to address the impact of racism and discrimination	Planning has commenced for a youth forum on racism and discrimination, to be held in June 2021. Young people's input will support Youth and Family Services submission to the development of a national anti-racism framework.	
Provide information on road laws and ensure road safety messages are culturally sensitive and available in languages other than English	In association with RoadSafe South East, continue to advocate for and promote the implementation of programs that address road laws and highlight the impact that alcohol and drugs (legal and illegal), fatigue, speed, hoon behaviour and distractions have on driving abilities	Uptake has been low post COVID-19. Applications for program funding in 2021-22 have been submitted.	
	Provide ongoing funds for local road safety treatments to address priority locations, where the greatest road safety risks are identified (via Council's Local Area Traffic Management prioritisation program)	All civil works for the 2020-21 LATM Program have been completed. Initial concept designs are being prepared for the next sites likely to receive treatments in the 2021-22 financial year.	

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

Priority	Action	Progress	Status
Support those experiencing family violence and work with agencies and Victoria Police to address the causes	Deliver support services for vulnerable families, including those experiencing or at risk of, family violence	This quarter, Family Support engaged 90 families and 215 children, providing a total of 2,498 contact hours of support.	
	Host the 2020 Walk Against Family Violence	The online Walk Against Family Violence was held on 20 November 2020.	

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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)





*A well informed and connected community with improved health and wellbeing*

Priority	Action	Progress	Status
Enhance the health and wellbeing of our community through key initiatives of the Community Wellbeing Plan	Continue to develop and implement an Anti-Poverty Collective Impact program with high community and cross Council departmental involvement	Recruitment for the Anti-poverty officer was finalised in early December and the officer has been supporting the Material Aid consortium emergency food relief work. A survey of 361 'relief recipients' was conducted. Anti-Poverty meetings have been held with consortium partners with development of working groups on data reporting and material aid planned for April/May. A housing agency has been invited into the Anti-Poverty Consortium. An assessment of the Housing Strategy 2014-24 is complete and provides recommendations for a detailed review process.	
	Endorse and begin implementation of the next Reconciliation Action Plan	Reconciliation Australia has provided conditional endorsement of the Reconciliation Action Plan in January. Final endorsement will be provided once graphic artwork is complete and a local artist has been engaged through a tender process to complete this. A feasibility study for a First Nations Community Space has commenced through Karabena Consulting. Recruitment delays for the RAP portfolio officer has meant some RAP actions have not commenced as initially scheduled.	
	Maintain food safety - inspect all registered food premises annually and report outcomes	A total of 301(21%) of the food premises received their annual inspection in Q3, with 87% complying with food safety requirements. Due to the effects of the pandemic, additional resources are being sourced to assist with the workload.	
	Maintain food safety and public health standards - interact with other local authorities, Environmental Health Professionals Australia (EHPA), Municipal Association of Victoria (MAV), and State Government departments	The public health team has continued to represent CGD on a number of professional groups including the Regional Managers Group, Regional Public Health COVID group, EHPA's Public Health and Wellbeing Special Interest Group (SIG) and EHPA's Food SIG.	

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ORDINARY COUNCIL MEETING - AGENDA



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Monitor adolescent immunisation rates and report on the number of adolescents immunised according to the National Immunisation Program (NIP) Secondary School Program	2,069 secondary school students were immunised this quarter. This is at expected levels .	
	Monitor immunisation rates and report on the number of children and adolescents under 20 years of age immunised according to the National Immunisation Program (NIP)	546 children < 20 years of age were immunised this quarter (not including the secondary school program).	
	Promote gender equity, and support the right of women to engage and participate equally in all aspect of community life	On 14 September Council endorsed nine grants totalling \$259,311 for the 2020-21 financial year for projects and activities that promote gender equity and support the right of women to engage and participate equally in all aspects of community life. Grant recipients have been engaged with to understand the modifications to program delivery due to COVID-19.	
	Report on services and initiatives targeting vulnerable people in the community who may be at risk of being unimmunised or under immunised	The Immunisation service provides free access to vaccination for eligible children and adults, with a focus on improving access to refugees, asylum seekers and the socially disadvantaged. The Refugee Immunisation project aimed at creating better access to vaccination has been extended into the 2020-21 financial year, as has the program delivering immunisation to the Noble Park English Language School and an expanded project that includes families entering the region on humanitarian visas.	

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

*Enhanced partnerships with agencies and stakeholder groups to deliver quality services*




Priority	Action	Progress	Status
Provide community funding programs to increase capacity of strategic partners and community groups	Engage with and monitor organisations funded through the Community Partnership Funding and Sponsorship Program to ensure delivery of outcomes.  Implement the endorsed recommendations of the Community Transport Review 2020 which aims to develop an improved Community Transport Program for older frail residents and residents with a disability to foster greater social connectedness and health and wellbeing	Funded agencies have been provided grant agreements and engaged with to report on the effect of COVID-19 on program delivery, including delays to implementation or changes to delivery to comply with COVID-19 safety requirements. Monitoring visits have commenced in Q3 for funded agencies.  Essential transport for vulnerable older people continued throughout the COVID-19 restrictions. With appropriate COVID-19 safe measures in place, transport is now back to full capacity with the introduction of additional shopping trips. Implementation of further actions from the Community Transport report and new policy will be implemented over the coming months.	  

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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)




**Strategic Objective 2: A creative city that respects and embraces its diversity**  
*A city well known for working together with its community*

Priority	Action	Progress	Status
Provide community members of all abilities and backgrounds with access to community and council information, services and events	<p>Implement Year Four actions of the Disability Action Plan 2017-23</p> <p>Implement Year Four actions of the Positive Ageing Strategy 2017-25</p>	<p>Medium term actions have been prioritised and the mid-term review of the Disability Action Plan has been presented to the Disability Advisory Committee for their feedback and identification of new objectives and actions.</p> <p>Medium term actions of the Positive Ageing Strategy have been prioritised with a particular focus on transport and social connection. COVID-19 restrictions however have had a negative impact on the delivery of some of these actions whilst also providing the opportunity to implement unique programs like the Seniors Phone Chat group. As restrictions have eased, programs including day trips have recommenced.</p>	
	<p>Monitor and analyse the recommendations of the Aged Care Quality and Safety Royal Commission final report due November 2020 with a view to preparing an Options Paper which identifies the possible impacts for older residents of Greater Dandenong and the role of Aged Services post June 2022</p>	<p>The Aged Care Quality and Safety Royal Commission final report was released in February 2021 after delays related to the COVID-19 pandemic. Community Care has analysed the issues raised through the Royal Commission and has sought the input of the Positive Ageing Advisory Committee, the MAV and other Councils in order to understand the potential impact on our local community. Following the Government response to the Royal Commission due on 31 May, Community Care will prepare an Options Paper for the future of aged care services at the City of Greater Dandenong.</p>	
Provide programs and events for people to participate in community activities and civic life	<p>Facilitate the implementation of a new Children Youth and Family Strategy 2020-24 for children and families</p>	<p>A draft Children's Plan and background information has been completed and presented to the Executive Management Team in March. Community consultation will occur in April. An annual action plan to accompany the Children's Plan has also been developed.</p>	

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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



*A harmonious community that celebrates diversity*

Priority	Action	Progress	Status
Advocate against all forms of discrimination	Continue to improve the inclusion, recognition and community understanding of the LGBTIQ community	Discussions are to take place with the LGBTIQ Working Group regarding appropriate celebrations to be held for International Day Against Homophobia, Biphobia, Intersexism and Transphobia for Monday 17 May. Some initial activities commemorating the day include lighting up the Drum Theatre in rainbow colours and raising the Pride Flag at both Harmony Square and Springvale Hub.  Early discussions are taking place with a number of different Councils and organisations in the southeast region about establishing a possible regional LGBTIQ Network.	
Advocate for and assist Asylum Seekers and Refugees living in the community	Continue to support the Back Your Neighbour campaign and the activities of the Local Government Mayoral Taskforce Supporting People Seeking Asylum	Greater Dandenong Council represented the Local Government Mayoral Taskforce Supporting People Seeking Asylum at the Palm Sunday - Justice for Refugees Rally, which took place in late March 2021. Mayor Cr. Angela Long, and Councillors Eden Foster, Lana Formoso, and Rhonda Garad stood united under the Back Your Neighbour banner, calling for a humane and empathetic approach to be adopted by the Federal Government in its treatment of refugees and people seeking asylum. Efforts to expand the Mayoral Taskforce have also taken place, with letters sent to newly elected Councillors of non-member Councils, asking them to raise the possibility of membership. Follow-up requests will be sent in the coming week. Back Your Neighbour social media channels also continue to be active with the assistance of two volunteers, under the direction of a Community Advocacy Officer.	
	Deliver the Home exhibition and program that features artists from refugee backgrounds including people seeking asylum	This project was delivered in Q1.	

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ORDINARY COUNCIL MEETING - AGENDA



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Support implementation of yearly actions from the Greater Dandenong People Seeking Asylum and Refugee Action Plan 2018-21	At the March meeting of the Multicultural and People Seeking Asylum Advisory Committee the members provided activity updates from their respective sector areas and agreed that the entire Part B Action Plan will be reviewed by the next meeting in May. The establishment of the Multicultural Communities Network was temporarily placed on hold following the December meeting after new information was received about the creation of other multicultural networks in the region that may fulfill a similar purpose. Members subsequently discussed the matter and agreed that there was still a unique need for the MCN and the EOJ process for this group will recommence.	
Celebrate diversity through a range of cultural activities	Provide support and guidance to community organised festivals, events and cultural celebrations	Support and guidance was provided to organisers of the Tet Festival flag raising, Bangladeshi flag raising, Lunar New Year, and outdoor activations organised by the Drum Theatre. An eNewsletter to local Event Organisers Network provided Covid related information to all groups.	

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

*Increased participation in creative and cultural activities*

Priority	Action	Progress	Status
Provide community arts participation for artists, residents and businesses through performances, exhibitions and programs	Deliver at least 12 arts and cultural heritage exhibitions and supporting programs annually through cultural facilities	Following the easing of COVID-19 restrictions in Q3, exhibitions reverted to a physical presence. This included two exhibitions delivered by Arts and Cultural Development (Changed Forever: Legacies of Conflict, and FLORA). The FLORA exhibition has been presented over five supporting locations.  Additional programming was delivered in association with the exhibitions: Changed Forever: Two supporting programs in person; FLORA programs will continue through Q4.	
	Deliver the 2020 Short Cuts Film Festival	This program has been cancelled for 2020-21 due to COVID-19 restrictions.	

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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Implement Year Five actions of the Greater Dandenong Arts and Cultural Heritage Strategy 2016-26	<p>Community Connection:</p> <ul style="list-style-type: none"> <li>- Aged Care facilities engaged via Community Bus Tours to Changed Forever and FLORA exhibitions.</li> </ul> <p>Cultural Destination:</p> <ul style="list-style-type: none"> <li>- The FLORA exhibition is presented across multiple venues in collaboration with Libraries, Civic Facilities and Open Spaces encouraging walking tours.</li> <li>- Delivery of a successful SANGAM Festival</li> </ul> <p>History and Heritage:</p> <ul style="list-style-type: none"> <li>- A heritage exhibition is presented in support of the FLORA exhibition.</li> </ul> <p>Cultural Venues:</p> <ul style="list-style-type: none"> <li>- Cultural venues reopened following the lifting of COVID-19 restrictions;</li> <li>- The construction of the new Greater Dandenong Gallery of Art continued</li> <li>- Hirers were re-engaged to participate in venue activities and COVID-19 planning was supported.</li> </ul> <p>Partnerships and Evaluation:</p> <ul style="list-style-type: none"> <li>- New members were appointed to the Arts Advisory Board</li> <li>- The Drum Working Group continued to meet</li> </ul>	

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ORDINARY COUNCIL MEETING - AGENDA

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	<p>Present a season of professional performances consisting of varied genres for the Encore seniors program, family and children's program as well as general programming with broad appeal</p>	<p>Digital programming continued with a special performance by Rhonda Burchmore and a series of videos of virtual tours of The Drum receiving a total of 2,350 views. Programming commenced with the Australia Day children's hub with performances in circus, magic, acrobatics and theatre. The 2021 Season 1 (February - June) program was launched in February. The Drum program for this quarter included two Encore programs that were tributes to three very different musical groups: 'Frankie Valli and the Four Seasons vs The Beach Boys'; and the music of Fleetwood Mac. Culturally diverse programming was front and centre with the SANGAM Festival: 'Earth Matters (a walking tour of South Asian dance and music); Dawn Raga (early morning Indian music in Harmony Square); and 'Bukjeh - stories of home and having to leave it', by Palestinian artist Aseel Tayah. Michael Cormick and Rachael Beck celebrated their music theatre history in 'You And I'. Local artists also came together again for 'Our Beat' in March.</p>	
	<p>Promote and support artists locally through engagement, networking, residency and development activities</p>	<ul style="list-style-type: none"> <li>- A sound artist in residency created works for the FLORA exhibition</li> <li>- Ongoing engagement occurred with the local schools network and delivery of school incursions</li> <li>- Implementation of community grants outcomes were supported including the delivery of a partnership agreement with the SANGAM Festival.</li> </ul>	


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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Promote greater artist engagement through The Drum's programs, performances and workshops	Participation and engagement with artists and the community increased with the ability to reopen. Local artists were supported through providing rehearsal and creative development space for 'Pathways' a professional development program for emerging South Asian artists. This intersected with support for the SANGAM Festival which presented 100 artists across four venues, including the Drum Theatre. Rehearsals for 'Our Story', an ensemble project of local young people aged 13-30 returned, and 'Our Beat' kicked off with an artist mixer along with the 'Bukjeh' artists in residence during March.  Workshops and activities also included weekly dance workshops 'Dance Up' by the Southern Migrant Resource Centre and activities through the 'Bukjeh' residency included workshops at Mt Hira Secondary College, pop up stories and music in Palm Plaza and a special Harmony Day storytime at the Dandenong Library. These activities involved 244 people.	
	Provide 20 community arts participation opportunities for artists, residents and businesses through performance and exhibition programs and other projects	- 10 workshops were offered for community engagement both online and in person. - Additional engagement opportunities offered including online Q&A's, webinars and curator talks.	
Provide opportunities for children and young people to participate in civic and community activities	Host the 2020 Children's Forum	The 2020 Children's Forum was held on 29 October 2020, during Children's Week.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)


Priority	Action	Progress	Status
Record, protect and promote local heritage including support of the historical societies and Cultural Heritage Advisory Committee	Enhance Council's ability to store and protect the City's heritage collections in collaboration with local historical societies	<p>The Springvale and District Historical Society (SDHS) has signed the lease on their space within the Springvale Community Hub and planning has commenced for their move.</p> <p>The COVIDSafe Plan for the Shared Archive has been finalised with staff and Historical Societies being briefed on requirements. Long-term and short-term archival and collection storage will continue to be assessed in consultation with the Historical Societies.</p>	

 Delayed
  Completed
  Not Due To Start
  On track



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)





**Strategic Objective 3: A healthy, liveable and sustainable city**  
*A city that delivers a clean and healthy environment for people to enjoy*

Priority	Action	Progress	Status
Engage with the community to increase their awareness of the environment and sustainability	Develop and deliver a 2020-21 Waste Education Program	<p>The 2020-21 Waste Education Plan was developed and is in place.</p> <p>The COVID-19 pandemic has restricted its delivery. The introduction of a webinar style delivery of programs has been initiated and is currently under development for expansion. Three face to face workshops were delivered.</p> <p>January:                      0 webinars delivered                      2 face to face workshops delivered</p> <p>12/1/2021 - Reuse art workshop - making egg carton faces - library school holiday program</p> <p>21/1/2021 - Reuse art workshop - T-shirt into a tote bag - library school holiday program</p> <p>February:                      0 webinars delivered                      0 face to face workshops delivered</p> <p>March:                      0 webinars delivered                      1 face to face workshop delivered</p> <p>11/3/2021 - Recycle Right in Greater Dandenong - as part of the Libraries After Dark program (11 attendees)</p> <p>YTD - 12 webinars / face to face workshops</p>	

 Delayed
  Completed
  Not Due To Start
  On track






ORDINARY COUNCIL MEETING - AGENDA

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Implement the Greater Dandenong Plastics Policy	The Plastics Policy continues to be developed internally, with Sustainability Planning Officers seeking advice from sports and community stakeholders to better prepare for the reopening of clubs and events in particular. The development of guidance material for hospitality and sporting clubs has commenced. Implementation has been delayed by COVID-19 but is expected to progress well in line with easing restrictions and better capacity for engagement with the community.	
	Implement the Greater Dandenong Sustainability Strategy 2016-30 and undertake the five year review	The ongoing implementation of the Sustainability Strategy continues, and is closely entwined with the implementation and development of several other key strategic documents, including the Climate Emergency Strategy and the Council Plan. The five year review is currently underway and is expected to be finalised by 30 June 2021.	
	Undertake the annual Sustainability Festival and Awards	The development of the Sustainability Festival and Awards is progressing smoothly, with content now live via Council's website and social media pages. Entries recently opened for the Sustainability Awards, which have been altered this year to attract a broader range of applicants and encourage creativity and engagement within the community. The Sustainability Festival, rebranded as "Forever Fest", is locked in for 22-30 May and technical rehearsals for delivery via Zoom have now commenced. The programme is 95% finalised with each of the nine days showcasing a broad range of content.	
Improve diversion from landfill rates	In conjunction with the Metropolitan Waste Resource and Recovery Group, participate in the current EOJ process and report back to Council at the key milestones that will inform the final tender stage	Stage two of the procurement is continuing with competitive dialogue with the three short listed contractors almost complete. A councillor briefing by the Metropolitan Waste and Resource Recovery Group is scheduled for 3 May 2021 when a detailed update will be provided.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Investigate the implications in implementing the Circular Economy Policy recommendations	The introduction of FOGO is on track to be introduced by 5 April 2021. The processing contractor, Veolia, reports improvements to the quality of compost being reduced and the increased demand from both the agriculture and horticultural industries. Monitoring of the demand for e-waste is being monitored with a key industry recycler ceasing processing of e-waste.	
	Offer a Food Organics Garden Organics (FOGO) service to our community as a means to divert this valuable resource from landfill	The introduction of FOGO is on track for a 5 April 2021 commencement. The FOGO Community Communications Plan is in full swing with a wealth of educational and engagement materials produced. The community has responded positively to the offer of free home kitchen caddies with almost 6,000 ordered for the initial round of deliveries.	
	Review the recycling charges, whilst considering opportunities to introduce an incentive for increased recycling	The waste and recycling charges were reviewed as part of the 2020-21 budget. Councillors elected not to adjust these charges, which would have impacted the majority of customers with an increased charge in a period when people were impacted by COVID-19. Council officers elected to maintain the current formula in determining the waste charge after having considered the prevailing circumstances of COVID-19 impacts on the community and volatility across waste and recycling costs.	
Protect and enhance the ecological value of land within the municipality	Finalise the Urban Forest Strategy	A draft Urban Forest Strategy has been completed and presented to Councillors. Public consultation was completed in February 2021 and the consultation outcomes are currently being reviewed. This will assist in finalising the draft documents.	
	Implement the Greater Dandenong Green Wedge Management Plan 2015-35	The implementation of the actions of the Greater Dandenong Green Wedge Management Plan 2015-35 are undertaken on an ongoing basis during the year.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

ORDINARY COUNCIL MEETING - AGENDA




4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Implement Year Three of the Urban Tree Strategy 2018-23	<p>Planning for street tree planting in 2021 has been finalised. Tree planting will commence in May and extend through to September.</p> <p>The cyclic tree pruning program is on track with inspections and audits being undertaken within recently completed blocks in Dandenong North.</p>	
Provide proactive waste 'pick up' throughout the municipality combined with a public education campaign	Monitor materials recycling and green waste processing sites across the municipality	<p>There was 10 inspections/audits of green waste and recycling facilities conducted in Q3. One facility of interest was a tyre stockpile which is currently being investigated by Council and the EPA. The inclusion of the DELWP funded High Risk Waste Sites Officer will make an impact in this space in the next quarter.</p>	

Delayed 
 Completed 
 Not Due To Start 
 On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



*A city that prepares for climate change*

Priority	Action	Progress	Status
Develop and complete a Climate Change Strategy	Determine future approach re: ESD 2.0 (implementing zero carbon into the planning scheme)	The Council Alliance for a Sustainable Built Environment (CASBE) has now provided Council officers with a draft Terms of Reference and Memorandum of Understanding in relation to the proposed ESDv2.0 planning scheme amendment. Council officers are currently closely reviewing these documents. Once this internal review is complete, the documents will be escalated for executive discussion and decisions.	
	Develop an Electric Vehicle Fleet Transition Plan	Research on potential consultants is complete and a project brief issued for quotation. Preliminary discussions with the preferred consultant (only one identified that can address the entire fleet rather than just passenger vehicles) indicate a report can be completed by June 30 within the available project budget. Formal engagement of the consultant is currently being finalised.	
	Embed climate emergency into decision making and governance processes	Members of the Sustainability Planning team are currently working closely with relevant Council officers in preparation of the Council Plan, ensuring the climate emergency is well-considered and embedded within this strategic framework for Council's operations over the years to come. A member of the Community Sustainability Advisory Committee with significant expertise in climate change has agreed to take part in speaking at the community consultation panel event on 17 April 2021. This will further inform incorporation of climate emergency action within the Council Plan, in line with the panel's feedback.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

ORDINARY COUNCIL MEETING - AGENDA


4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Finalise and begin implementing the Climate Change Strategy and Action Plan	Implementation of the Climate Emergency Strategy and Action Plan continues, with a program of Council staff and climate change awareness training currently being developed and a rollout of surveys to understand current attitudes commencing shortly. Council's internal Climate Emergency Implementation Group has held several initial meetings and provides a robust mechanism for oversight and governance of the Strategy's implementation. Current priorities include assigning identified climate change risks to relevant Directors and engaging with State and Federal Government infrastructure grants to improve the municipality's climate resilience.	
Ensure new street plantings are compatible with increasing average temperatures, whilst increasing canopy cover throughout the municipality	Commence the development of the Biodiversity Action Plan	Ecology Australia have completed the initial community consultation phase which included workshops and surveys. Field surveys and data collection have also been completed. The Consultant has been delayed in preparing the draft background report and action plan. The working group have met with Ecology Australia to review the proposed timeline with the view to have a final draft of both the background report and action plan in May.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)






*A network of quality parks, reserves and sportsgrounds*

Priority	Action	Progress	Status
Upgrade Council parks and reserves through the implementation of the Capital Improvement Program	Undertake Dandenong Park improvements as per the Dandenong Park Masterplan 2007	<p>This is a multi-year project however the current package of on ground works including the following elements have now been completed:</p> <p>New park furniture, picnic facilities, fitness equipment, walking paths, garden beds, refurbished "Rotary Water Wheel", tree planting, interpretive elements and signage have all been constructed and installed.</p> <p>The next phase of on ground works is to install a new irrigation system for the entire northern precinct of the park. These works are expected to commence in April and be completed by the end of May. Once the irrigation system is installed, significant landscaping will be undertaken in all of the garden bed areas, the planting will continue through the months of May and June.</p>	

■ Delayed  
 ■ Completed  
 ■ Not Due To Start  
 ■ On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

*Infrastructure that supports people and business*




Priority	Action	Progress	Status
Increase the length and coverage of the shared path network	Deliver Council's Capital Works Program	The Capital Works Program is 86% in procurement, construction or complete. The shared path network extension is currently in the procurement phase.	
	Enable and showcase the opportunity for social activity on local streets, for example street parties, temporary playgrounds and events	The framework, barriers and signage are ready. The showcase and roll out is delayed due to COVID-19.	
	Finalise the Toilet Strategy to map out where there needs to be new or upgraded public toilets	This strategy has been presented to Council and is now complete.	
	Implement the Active Transport Infrastructure Priority Program improving pedestrian and cycling infrastructure	Design work is being undertaken for the Hammond Road path between Dalgety Street and Kirkham Road. The design is being finalised to ensure driveways are suitably addressed to avoid property access issues.	
	Undertake the road resurfacing program	This program is progressing well.	

 Delayed 
  Completed 
  Not Due To Start 
  On track



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)








**Strategic Objective 4: A city planned for the future**  
*An adequate supply of residential, commercial and industrial development*

Priority	Action	Progress	Status
Appropriately zone sufficient land for ongoing industrial growth and development in the city	Process the Planning Scheme Amendment for the Sandown Master Plan  Town Planning referral from Engineering. Compliance with statutory timeframes as defined by the Subdivision Act	Work continues to progress on this Planning Scheme Amendment, and a Council report will be tabled at an upcoming Council meeting to seek approval to request authorisation from the Minister for Planning to commence the formal PSA.  Total applications received = 108, with a total of 108 completed within timeframe. Percentage completed = 100%	
Undertake a review of the number of dwellings constructed in each residential zone to ensure the aims of the Municipal Housing Strategy are being met	Translate the existing Local Planning Policy Framework and Municipal Strategic Statement to the Planning Policy Framework in conjunction with DEWLP	The translation of the existing Local Planning Policy Framework and Municipal Strategic Statement to the Planning Policy Framework (PPF) in conjunction with DEWLP was delayed as Council were awaiting the provision of draft material from DEWLP for 12 months. Draft material has now been received and officers are now undertaking the review of the proposed PPF. Given the DEWLP delays, this project will likely extend into the next financial year.	
	Review the Greater Dandenong Housing Strategy	The scope and method for the review of the Greater Dandenong Housing Strategy has been presented to selected representatives of the Executive Management Team for consideration. A consultant brief has been requested with the review scheduled for completion prior to 30 June.	

 Delayed  Completed  Not Due To Start  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

*Assets planned to meet future community needs*

Priority	Action	Progress	Status
Advocate for improved transport options	Develop a Multi Modal Transport Infrastructure Plan for Noble Park Activity Centre	Department of Transport input is scheduled for Q4.	
	Finalise a Multi Modal Transport Infrastructure Plan for Dandenong Activity Centre	Department of Transport input is scheduled for Q4.	
	Launch the Public Transport Advocacy Statement and advocate in accordance with the Statement	This statement has been finalised. Advocacy and activity are occurring in alignment with the document.	
Investigate the development of a municipal wide developer contributions plan for application to new development across the city	Complete the Springvale Community Hub Project	This project is complete and the official opening is scheduled for Saturday 17 April.	
	Continue planning for a Dandenong Community Hub by developing the business case and concept plans	A project brief has been prepared for Concept Plan and a Business Case. The brief has been issued to eligible consultants (submissions due to close 31 March 2021) and a consultant will be engaged in April of 2021. The project work still aims to be concluded by the end of the 2020-21 financial year.	
	Continue to advocate for the proposed Dandenong Sports and Events Centre, as south east Melbourne's home for elite sporting competitions, major events, concerts and community festivals	State Government funding has been received to enable a Feasibility Review and Business Case to be undertaken.	
	Finalise the design and commence construction of the Keysborough South Community Hub	Detailed design is complete and the documentation phase is underway. Construction is due to commence in the 2021-22 financial year.	

 Delayed 
  Completed 
  Not Due To Start 
  On track


4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Review and implement the Municipal Early Years Infrastructure Plan to embed planning for three year old kindergarten	The draft kindergarten infrastructure and services plan for three year old kindergarten has been completed and is awaiting endorsement and input from the Department of Education.	
	Undertake detailed planning for the new Dandenong Aquatic and Leisure Centre in partnership with key stakeholders and in accordance with the Greater Dandenong Aquatic Strategy	Business Case for the Dandenong Wellbeing Centre is complete. Design development to commence in April.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



*Increased sustainability of residential, commercial, industrial and Council developments*

Priority	Action	Progress	Status
Ensure that both private and new developments are site responsive, innovative, and achieve high quality urban design and environmentally sustainable outcomes	Increase access and availability of social housing stock in the municipality by activation of Council and community assets for delivery of social housing, and advocating for increased State and Federal Government provision	Greater Dandenong is one of 13 regional Charter Councils seeking to increase access and availability of social housing stock in each respective municipality. Briefings have been received from Homes Victoria (the newly formed State Government body responsible for implementing the Big Housing Build) as to the processes and opportunities for Councils to increase social housing supply. At the municipal level the Executive Management Team have considered a partnership opportunity with a local philanthropic organisation to secure social housing for women escaping family violence. These discussions are continuing.	

■ Delayed  
 ■ Completed  
 ■ Not Due To Start  
 ■ On track

**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**





*Quality public open space provided across the city*

Priority	Action	Progress	Status
Increase supply of open space in areas currently deficient and achieve policy benchmark of 4.5ha per 1000 head of population for each of the areas outlined in the Greater Dandenong Open Space Strategy	Finalise the revised Open Space Strategy and commence the Planning Scheme Amendment  Implement the Open Space Acquisition Targets	The revised Open Space Strategy 2020-30 was adopted at the 24 August Council meeting. Preparation of the Planning Scheme Amendment has commenced.  Officers continue to identify opportunities to acquire properties that assist in delivering more open space in gap areas.	  

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)





*Revitalised activity centres*

Priority	Action	Progress	Status
Amend the Greater Dandenong Planning Scheme to include and update policy provisions for Noble Park and Springvale Activity Centres	Finalise the Noble Park Activity Centre Structure Plan and commence the Planning Scheme Amendment	The Structure Plan was presented at the Councillor Briefing Session on 1 March and will be tabled at an upcoming Council meeting for adoption. The Planning Scheme Amendment will commence after the Structure Plan is adopted.	
Deliver a collaborative approach to creating, enhancing and managing great people focused places that respond to and respect the unique qualities of the activity centres	Finalise the Planning Scheme Amendment for the Springvale Activity Centre Structure Plan	The Planning Scheme Amendment for the Springvale Activity Centre Structure Plan has been approved by the Minister for Planning and awaiting formal gazettal.	
	Advocate for phase two of the Revitalising Central Dandenong project	The VPA grant was successful for the review of central Dandenong investment attraction. Capital Alliance was successful in securing rights to land parcels in the 11-15 Foster Street precinct. City Deal work is progressing with central Dandenong as a key pillar.	
	Construct the Greater Dandenong Gallery of Art	Construction is well advanced with the program now on track for a new agreed practical completion date.	

 Delayed 
  Completed 
  Not Due To Start 
  On track


ORDINARY COUNCIL MEETING - AGENDA

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Continue to support the Little India Precinct including implementing the State Government grant to deliver Victorias first ever Indian Cultural Precinct	Business Audits (2019) were completed and reported. The Place Score (2020) for Little India improved from 54/100 to 80/100. The Net Promoter Score was one of the highest in Greater Dandenong at +36. A shop front improvement program was delivered to a further nine shops. A Marketing Plan developed with traders has delivered a branding Style Guide, Facebook and Instagram page, seven human interest stories, "official trader" stickers for shops, bulletin header, social media campaign and 'discount sale' signs for traders. Improved vehicle signage at intersections around the cultural precinct periphery was delivered. Multicultural Affairs and Social Cohesion Division have extended the balance of the grant until June 2021 however spending is on hold. The Indian Cultural Precinct Taskforce overseeing the state government grant, is also on hold. Support is ongoing to the Foster Street Traders Association to support implementation of their \$10,000 grant from Small Business Victoria.	
	Develop Vanity Lane as a new pedestrian link between Thomas and Lonsdale Streets, Dandenong	Detailed design commenced pending input from partial demolition of the existing structure. Delays with demolition are due to complex staging.	
	Implement staged delivery of the Springvale Boulevard Project	CBS is scheduled for 6 April 2021 with a project update and recommendations to be provided. The Communications Strategy is complete and materials are being prepared. The Department of Transport (DoT) have approved part of the documentation with final approvals imminent. Construction preliminaries are being finalised with the Contractor and the anticipated construction start date is April/May 2021.	
	Monitor the 10 year Infrastructure Plan for the Activity Centres	The 10 year program has been developed. It may need adjustment pending limited available funding via CIP due to COVID-19 impacts. A review has commenced.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Monitor, implement and promote Activity Centre parking changes	COVID-19 has impacted on parking demand. Lonsdale Street free parking was extended until July 2021. The installation of parking sensors is complete in central Dandenong and testing is underway.	



 Delayed  
  Completed  
  Not Due To Start  
  On track



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

**Strategic Objective 5: A diverse and growing economy**




*A city that is connected to the global economy*

Priority	Action	Progress	Status
Continue to promote opportunities for businesses to compete and participate in the global economy	Deliver activities to business and industry that provide opportunities, awareness and exposure to global trends and markets	Exploring new global markets and opportunities is the key focus for 2021-22. Research has been undertaken and a work program finalised which will be 'launched' in late April. The first stage of the program will comprise a series of information sessions and workshops through to November to encourage a collaborative approach by participants in assessing their potential global markets and creating access to government assistance to expedite their journeys.	
	Support the Future of Manufacturing program and continue to explore the opportunities for a Manufacturing Connectivity Centre in partnership with SEMMA	Early this quarter the group conducted an evaluation session to realign the group's focus with addressing the ever-changing local and global challenges created by COVID-19. February's session focussed on exploring the change from face-to-face to online selling, global logistics and the challenges finding suitable employees. The March meeting discussed the current disruption in global supply chains and addressed potential short to medium term solutions.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)


*A city that supports the economic contribution, strength and diversity of its industries*

Priority	Action	Progress	Status
Market business and investment success stories	Develop an Activity Centre's investment prospectus	Work has commenced on an Investment Attraction prospectus for Noble Park, Springvale and Dandenong activity centres.	
Provide information on investment options and facilitate streamlined processes for planning and investment	Develop an investment attraction prospectus for the City	Preliminary scoping and research has been undertaken for an investment attraction prospectus.	
	Undertake discussions with industry experts and stakeholders on future opportunities and strategies for revitalising central Dandenong	A preliminary discussion has been held, the likely timing is to commence in early 2021. This is linked to other work including a VPA study and City Deal. Development Victoria announced Capital Alliance as the successful consortium for Sites 11-15 and discussions are to be held in 2021 to progress investment in central Dandenong.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)




*A city where business and community work together*

Priority	Action	Progress	Status
Support, promote and facilitate local social enterprises	Develop and deliver a program for social enterprises	<p>The monthly meetings between key internal Council units continues to strengthen the overall delivery of this program. The program continues to stay on track despite the pandemic placing a hold on this program moving as fast as hoped. A proposal has been put forward to Community Development to utilise the Australian Network on Disability (AND) disability intern program which Council is a part of. The successful intern would assist with a project within the Social Enterprise Program. Other initiatives which are keeping this program on track include identifying regular stories to feature in the "Talking Business" Magazine. Looking ahead, EDU is still anticipating meetings between Council and The Western Program Alliance at McConnell Dowell in regards to engaging social enterprises in the latest Level Crossing Removal Project and other identified bodies such as Afri-Auscare.</p>	

■ Completed   
 ■ Not Due To Start   
 ■ On track   
 ■ Delayed

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)




*A great place for business*

Priority	Action	Progress	Status
Support businesses through education, awareness, collaboration, networking and trade opportunities	Host the CGD-industry "Take a Swing" golf day event to raise funds in support of the local community	The 2021 "Take a Swing for Charity" golf day event was held as scheduled on 24 February at Victoria Golf Club. More than 100 people participated in the event, with more than 80 golfers enjoying the fun, camaraderie, and competition, that the day offers. It is yet to be confirmed, but more than \$40k was raised for two local charities, ASRC and the Keysborough Learning Centre. Discussions have already commenced with sponsors for 2022.	
	Monitor and report the number of network activities conducted with a target of 50	This quarter's activities have again been conducted on-line, with the exception of the Future of Manufacturing (FoM) group, which has met face-face. Activities included 3 Events; 2 FoM sessions; 1 program and 6 network meetings resulting in a total of 12 sessions (year to date 49) and total participants in excess of 220 (year to date in excess of 974).	
	Provide activities that encourage opportunities for women and promote women in business	SEBN's 2021 International Women's Day breakfast event in partnership with the Greater Dandenong Chamber was held online on 10 March. The mixed audience from various business sectors were inspired by Captain Mona Shindy a weapons electrical engineer with the Australian Navy - who served on a warship; was one of just 100 Muslims in the ADF; and the Telstra Business Woman of the Year 2015. The audience was welcomed by Minister Gabrielle Williams and Mayor Angela Long provided closing remarks. The Women in Business (WIB) network session held this quarter featured how the visual approach to professional reports can help unlock the story being told. A new WIB network framework has been developed for 2021-22 to broaden the participation base.	

 Delayed 
  Completed 
  Not Due To Start 
  On track


4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

*A resilient employment hub*

Priority	Action	Progress	Status
Work collectively with and across government, industry, service providers and educational organisations to facilitate long term solutions to both the supply and demand of employment	Continue to implement the refreshed Local Economic and Employment Development Strategy	The refreshed strategy is being confirmed. In the meantime, work continues with implementing the broad actions, contained within the strategy.	
	Deliver a minimum of one key event for secondary school students that promotes the diversity of career opportunities in the region, particularly within the manufacturing sector	This action is complete. The focus is currently on the 2021 event scheduled for September.	
	Oversee and implement the Community Revitalisation and One Per Cent project and continue to develop the capability and capacity of the disadvantaged/disengaged jobseekers in our community	Moving into the January - June extension to the CR project, the first priority this quarter was to re-engage the CEAV to continue the one-on-one individualised support to our disadvantaged jobseekers. The new 'Employer Insights' videos project will further inform jobseekers of local opportunities and employer needs and the manufacturing project - designed to attract new entrants to the sector - will be launched in coming weeks. Opportunities to support local jobseekers as we emerge from the COVID-19 restrictions will be enhanced by the recent announcement of a further extension for the CR project to December 2021.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)


Priority	Action	Progress	Status
	Publish four editions of 'Talking Business' magazine and relevant e-newsletters	The March edition of 'Talking Business' was published and distributed on time. The magazine was able to feature 13 local business stories which is the highest amount of businesses featured when compared to the past three year history. Alongside these business profiles Greater Dandenong Chamber of Commerce and SEMMA were also highlighted. Articles covered in this issue included, but were not limited to, topics on disability in the workplace, tax advice from the Australian Taxation Office, sustainability, investment attraction and/or place-making activities which are improving our City. The magazine was distributed in both print and electronic format, with a combined total of 10,668 copies distributed (1,906 print/8,762 electronic). We saw an increase in subscribers since last quarter of 349 people/businesses.	

■ Delayed  
 ■ Completed  
 ■ Not Due To Start  
 ■ On track

ORDINARY COUNCIL MEETING - AGENDA

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)




*A tourist destination attracting new visitors*

Priority	Action	Progress	Status
Undertake effective marketing, events and tourism activities to promote Greater Dandenong	Continue to implement the Tourism and Regional Food Strategies	Council continues to promote that Greater Dandenong is open for business with all our tourism operators now ready for patronage to their venues. We are focussing on our domestic (local) visitors to the area and working across the industry to bring awareness to the municipality. Information is shared across the business community, continuously supporting them to market/promote their business. An increase in enquiries for our Food and Cultural Tours has been noticed and paid advertising in neighbouring publications is being undertaken, as well as identifying the larger more local centric editions.	

 Delayed 
  Completed 
  Not Due To Start 
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



**Strategic Objective 6: An open and effective Council**  
*A Council connected with the community, providing an effective voice on their behalf*

Priority	Action	Progress	Status
Continue to be a strong advocate on issues of community importance which are beyond Council authority	Achieve an index score that is equivalent or higher than the average result of comparison Councils for community consultation and advocacy (Community Satisfaction Survey)	The Community Satisfaction Survey was conducted by JWS Research in February and the results of the survey are not expected to be received until June. Once the final report has been provided to Council the results will be publicly available on Council's website.	
	Maintain a detailed advocacy register on Council's website and prepare an updated advocacy document for distribution to local Members of Parliament	A detailed advocacy register is available and up to date on Council's website. This was reviewed and updated for the launch of Council's new website in November and is now fully functional. All Council's most recent advocacy documents are available online, including that which was distributed to a number of local, state and federal MP's highlighting projects that could quickly be mobilised if stimulus funding were to become available following the COVID-19 pandemic. Advocacy efforts for the 'Orange Door' family violence service to be located in Dandenong were added to the website this quarter, which will improve the coordination of services in the south east; as well as advocacy for increased material aid funding following the pandemic.	
	Facilitate Community Forums as requested by Councillors	No community forums were requested by Councillors during this quarter.	

 Delayed 
  Completed 
  Not Due To Start 
  On track



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
Undertake proactive communication on key issues to foster community understanding	Grow Council's social media following by 10 per cent from a base figure of 26,000	<p>Total quarterly growth (Facebook, Twitter, Instagram, YouTube and LinkedIn CGD Official Channels combined) = 2.8 per cent</p> <p>Facebook - 14,970 total followers, 201 posts sent, 24,920 engagements, 260,108 reach (Organic and paid). Total growth = 2.6 per cent</p> <p>Twitter - 4,559 total followers, 11 tweets sent, 159 engagements, 28 link clicks, 4 retweets. Total growth = 0.83 per cent</p> <p>Instagram - 4,043 total followers. 64 posts sent, 1,775 Engagements, 3.6 per cent engagement rate. Total growth = 2.6 per cent</p> <p>YouTube - 1,010 total subscribers, 37,792 views, 979 hours watched. Total growth = 6.5 per cent</p> <p>LinkedIn - 6,877 followers, 58 posts, 2,115 engagements, 1,534 clicks. Total growth = 4.3 per cent</p>	
	Manage VEC contract for conduct of the 2020 Council elections and conduct candidate forums across Greater Dandenong community.	<p>All requirements of Council and the CEO in relation to the elections and under the <i>Local Government Act 2020</i> were met. The VEC met all contracted obligations and reported regularly on all outcomes. Apparent Failure to Vote notifications (first round) were sent at the end of March (6,578 sent).</p>	

 Delayed 
  Completed 
  Not Due To Start 
  On track

ORDINARY COUNCIL MEETING - AGENDA







4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

*A well-managed and high performing Council*

Priority	Action	Progress	Status
Ensure best practice risk management through the implementation of the Risk Management Strategy	Enhance the Pulse risk management system across Council for improved performance reporting, risk identification and mitigation	The Environmental Risk Register is being entered into the Pulse online system with reporting on actions arising from identified risks to occur later in 2020-21. The Risk Register and use of Pulse is being reviewed through Council's internal audit program in early 2021 and recommendations will be actioned to improve the use of Pulse.	
	Ensure Local Government Act general compliance across the organisation through the ongoing management of the legislative compliance system	The Manager Governance is awaiting a response to the report submitted to the Executive Management Team regarding resourcing and priority for this project. The Legislative Compliance and Delegations Policy have been approved and will now be rolled out across the organisation.	
Maintain and annually review Council's Long Term Financial Strategy to ensure financial sustainability	Review and update the Audit Advisory Committee Charter	The Audit and Risk Committee has been developed under the new requirements of the <i>Local Government Act 2020</i> and has a new charter endorsed by Council.	
	Develop a Revenue and Rating Strategy	This is on track and is to be scheduled for a Councillor Briefing Session in April and put out for public comment in May.	
	Maintain sound financial practices by completion of the Annual Financial Statements for the year ended 30 June 2020 and receive full audit clearance by the legislated time frame of 30 September (including compliance with the Model Financial Report)	The 30 June 2021 Interim audit is complete.	


Delayed 
 Completed 
 Not Due To Start 
 On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

Priority	Action	Progress	Status
	Review the Long Term Financial Strategy and seek Council adoption of the revised framework	The long term financial plan (LTFP) has commenced and now includes 10 years as per the new Local Government Act and Regulation requirements. Timelines for deliberative engagement have now been set and a consultant has been engaged. The draft LTFP has been completed and presented to Council in March 2021. Council is on track to adopt the final LTFP post deliberative engagement by 31 October 2021.	
Maintain Council as an employer of choice and provide a safe work environment	Complete a Workforce Management Plan	Work on this process will commence in the first half of 2021 in line with the requirements and timelines of the new Local Government Act.	
	Complete the development of a CEO remuneration policy	Work on this policy has now commenced with the review of policies from other Councils and the commencement of a draft document. Maddocks lawyers are also finalising a template policy for LG that can be amended to suit. Once this is published this will be reviewed and considered as part of the policy development process for CGD.	
	Develop a professional development and training program for Councillors	The Councillor Induction Program is 90% complete with some minor topics to be covered in the next quarter. Declarations will be signed off by the end of April to comply with the <i>Local Government Act 2020</i> mandatory component.	
Provide high quality, timely customer service	Achieve an index score of 76 or higher for customer satisfaction (Community Satisfaction Survey)	The Community Satisfaction Survey was conducted by JWS Research in February and the results of the survey are not expected to be received until June. Once the final report has been provided to Council the results will be publicly available on Council's website.	
	Maintain all public registers required in accordance with the Local Government Act and associated regulations	All public registers have been maintained and updated as required in accordance with the <i>Local Government Acts 1989</i> and <i>2020</i> and associated regulations.	

 Delayed 
  Completed 
  Not Due To Start 
  On track


**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

Priority	Action	Progress	Status
Seek to establish and maintain strategic partnerships and alliances which enhance Council performance	Manage the effective leasing of Council's commercial property portfolio including seeking new lease opportunities for spaces which are currently vacant	The effective management leasing of Council's Commercial Property portfolio is on track with only one commercial property being vacant post easing of the COVID-19 pandemic restrictions. This vacancy is being actioned by managing agents.	

 Delayed  
  Completed  
  Not Due To Start  
  On track

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



*An innovative and technologically connected Council*

Priority	Action	Progress	Status
Implement the Digital Strategy	<p>Continue to develop on-line digital forms to supplement current manual processes and promote these products to the community</p> <p>Implement Council's Information Technology and Digital Strategy 2020-25</p>	<p>Online Forms:                      A total of 52 forms have been created and there have been 35,923 entries. These include:</p> <ul style="list-style-type: none"> <li>- Home Maintenance Report</li> <li>- Claim for travel expenses</li> <li>- Change of bank details</li> <li>- Food and Garden Waste Service Caddy Expression of interest</li> <li>- Higher Duties Authorisation</li> <li>- Refund under \$448</li> </ul> <p>Work continues on the implementation of the new Asset Management System, Assetic. The Customer portal EOI has gone out and will be assessed in the next quarter.</p>	

■ Delayed  
 ■ Completed  
 ■ Not Due To Start  
 ■ On track


4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

*Decision making which is transparent and accountable*

Priority	Action	Progress	Status
Continue to implement mechanisms that enhance community access and understanding of Council decision making and the role of Council	Achieve an index score that is equivalent or higher than the average result of comparison Councils for making decisions in the interest of the community (Community Satisfaction Survey)	The Community Satisfaction Survey was conducted by JWS Research in February and the results of the survey are not expected to be received until June. Once the final report has been provided to Council the results will be publicly available on Council's website.	
	Develop the new Council Plan 2021-25 and the Annual Plan 2021-22	<p>From November 2020 until February 2021 the community participated in a number of activities:</p> <ul style="list-style-type: none"> <li>* Community survey - 107 people completed the online and hard copy survey</li> <li>* Online ideas wall - over 40 ideas were posted on social pinpoint</li> <li>* Pop-Up Events - nearly 600 ideas were shared by more than 250 people across seven events in Dandenong, Springvale, Noble Park and Keysborough South</li> <li>* Children's Worksheets - over 70 children shared their ideas and priorities for the city through worksheets and drawings.</li> </ul> <p>These activities concluded the broad engagement phase and the results will be shared with Councillors, staff and the community in April/May.</p> <p>The second phase of community engagement commences on Thursday 15 April when the community panel first meets. This panel will discuss the vision for the Greater Dandenong community and make recommendations to Council on how the diverse needs of the municipality can be met. The panel will meet over three and a half days in April and May.</p>	

 Delayed 
  Completed 
  Not Due To Start 
  On track

**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

Priority	Action	Progress	Status
Ensure compliance with the Local Government Act and Councillor/Staff Codes of Conduct	Produce and adopt the Annual Budget by 30 June 2021 in line with the new requirements of the Local Government Act	The first Councillor Budget Briefing session was held on 29 March 2021, with the second session to follow on 7 April 2021. Council is on track to finalise the proposed 2021-22 Budget and present to Council on 26 April 2021. Some community consultation will occur in May prior to the adoption of the 2021-22 Budget by 30 June 2021.	

■ Delayed  
 ■ Completed  
 ■ Not Due To Start  
 ■ On track

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

**POLICY AND STRATEGY**

**Q3 2020-21 QUARTERLY PERFORMANCE REPORT**

**ATTACHMENT 2**

**FINANCIAL REPORT | JULY 2020 – 31  
MARCH 2021**

**PAGES 52 (including cover)**

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



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

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4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**CGD – Operating Result**

For the period 1 July 2020 – 31 March 2021

Note	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income B1</b>							
Rates and charges	114,656	114,386	270	151,750	151,880	130	152,325
Statutory fees and fines	5,086	4,924	162	7,140	6,591	(549)	8,426
User fees	4,001	4,760	(759)	6,502	5,648	(854)	8,068
Grants - operating	24,983	22,352	2,631	29,662	32,084	2,422	29,875
Grants - capital	1,593	1,548	45	13,879	14,488	609	3,244
Contributions - monetary	1,846	1,719	127	4,058	4,059	1	2,910
Contributions - non-monetary	298	298	-	15,000	15,000	-	15,000
Net gain (loss) on disposal of property, infrastructure, plant and equipment	281	1,189	(908)	1,377	290	(1,087)	377
Other income	3,245	3,020	225	6,645	5,696	(949)	6,000
<b>Total income</b>	<b>155,989</b>	<b>154,196</b>	<b>1,793</b>	<b>236,013</b>	<b>235,736</b>	<b>(277)</b>	<b>226,225</b>
<b>Expenses B2</b>							
Employee costs	60,138	65,322	5,184	90,541	90,105	436	84,402
Materials and services	46,876	52,561	5,685	77,914	77,474	440	70,493
Prior year capital expenditure unable to be capitalised (non-cash)	593	-	(593)	-	-	-	-
Bad and doubtful debts	510	674	164	1,363	1,365	(2)	1,363
Depreciation	24,222	24,222	-	32,308	32,308	-	31,433
Amortisation - intangible assets	45	45	-	60	60	-	-
Amortisation - right of use assets	436	291	(145)	581	581	-	-
Borrowing costs	2,205	2,205	-	2,924	2,924	-	3,051
Finance costs - leases	-	-	-	21	21	-	-
Asset write offs	208	-	(208)	-	-	-	-
Other expenses	4,483	5,673	1,190	7,311	7,201	110	5,725
<b>Total expenses</b>	<b>139,716</b>	<b>150,993</b>	<b>11,277</b>	<b>213,023</b>	<b>212,039</b>	<b>984</b>	<b>196,467</b>
<b>Net surplus (deficit)</b>	<b>16,273</b>	<b>3,203</b>	<b>13,070</b>	<b>22,990</b>	<b>23,697</b>	<b>707</b>	<b>29,758</b>

**Overview**

The surplus at 31 March 2021 is favourable to budget by \$13.07 million due mainly to the following year to date variances:

- **Materials and services (\$5.69 million)** - due to delay in receipt of invoices combined with timing of works (Engineering Services \$3.38 million) and lower than anticipated expenditure (Community Services \$970,000, City Planning, Design and Amenity \$727,000 and Corporate Services \$461,000).
- **Employee costs (\$5.18 million)** – due to delay in recruitment and commencement of grant funded projects mainly in Community Services (\$3.42 million), City Planning Design and Amenity (\$915,000) and Corporate Services (\$444,000). Of the \$3.42 million favourable variance in Community Services, \$2.29 million relates to grant funded programs which require an acquittal. Any unspent grant funds relating to these programs will be carried forward to the 2021-22 financial year.
- **Grants – operating (\$2.63 million)** – due to additional grant funding received mainly in Family Day Care which is mostly offset by higher payments to educators (Community Services \$2.02 million) and a Local Government Capacity Building grant which will be offset by salary costs (City Planning Design and Amenity \$212,000).

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

#### COVID-19 and 2020-21 impacts

Council's 2020-21 finances have been significantly impacted by COVID-19. In its original 2020-21 Budget, Council allocated \$4.6 million across various areas relating to adverse impacts, with a residual contingency remaining of approximately \$600,000.

#### 2020-21 Mid-Year Budget Review

A detailed review of additional COVID-19 impacts and assumptions was performed during the Mid-Year Budget Review. This review found COVID-19 stage four restrictions have had a significant adverse impact on Council, estimated at a further \$5.57 million. These COVID-19 items, combined with other known adjustments since adoption of the 2020-21 Annual Budget were reflected in the Mid-Year Budget Review. In order to balance the 2020-21 Budget, capital project deferrals of \$4.40 million were included.

The more significant COVID-19 impacts adjusted in the 2020-21 Mid-Year Budget Review comprise:

- Parking fines, ticket machine income and permits (\$2.13 million)
- Lower interest returns on investments (\$700,000).
- Leisure centres impact (\$591,000).
- Lower rental and venue hire income due to rental waivers and required facility closures (\$477,000).
- Additional allocation to the business grants program (\$290,000)
- Deferral of penalty rate interest payable on outstanding rates (\$225,000).
- Reduction in supplementary rates income due to slowing trend (\$200,000).
- Financial Assistance Grants funding to be received via the Victoria Grants Commission (\$189,000). Outcome lower due to COVID-19 impact on investment returns affecting the available pool fund.
- Continuation of Council's COVID-19 rate waiver package (\$150,000).

#### 2020-21 Full Year Forecast

The financial impact of COVID-19 is continuing to be closely monitored and any permanent variances identified subsequent to the Mid-Year Budget Review have been reflected in the Full Year Forecast and are included in this report.

Despite 2020-21 being an extraordinary financial year with the pressures and impacts of the COVID-19 pandemic, the forecast result predicts a cash surplus of \$1.05 million. However, the current forecast review highlights many ups and downs in revenue and expenditure and is explained further below.

The full year forecast result is the subject of an extensive review undertaken with departments during the March quarter. Council's 2020-21 initial financial position was heavily influenced by early COVID-19 impacts and council officers will continue to closely monitor the impacts to Council's financial position for the remainder of 2020-21. Whilst the current forecast position indicates a surplus result, COVID-19 continues to cause unfavourable financial impacts in terms of reduced rental income and reduced user fee and statutory fine income, etc. This has been largely offset by employee expense savings across the organisation (including casuals and overtime), utility savings and general administration costs across the organisation.

ORDINARY COUNCIL MEETING - AGENDA

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

Financial Report for the period 1 July 2020 – 31 March 2021

Highlighted below are some of the trends (favourable/unfavourable) in the 2020-21 forecast surplus of \$1.05 million:

*Favourable*

- Employee cost savings of \$436,000. Most of these savings occur in City Planning, Design and Amenity (\$545,000) and Corporate Services (\$516,000). Partly offset by higher forecast costs in Engineering Services (\$265,000) and Non-Directorate (\$130,000). Non-Directorate includes a forecast increase due to predicted unfavourable movements in leave provisions resulting from a higher level of annual leave hours held by staff. This has been softened by lower fringe benefits tax (FBT) payable as a result of a successful Australian Taxation Office ruling on car parking FBT.
- Utility costs savings across the organisation (\$181,000) primarily water and electricity relating to Council's facilities (mainly Parks Services).
- Administration costs across the organisation (\$448,000) mainly events (\$151,000), fuel (\$120,000), postage/courier and storage costs (\$61,000).

*Unfavourable*

- A forecast reduction in statutory fees and fines income across the organisation of \$548,000 mainly due to lower building and planning compliance fines income, animal and parking management fines income.
- Lower fees and charges of \$343,000 primarily in building (\$153,000) and car parking (\$102,000).
- Lower asset sales (\$160,000) – arising from slower vehicle turnover due to lower kilometres travelled in council vehicles. Primarily due to COVID-19 working from home arrangements.
- Spring Valley landfill recoveries (\$864,000) – recoveries for rehabilitation works is currently in dispute. Whilst the outcome is unknown, an appropriate provision has been allowed for in the 2020-21 Forecast until further information comes to hand.
- Lower rental income (\$387,000) across Council's facilities including sporting pavilions, civic facilities and car parking.
- Lower interest on investments returns further projected of \$98,000 largely due to the current low interest rate environment impacted by COVID-19.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**Balance Sheet**

As at 31 March 2021

	Note	2020-21 ACTUAL 31 Mar 2021 \$'000	2019-20 ACTUAL 30 Jun 2020 \$'000	2020-21 MID YEAR BUDGET \$'000	2020-21 ORIGINAL BUDGET \$'000
<b>ASSETS</b>					
<b>Current assets</b>					
	<b>C1</b>				
Cash and cash equivalents		165,658	154,563	116,858	108,170
Financial assets		-	2,000	-	-
Trade and other receivables		55,853	24,974	25,876	24,120
Other assets		694	4,537	2,815	2,756
Non-current assets classified as held for sale		-	1,000	-	-
<b>Total current assets</b>		<b>222,205</b>	<b>187,074</b>	<b>145,549</b>	<b>135,046</b>
<b>Non-current assets</b>					
	<b>C2</b>				
Property, infrastructure, plant and equipment		2,201,541	2,190,972	2,256,186	2,244,581
Investment property		11,814	11,814	11,814	12,827
Right-of-use assets		562	998	988	-
Intangible assets		79	124	64	-
Other financial assets		-	-	-	230
Trade and other receivables		305	305	305	325
<b>Total non-current assets</b>		<b>2,214,301</b>	<b>2,204,213</b>	<b>2,269,357</b>	<b>2,257,963</b>
<b>Total assets</b>		<b>2,436,506</b>	<b>2,391,287</b>	<b>2,414,906</b>	<b>2,393,009</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
	<b>C3</b>				
Trade and other payables		4,429	18,800	22,684	20,670
Prepaid rates		37,345	-	-	-
Trust funds and deposits		9,053	8,425	8,425	39,069
Unearned income		46,705	40,340	40,340	-
Provisions		20,790	19,659	19,659	17,418
Interest-bearing liabilities		822	3,255	3,372	3,270
Lease liabilities		65	571	571	-
<b>Total current liabilities</b>		<b>119,209</b>	<b>91,050</b>	<b>95,051</b>	<b>80,427</b>
<b>Non-current liabilities</b>					
	<b>C4</b>				
Provisions		1,910	1,110	1,110	1,555
Trust funds and deposits		298	311	311	900
Interest-bearing liabilities		56,636	56,636	53,264	53,495
Lease liabilities		442	442	442	-
<b>Total non-current liabilities</b>		<b>59,286</b>	<b>58,499</b>	<b>55,127</b>	<b>55,950</b>
<b>Total liabilities</b>		<b>178,495</b>	<b>149,549</b>	<b>150,178</b>	<b>136,377</b>
<b>NET ASSETS</b>	<b>C5</b>	<b>2,258,011</b>	<b>2,241,738</b>	<b>2,264,728</b>	<b>2,256,632</b>
<b>EQUITY</b>					
Accumulated surplus		925,049	904,579	940,808	955,453
Asset revaluation reserve		1,269,823	1,269,823	1,269,824	1,241,807
Reserves		63,139	67,336	54,096	59,372
<b>TOTAL EQUITY</b>		<b>2,258,011</b>	<b>2,241,738</b>	<b>2,264,728</b>	<b>2,256,632</b>

For comments regarding movements and particular line items above, please refer to explanatory notes located at C1 to C5.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**Cash Flow Statement as at 31 March 2021**

	2020-21 ACTUAL 31 Mar 2021 Inflows/ (Outflows) \$'000	2020-21 ANNUAL MID YEAR BUDGET Inflows/ (Outflows) \$'000	2020-21 ANNUAL ORIGINAL BUDGET Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges	119,636	151,750	151,986
Statutory fees and fines	4,148	4,875	6,587
User fees	4,443	7,152	8,710
Grants - operating	25,446	32,021	31,642
Grants - capital	7,862	13,879	3,244
Contributions - monetary	3,555	4,058	2,910
Interest received	572	800	1,496
Trust funds and deposits taken	20,719	27,052	35,500
Other receipts	2,846	6,599	5,019
Net GST refund	6,992	13,001	8,900
Employee costs	(60,156)	(90,541)	(83,649)
Materials and services	(58,501)	(88,341)	(86,855)
Trust funds and deposits repaid	(19,980)	(27,052)	(33,500)
Other payments	(4,808)	(8,042)	(6,298)
<b>Net cash provided by operating activities</b>	<b>52,774</b>	<b>47,211</b>	<b>45,692</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	(39,844)	(81,831)	(43,705)
(Payments) proceeds for investments	2,000	2,000	2,000
Proceeds from sale of property, infrastructure, plant and equipment	1,323	1,686	686
<b>Net cash used in investing activities</b>	<b>(36,521)</b>	<b>(78,145)</b>	<b>(41,019)</b>
<b>Cash flows from financing activities</b>			
Finance costs	(2,217)	(2,924)	(3,051)
Repayment of borrowings	(2,433)	(3,255)	(3,126)
Interest paid - lease liability	(2)	(21)	-
Repayment of lease liabilities	(506)	(571)	-
<b>Net cash provided by (used in) financing activities</b>	<b>(5,158)</b>	<b>(6,771)</b>	<b>(6,177)</b>
Net increase (decrease) in cash and cash equivalents	11,095	(37,705)	(1,504)
Cash and cash equivalents at the beginning of the year	154,563	154,563	109,674
<b>Cash and cash equivalents at the end of the period</b>	<b>165,658</b>	<b>116,858</b>	<b>108,170</b>
<b>Represented by:</b>			
Operating cash	41,004	5,880	(9,846)
Restricted cash	124,654	110,978	118,016
<b>Total</b>	<b>165,658</b>	<b>116,858</b>	<b>108,170</b>

- Details regarding Council's cash movements are contained in **Note D - Cash Flow Statement**.
- The dissemination of Council's restricted and operating cash is provided in the graph "Restricted and Unrestricted Cash" in **Appendix 2 Investment Analysis** in this report.
- Cash inflows and outflows are inclusive of GST where applicable.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

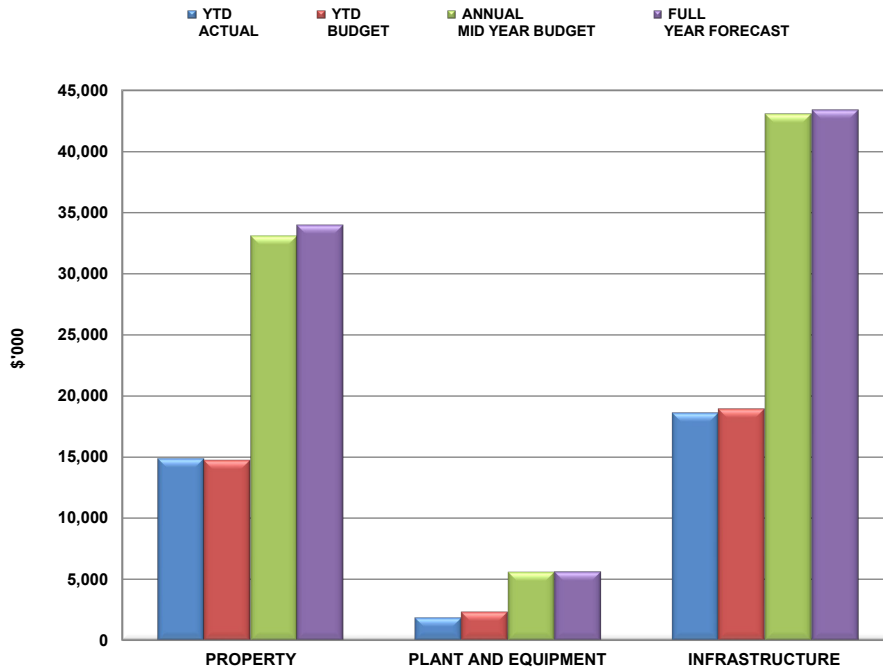


Financial Report for the period 1 July 2020 – 31 March 2021

**Capital Expenditure Statement**

The detailed program under each of the capital groups is contained in **Appendix 1 – Capital Expenditure**.

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	COMMIT \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	ANNUAL ORIGINAL BUDGET \$'000
PROPERTY	14,865	14,730	(135)	12,282	33,118	33,962	13,713
PLANT AND EQUIPMENT	1,883	2,361	477	971	5,639	5,657	4,769
INFRASTRUCTURE	18,587	18,912	324	8,483	43,074	43,366	25,225
<b>TOTAL EXPENDITURE</b>	<b>35,336</b>	<b>36,002</b>	<b>666</b>	<b>21,736</b>	<b>81,831</b>	<b>82,985</b>	<b>43,705</b>





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### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

## Notes to the Financial Statements

### A. Accounting Policy Notes

The financial report is prepared on the principles of accrual accounting. Accrual accounting recognises income when earned and expenditure when incurred, regardless of whether cash settlement has taken place. The basis of recognition of major income and expenditure in these statements are defined below.

- 1. Rate revenue:** Rate revenue (excluding supplementary rates) is accrued evenly over the year, although cash is received in quarterly instalments or a lump sum, depending on how the ratepayer chooses to pay. Rate revenue in the Income Statement is a monthly accrual of the rates determined for the year in July.
- 2. Grants revenue:** Council receives two types of grants, namely a General Purpose Grant (Financial Assistance Grant funding from the Victoria Grants Commission) which is not tied to any programs and Special Purpose Grants for various programs. In accordance with new Accounting Standards, AASB 15 'Revenue from Contracts with Customers' and AASB 1058 'Income of Not-For-Profit Entities', grant income is now generally recognised in the Income Statement to the extent of satisfied performance obligations. Alternatively, grant funding which does not have sufficiently specific performance obligations is recognised as income when the cash is received. Any grant income relating to unsatisfied performance obligations is recognised as unearned income in the Balance Sheet at balance date. Grants comprise of operating and capital (recurrent and non-recurrent).
- 3. Fees and charges:** Most fees and charges are recognised when cash is received. Generally, where Council raises a debtor's invoice, income is recognised at the point of the invoice and not when cash is received. Car parking permit income relating to a future period at balance date are recognised as unearned income in the Balance Sheet.
- 4. Contributions - cash:** Cash contributions are essentially from developers towards open space works. These monies are treated as income when received. Council is obligated to spend these monies for the purpose for which they are given by the developers. Council also receives external contributions for other capital projects. Cash contributions received are held in reserves and treated as "restricted cash" until they are spent (see **note 9** below).
- 5. Employee costs:** Salaries expenditure is based on fortnightly salaries paid and accruals for salary on-costs such as leave entitlements, superannuation and workcover.
- 6. Capital expenditure:** The two broad areas of capital are the capital improvement program (CIP) (which includes infrastructure and major projects) and 'other' which includes fleet, computers, plant and furniture. Expenditure is recognised as capital if it is significant in value and results in assets which have a useful life in excess of at least one year.
- 7. Budget information:** The Original Budget information contained in the report is the budget approved by Council on 22 June 2020. The year to date budget in this report reflects the Mid-Year Budget as adopted by Council on 14 December 2020. The Mid-Year Budget represents the adopted budget incorporating net carry forward capital and operating amounts from 2019-20 and any adjustments identified since the 2020-21 Original Budget was approved in June 2020.
- 8. Cash Flow Statement:** Reflects the actual cash movements during the year.
- 9. Restricted cash:** These are monies set aside for specific purposes and are not readily available for day to day operations or general capital works. They include funds set aside towards meeting long service leave commitments (required by government regulations), statutory reserves (eg. open space contributions) and other funds that are committed towards specific purposes.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

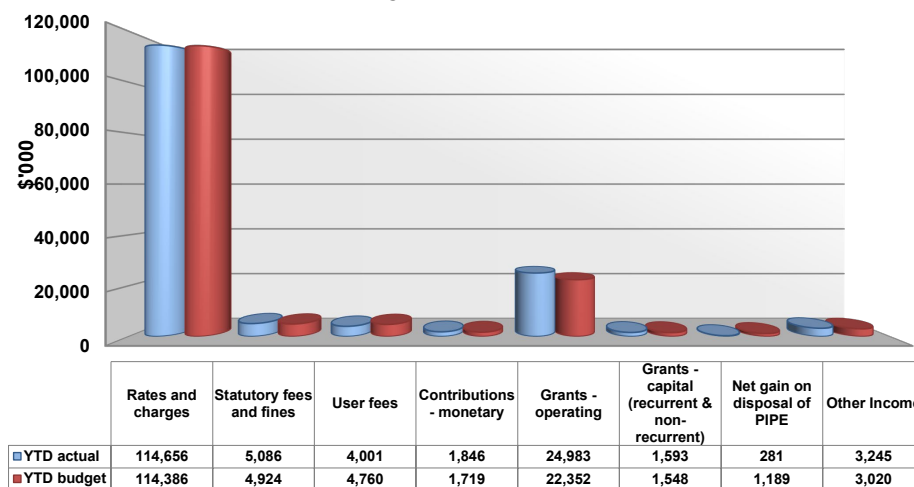


Financial Report for the period 1 July 2020 – 31 March 2021

**B1. Operating Income**

The chart below shows the categories of operating income against their respective budgets (excluding non-cash accounting entries such as non-monetary contributions or gifted assets).

**Income from operating activities  
for 1 July 2020 - 31 March 2021**



Income for the period ended 31 March 2021 is favourable against budget by \$1.79 million. This is primarily due to the following:

**Grants – operating (\$2.63 million favourable)** – Additional funding received for Family Day Care (offset by higher payments to educators, \$1.38 million) and Child First (\$290,000), combined with an unbudgeted grant from the Department of Environmental, Land, Water and Planning (will be offset by grant expenditure, relates to High Risk Waste Sites Local Government Capacity Building Grant \$224,000).

The above favourable variance is partly offset by unfavourable variances in:

**Net gain (loss) on disposal of property, infrastructure, plant and equipment (\$908,000 unfavourable)** – Due to the sale of the car park at 2 Mason Street, Dandenong as part of a three-way land swap which has been reflected in the Full Year Forecast. This is a non-cash accounting entry.

**User fees (\$759,000 unfavourable)** – Mainly due to a reduction in the Family Day Care (FDC) administration levy fee income caused by COVID-19 which is offset by higher FDC grant subsidy income (Community Services \$540,000), combined with lower fee income for building permits (City Planning, Design and Amenity \$155,000).

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

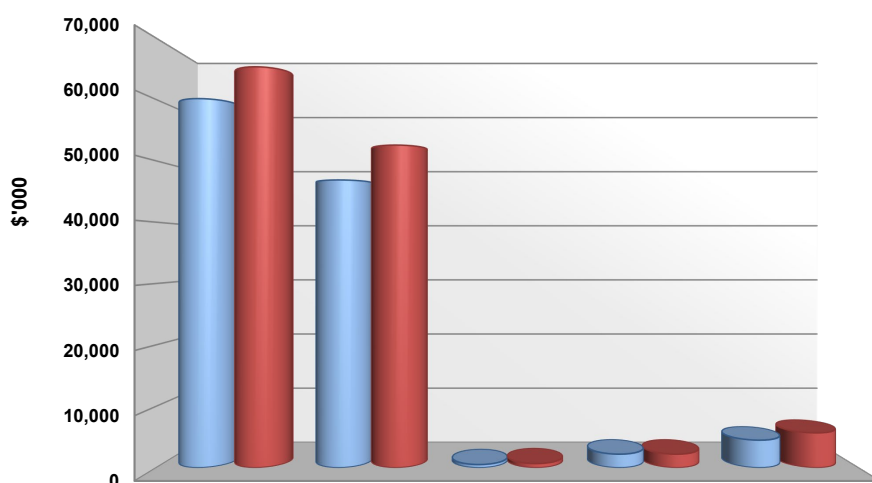


Financial Report for the period 1 July 2020 – 31 March 2021

**B2. Operating Expenditure**

The chart below shows the categories of operating expenditure against their respective budget (excluding non-cash accounting entries including depreciation, amortisation, asset write offs and prior year capital expenditure unable to be capitalised).

**Expenditure from operating activities  
 for 1 July 2020 to 31 March 2021**



	Employee costs	Materials and services	Bad and doubtful debts	Borrowing costs	Other expenses
■ YTD actual	60,138	46,876	510	2,205	4,483
■ YTD budget	65,322	52,561	674	2,205	5,673

Actual expenditure at 31 March 2021 against the budget is favourable by \$11.28 million. The major variances are in materials and services and employee costs.

**Materials and services (\$5.68 million favourable)** – The major items contributing to this favourable variance include:

- Contract services (\$1.46 million) – mainly due to timing of works and delay in receipt of invoices in Roads and Drains, Waste Management and Cleansing combined with a temporary reduction in services and expenditure in Building Maintenance due to COVID-19 restrictions (Engineering Services \$2.00 million). These favourable variances are partly offset by higher payments to educators due to additional grant funding received (Family Day Care \$925,000).
- Materials, maintenance and services (\$1.27 million) – mainly due to delay in commencement of works and receipt of invoices in Home and Community Care and Libraries (Community Services \$529,000), Building Maintenance and Parks Services (Engineering Services \$394,000) and Parking Management (City Planning, Design and Amenity \$240,000).

## ORDINARY COUNCIL MEETING - AGENDA

**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**

Financial Report for the period 1 July 2020 – 31 March 2021

- Consultants, professional services (\$1.21 million) – due to delay in commencement or delay in receipt of invoices relating to a number of grant funded programs (Community Services \$388,000), strategic planning projects, planning scheme amendments and legal expenses (City Planning, Design and Amenity \$352,000), asset condition audits (Engineering Services \$207,000) and Occupational Health and Safety program combined with Risk and Organisational Development legal and professional services (Corporate Services \$187,000).
- Administration costs (\$1.01 million) – lower than anticipated expenditure to date across a range of accounts including promotions, community education, postage/courier, printing/stationery, Council publications, fuel, postage, advertising and events (Community Services \$528,000, Engineering Services \$225,000 and Corporate Services \$128,000).
- Utilities (\$630,000) – mainly due to lower than anticipated electricity and water costs to date because of facility closures as per COVID-19 restrictions and a delay in receipt of invoices (Engineering Services \$465,000 and Corporate Services \$113,000).

Overall, a \$440,000 favourable adjustment has been included in the Full Year Forecast for Materials and Services.

**Employee costs (\$5.18 million favourable)** – This favourable variance is mainly due to staff recruitment occurring later than planned, delay in commencement and recruitment of grant funded projects and lower than anticipated corporate training and training/conference expenditure (Community Services \$3.42 million, City Planning, Design and Amenity \$915,000, Engineering Services \$282,000 and Corporate Services \$444,000).

Of the \$3.42 million favourable variance in the Community Services directorate, \$2.29 million relates to grant funded programs which require an acquittal. Any unspent grant funding at 30 June 2021 will be carried over to the 2021-22 financial year.

Overall, a \$436,000 favourable adjustment has been included in the Full Year Forecast for Employee Costs.

**Other expenses (\$1.19 million favourable)** – Favourable variance mainly due to delay in receipt of invoices for the Council election costs (Non-Directorate \$631,000), savings in Council's contribution to the Dandenong Night Market which has been cancelled due to COVID-19 and delay in Council's Melbourne Food and Wine Festival contribution (Corporate Services \$117,000).

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

### C. Balance Sheet

Council's net assets are valued at \$2.26 billion at 31 March 2021.

#### C1. Current assets (cash and other assets that can be readily converted to cash)

**Cash and cash equivalents (\$165.66 million)** – Represents the amount held by Council in cash or term deposits. Please note that this amount includes \$124.65 million of funds "restricted" for various purposes. These are detailed in the notes to the cash flows that follow in **section D** and a graphical presentation in **Appendix 2**.

Funds are invested in accordance with Council's Investment Policy. The policy requires Council to invest with prudence, consideration of acceptable risks and relevant legislation.

The details of Council's investments are contained in **Appendix 2**. In selecting investment products, Council has paid due consideration to risk by investing in products that have a minimum Standard and Poor's (S&P) rating of 'A'.

**Financial assets (\$nil)** – Financial assets represent investments with a maturity term of greater than three months. The decrease in financial assets from 30 June 2020 reflects the maturity of \$2 million in investments placed in Green Tailored Deposits with a term of greater than three months (matured in August 2020).

**Trade and other receivables (\$55.85 million)** – This balance includes:

- Rate debtors \$40.20 million. The collection rate is monitored closely with 25.18% of 2020-21 rate income levied still to be collected at 31 March (compared to 24.05% at the same time last year). Rate revenue (excluding supplementary rates) is accrued evenly over the year, although cash is received in quarterly instalments, nine direct debit payments or a lump sum, depending on how the ratepayer chooses to pay. Rate revenue in the Income Statement is a monthly accrual of the rates determined for the year in July.
- Infringement debtors of \$9.51 million (net of provision for doubtful debts).
- General debtors \$6.14 million (net of provision for doubtful debts).

**Other assets (\$694,000)** – This balance includes:

- Prepayments \$320,000 - expenses prepaid at 31 March 2021.
- Other deposits \$309,000 – represents \$75,000 deposit for Metropolitan Waste and Resource Recovery Group organic waste processing contract and \$234,000 deposit paid to South East Water for provision of water and sewerage assets at 5 Mason Street, Dandenong.
- Accrued income \$65,000 – income earned but cash not yet received at 31 March 2021.

**Non-current assets classified as held for sale (\$nil)** – The decrease from 30 June 2020 reflects the settlement of the sale of a car park land asset at 2 Mason Street, Dandenong in December 2020.

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

### C2. Non-current assets

**Property, infrastructure, plant and equipment (\$2.20 billion)** – Includes Council roads, drains, buildings, plant and other fixed assets. These values are reflected after recognising the depreciation allowed against each asset.

**Investment property (\$11.81 million)** is separately classified from 'Property, infrastructure, plant and equipment' in accordance with Australian Accounting Standards. Any adjustment to the fair value of these assets is recorded in the Comprehensive Income Statement and these assets are not depreciated.

**Right-of-use assets (\$562,000)** – Represents leased (right-of-use) assets in accordance with the new Accounting Standard AASB 16 'Leases'. Includes property, fleet, IT and office equipment that have been leased under ordinary lease arrangements. These values are reflected after recognising the amortisation expense.

**Intangible assets (\$79,000)** – Represents computer software assets that were transferred from 'Property, infrastructure, plant and equipment' to 'Intangible assets' in 2019-20. These values are reflected after recognising the amortisation expense.

**Other financial assets (\$nil)** – The decrease in this item reflects Council's previous share-holding of \$230,000 in Regional Kitchen Pty Ltd which will not be returned.

**Trade and other receivables (\$305,000)** - \$232,000 of this balance represents Council's share of funds held in trust by Whitehorse City Council relating to the former Narre Warren landfill site combined with a \$73,000 refundable bond paid to Community Chef (which is expected to be returned to Council).

### C3. Current liabilities (debts due to be repaid within 12 months)

**Trade and other payables (\$4.43 million)** – This balance includes trade creditors arising from operations and capital works.

**Prepaid rates (\$37.35 million)** – Rate revenue (excluding supplementary rates) is earned evenly over the year, although cash is received in quarterly instalments, nine direct debit payments or a lump sum, depending on how the ratepayer chooses to pay. Prepaid rates represent rates received that have not yet been earned. This item will be \$nil at 30 June 2021 as all rates received will have been earned.

**Trust funds and deposits (\$9.05 million)** – Trust funds and deposits includes other refundable monies in respect of:

- Other deposits (\$3.30 million), mostly relating to asset protection bonds (\$2.29 million), drainage work deposits (\$530,000) and contractor deposits (\$232,000).
- Road deposits (\$2.52 million).
- Fire services property levy funds collected by Council on behalf of the State Government, but not yet paid on to the State Revenue Office (\$1.77 million). These monies are remitted to the State Revenue Office in accordance with legislative timeframes (28 days after each quarterly rate instalment date).
- Landscape deposits (\$798,000).
- Open space contributions (\$657,000).

The significant decrease in this line item from the 2020-21 Original Budget to Mid-Year Budget is due to a reclassification of Developer Contribution Plan (DCP) liabilities from 'trust funds and deposits' to 'unearned income' as per the note below relating to 'unearned income'.

#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**Unearned income (\$46.71 million)** – Represents income not yet earned in accordance with the new Accounting Standards AASB 1058 'Income of Not-For-Profit Entities' and AASB 15 'Revenue from Contracts with Customers' based on specific performance obligations that were not complete at 31 March 2021 in respect of:

- Developer Contribution Plan liabilities (DCP) – (\$30.47 million)
- Grants - operating (\$5.99 million)
- Grants - capital (\$10.11 million)
- Other (\$134,000).

**Provisions (\$20.79 million)** – This balance represents the provision for employee entitlements and landfill restoration works.

- Employee entitlements:
  - Long service leave entitlements - \$11.64 million.
  - Annual leave entitlements - \$8.10 million.
  - Rostered days off (RDO) - \$560,000.
- Landfill provision - \$489,000 - provision for the restoration and aftercare management of the former Spring Valley landfill site (closed). The former closed landfill is owned by the Council and is used as recreational open space. Council's share is 19.88% of the total future estimated costs.

**Interest-bearing liabilities (\$822,000)** – Represents the remaining repayments of long-term borrowings to occur during 2020-21.

**Lease liabilities (\$65,000)** - Represents the lease repayments in respect of right-of-use assets that are due to occur within 12 months and mainly comprise of property and information technology related lease obligations.

#### **C4. Non-current liabilities** (debts due to be repaid in future years)

**Provisions (\$1.91 million)** – Represents the provisions estimated to be paid beyond the 2020-21 financial year and comprises long service leave entitlements for employees (\$1.39 million) and landfill provision for restoration of Spring Valley landfill site (\$515,000) (Council's share is 19.88% of the total future estimated costs).

**Trust funds and deposits (\$298,000)** – Represents deposits that are payable beyond the 2020-21 financial year and comprises landscape deposits of \$273,000 and contractor deposits of \$25,000.

**Interest-bearing liabilities (\$56.64 million)** – Comprises the amount of outstanding borrowings to be repaid beyond the next 12 months.

**Lease liabilities (\$442,000)** – Represents lease liability repayments expected to occur beyond the next 12 months.

#### **C5. Net assets and equity**

**Net assets** - Represents the difference between total assets and total liabilities. It is the Council's net worth to the City's ratepayers.

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**Reserves** – Includes both statutory reserves (S) and discretionary reserves (D). The statutory reserves apply where funds are gained from the application of legislative requirements to contribute – and where expenditure of the funds is not entirely discretionary (i.e. the funds need to be used for certain expenditure only). The reserves listed below are explained in the notes to the cash flows that follow.

The discretionary reserves are:

- Major projects reserve
- Self-insurance reserve
- Council funded – Development Contribution Plans reserve
- Spring Valley landfill rehabilitation reserve
- Springvale Activity Precinct – Parking and Development reserve
- Dandenong Activity Precinct – Parking and Development reserve
- Native re-vegetation reserves
- Keysborough South Maintenance Levy reserve
- General reserve (Aged Care)
- Future maintenance reserve (LXRA)

The statutory reserves are:

- Open space – planning, development and improvements
- Open space – acquisitions

### D. Cash Flow Statement

Cash and investment holdings total \$165.66 million at 31 March 2021, an increase of \$11.10 million since 30 June 2020. Total cash and investment holdings are made up of operating cash (\$41.00 million) and restricted cash (\$124.65 million).

Please refer to the next page for a detailed listing of Restricted Cash items, which are set aside for specific purposes.

**Cash flows from operating activities** – net inflow of \$52.77 million.

The major inflows are rates \$119.64 million, grants \$33.31 million, trust funds and deposits taken \$20.72 million, user fees \$4.44 million, statutory fees and fines \$4.15 million and monetary contributions \$3.55 million

The major outflows are employee costs \$60.16 million, materials and services \$58.50 million and trust funds and deposits repaid \$19.98 million.

Trust funds and deposits taken and repaid mainly relate to fire services property levies (FSPL). The remittance of the FSPL and FSPL levy interest amounts are made to the State Revenue Office (SRO) in four payments in accordance with Section 41(1) of the FSPL Act. An instalment is due and payable to the Commissioner of State Revenue 28 days after the due date of rates instalments. Council collects FSPL on behalf of the State Government.



#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**Cash flows from investing activities** – net outflow of \$36.52 million, including:

- \$39.84 million for capital works expenditure. The detailed capital works schedule is included in this report as Appendix 1. Please note the difference between the two capital expenditure amounts is due to the movement in capital trade creditors at the start and end of the reporting period. Appendix 1 is on an accrual basis.
- \$2.00 million of proceeds from financial assets (investment funds held at 30 June 2020 in tailored deposits with a maturity of greater than three months).
- \$1.32 million proceeds on asset sales represents \$1.00 million from sale of car park land asset at 2 Mason Street Dandenong as part of a three-way land swap with Development Victoria and \$323,000 from the fleet replacement program.

**Cash flows from financing activities** – outflow of \$5.16 million. Council incurred \$2.22 million in finance costs on its borrowings and repaid \$2.43 million of existing loans. In accordance with the new Accounting Standard AASB 16 'Leases', Council incurred \$2,000 in finance costs on leases and repaid \$506,000 of its leased liabilities as at 31 March 2021.

**Restricted cash** - Restricted cash represents funds that are set aside for specific purposes, as detailed in the following tables.

Type	31 Mar 2021	Notes
<b>Reserve funds</b>	<b>\$'000</b>	
Council funded Development Contribution Plans (DCP) reserve	19,815	Reserved for specific expenditure in accordance with the published DCP.
Open space – planning, development and improvements	10,336	Reserved for enhancing the City's open space by planning, development and improvements.
Open space – acquisitions	891	To fund acquisitions of new open space land.
Major projects reserve	25,755	Holds funds realised from the sale of Council's property assets or surplus Council funds that will be utilised for investing in other properties or funding future major projects.
Keysborough South Maintenance Levy	2,554	Reserved for specific maintenance expenditure relating to this area.
Spring Valley landfill rehabilitation	469	This reserve is for the rehabilitation of the Spring Valley landfill site.
Re-vegetation reserves	369	These funds are to meet native re-vegetation requirements on Council's reserves.
Insurance fund reserve	928	This fund has been created to meet large and unexpected policy excesses on multiple insurance claims.
Springvale Activity Precinct Parking and Development reserve	235	This reserve is to fund development in the Springvale Activity Centre.
Dandenong Activity Precinct Parking and Development reserve	1,247	This reserve is to fund development in the Dandenong Activity Centre.
General reserve (Aged Care)	334	Funds set aside for the aged care reforms.
Future maintenance reserve (LXRA)	206	Contribution funds for future works to address level crossing removal authority defects.
<b>Total reserve funds</b>	<b>63,139</b>	

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

Type	31 Mar 2021	Notes
<b>Employee provisions</b>	<b>\$'000</b>	
Long service leave	13,034	Funds set aside to meet long service leave commitments.
Annual leave and other	8,661	Funds set aside to meet annual leave and rostered days off (RDO) commitments.
<b>Employee provisions</b>	<b>21,695</b>	
<b>Trust funds and deposits</b>	<b>\$'000</b>	
Fire services property levy (FSPL) collected and due	1,774	Payable to State Revenue Office – legislative requirement.
Open space contributions	657	Pending completion of works.
Landscape deposits	1,071	Pending completion of works.
Road deposits	2,519	Pending completion of works.
Other trust funds and deposits	3,330	Refundable upon finalisation of programs.
<b>Total trust funds and deposits</b>	<b>9,351</b>	
<b>Other restricted funds</b>	<b>\$'000</b>	
DCP unearned income	30,469	Pending completion of works by developers.
<b>Other restricted funds</b>	<b>30,469</b>	
<b>Total restricted cash</b>	<b>124,654</b>	

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

#### Statement of Capital Works

Total capital expenditure at 31 March 2021 was \$35.34 million. A further \$21.74 million was committed at the end of March. The following **CIP Expenditure Report** contains the expenditure status of each of the approved capital projects.

The timing of cash outflows and project completion can differ for capital projects. Commentary on the status of each project with major year to date variances is provided below (i.e. variances greater than \$300,000). Please note that the variances detailed below are the total of all asset classes by capital project whereas the Capital Expenditure report details the variances separately by asset class and capital project.

#### Plant and equipment

- **1445 Fleet Purchases (\$366,000 favourable)** – Lower than anticipated fleet purchases to date. The turnover and purchase of fleet is based on utilisation. Utilisation has slowed significantly due to COVID-19 restrictions and only critical fleet services occurring for a number of months. In addition, the planned purchase of a large tractor is unlikely to occur by 30 June 2021 as stock supply into Australia has been hindered by COVID-19. Some savings in this program are anticipated this financial year due to COVID-19.

#### Infrastructure

- **3900 Ross Reserve Plaza/Play/Oval/Path (\$348,000 favourable)** – Works have commenced and mostly on track. Playground contract has been awarded and works are expected to be complete by 30 June 2021. Stage 1 works of the shared pedestrian path (jogging/tan track) have been completed, however, stage 2 cannot be undertaken until construction of the pavilion is complete. Similarly, upgrade of oval 1 will be undertaken once construction of the pavilion is complete. The Plaza works – construction of basketball court and supporting elements have been completed.

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

# Appendix 1

## Capital Expenditure

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

CIP Expenditure Report

	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	COMMIT \$	ANNUAL MID YEAR BUDGET \$	FULL YEAR FORECAST \$	ANNUAL ORIGINAL BUDGET \$
<b>PROPERTY</b>							
<b>Buildings</b>							
3043. Springvale Community Precinct	2,204,972	2,198,060	(6,912)	9,315	2,221,060	2,221,060	500,000
3219. Thomas Carroll Pavilion	43,600	45,572	1,972	85,049	2,450,475	2,450,475	-
3362. Springvale City Hall	-	-	-	-	25,000	-	25,000
3547. George Andrews Reserve-Bld Modific.	1,565	-	(1,565)	-	330,000	330,000	330,000
3548. Keysborough South Community Hub Dev	292,957	294,568	1,611	260,562	3,612,121	2,971,053	2,575,108
3792. Dandenong Mkt Back of House-Coolrm	623,152	640,876	17,724	9,351	720,876	720,876	580,000
3793. Dandenong Market Utility Srv Infra	-	-	-	-	100,000	100,000	100,000
3802. Building Energy Efficiency Program	90,891	-	(90,891)	-	-	-	-
3805. Municipal Early Years Infrast. Plan	-	-	-	1,333	60,164	60,164	-
3813. Shalimar Kindergarten MCH	2,825	-	(2,825)	-	-	-	-
3814. D'orong Nth Senior Citizen Ctr Latha	-	1,500	1,500	-	1,500	1,500	-
3873. Building Renewal Prg.- DDA	600	16,875	16,275	-	45,000	45,000	45,000
3874. Building Renewal Prg.- HVAC	128,939	170,625	41,686	-	310,000	310,000	310,000
3876. Building Renewal Prg.- Bathroom	109,568	115,000	5,432	8,556	115,000	115,000	115,000
3877. Building Renewal Prg.- Flooring	168,564	122,000	(46,564)	-	122,000	122,000	122,000
3878. Building Renewal Prg.- Lift Refurb.	41,910	28,375	(13,535)	-	28,375	28,375	-
3879. Building Renewal Prg.- Minor Works	93,448	45,000	(48,448)	20,715	45,000	45,000	45,000
3880. Building Renewal Prg.- Roof	59,410	96,250	36,840	14	125,000	125,000	275,000
3883. Building Renewal Prg.- Kitchen & Eq	159,421	163,488	4,067	93,702	224,300	224,300	224,300
3902. Ross Reserve Pavilion	810,820	810,000	(820)	7,591,738	1,992,500	1,992,500	2,000,000
3904. Building Renewal Prg. - Theatre	410,279	404,500	(5,779)	41,959	576,000	576,000	576,000
3906. Greater D'orong Gallery of Art	2,037,101	2,040,000	2,899	3,507,413	6,437,493	6,437,493	1,500,000
3908. Oasis/NPAC Design Dev't	189,733	178,067	(11,666)	-	178,067	178,067	-
3945. CCTV Renewal Program	34,516	24,750	(9,766)	11,740	30,000	30,000	30,000
3946. Building Renewal Prg.-Aquatic & Lei	458,477	480,000	21,523	75,326	558,000	558,000	558,000
3947. Building Renewal Prg.- Project	6,068	56,250	50,182	6,545	150,000	150,000	150,000
3948. D'orong Mkt (Fruit & Veg) Floor&Roof	16,728	17,000	272	2,798	130,000	130,000	130,000
3949. NPAC Redevelopment	285,607	287,000	1,393	94,980	3,000,000	3,000,000	-
3950. Robert Booth Baseball Design&Constr	6,889	-	(6,889)	9,091	20,000	20,000	20,000
3951. Ross Res P/grnd-Change Plc Toilet	2,030	-	(2,030)	214,710	300,000	300,000	300,000
3952. S/Vale Library/Civic-Storage&Equip	-	-	-	-	100,000	100,000	100,000
3953. Balmoral Ave Car Park	44,020	38,000	(6,020)	23,187	57,207	57,207	400,000
3972. Local Roads Community Infrast. Prog.	-	-	-	-	-	-	500,000
3974. D'orong Aquatic & Wellbeing Ctr	204,321	205,000	679	213,350	1,970,000	1,970,000	2,000,000
<b>Leasehold Improvements</b>							
3941. Police Paddocks Res. Grandstand	-	-	-	-	434,860	434,860	-
3954. Police Paddocks Changerooms	94,841	95,000	159	-	102,385	102,385	202,385
<b>Land</b>							
3396. 2A Frank St Noble Park	1,404,457	1,404,457	0	-	1,404,457	1,404,457	-
3444. 3-Way Land Swap-Dev't Vic	1,128,303	1,125,000	(3,303)	-	1,125,000	1,125,000	-
3452. 114 Hanna St, Noble Park	75,000	-	(75,000)	-	-	1,510,000	-
3975. 86-88 Clow St Dandenong	2,666,654	2,669,526	2,872	-	2,669,526	2,669,526	-
3976. 218 Railway Parade Noble Park	962,696	950,000	(12,696)	-	950,000	950,000	-
3989. DCP - 675 Taylors Road (LRO6b)	4,652	6,932	2,280	678	396,932	396,932	-
<b>Total property</b>	<b>14,865,016</b>	<b>14,729,671</b>	<b>(135,345)</b>	<b>12,282,112</b>	<b>33,118,298</b>	<b>33,962,230</b>	<b>13,712,793</b>
<b>PLANT AND EQUIPMENT</b>							
<b>Plant, machinery and equipment</b>							
1445. Fleet Purchases	632,020	998,407	366,387	616,186	2,746,410	2,746,410	2,662,410
1447. Fleet New Program	-	-	-	-	160,000	160,000	244,000
3449. TAC Road Safety Trailer	17,510	-	(17,510)	-	-	17,155	-

**Note: Buildings – 3902 Ross Reserve Pavilion – the commitments amount of \$7.59 million in the report above includes commitments relating to future years (multi-year project).**

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

CIP Expenditure Report

	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	COMMIT \$	ANNUAL MID YEAR BUDGET \$	FULL YEAR FORECAST \$	ANNUAL ORIGINAL BUDGET \$
<b>Library books</b>							
3104. Library Resources	486,561	598,592	112,031	323,363	849,560	849,560	859,560
<b>Computers and telecommunications</b>							
3827. Increase Wi-Fi Cover-Variou Locatn	-	-	-	-	20,000	20,000	20,000
3902. Ross Reserve Pavilion	-	-	-	-	45,000	45,000	-
3911. Dandenong Stadium Wi-Fi	1,143	-	(1,143)	-	10,000	10,000	10,000
3913. People Counters Installation	3,045	-	(3,045)	-	-	-	-
3914. Asset Management System	372,678	393,048	20,370	419	915,258	915,258	216,612
3918. Drum Theatre Ticketing System	137,161	137,161	-	-	137,161	137,161	-
3919. Digital Infrastructure (Website)	7,442	8,000	559	-	100,000	100,000	100,000
3956. 39A Clow-Security Eq,Software&Radio	14,845	15,000	155	-	15,000	15,000	15,000
3957. Audio Visual Equipment Renewal	23,634	24,375	741	-	25,000	25,000	25,000
3958. D'ngong Civic Ctr-Security Eq&S'ware	105,252	100,000	(5,252)	4,748	110,000	110,000	110,000
3959. Emergency Relief Centres-Equipment	18,249	20,000	1,751	1,005	60,000	60,000	60,000
3960. Menzies Ave CCTV	5,400	6,000	600	-	20,000	20,000	20,000
<b>Fixtures, fittings and furniture</b>							
3314. Public hall equipment	57,573	60,000	2,427	19,420	400,000	400,000	400,000
3952. S/Vale Library/Civic-Storage&Equip	-	-	-	-	10,000	10,000	10,000
3955. MCH Blinds-Chandler & Darren Reserv	880	-	(880)	5,786	16,000	16,000	16,000
<b>Total plant and equipment</b>	<b>1,883,392</b>	<b>2,360,583</b>	<b>477,191</b>	<b>970,926</b>	<b>5,639,389</b>	<b>5,656,544</b>	<b>4,768,582</b>

**INFRASTRUCTURE**

<b>Parks, open space and streetscapes</b>							
1629. 275 Lonsdale St D'ngong-Vanity Lane	63,390	65,000	1,610	54,000	1,175,000	1,175,000	1,175,000
1747. Barry Powell Reserve Master Plan	3,105	5,000	1,895	-	99,049	99,049	-
1748. Spring Valley Reserve Master Plan	-	38,724	38,724	40,872	38,724	38,724	-
1761. 6-8 Fifth Ave - Reserve Development	27,402	29,000	1,598	13,873	100,000	100,000	100,000
1762. 90 Gove St - Reserve Development	84,750	85,000	250	-	100,000	100,000	100,000
1796. Wal Turner Reserve Master Plan	377,801	378,591	790	64,302	383,591	383,591	-
1818. Safety, Security & Space Activation	-	-	-	-	-	-	17,270
2117. 89 Douglas Street Noble Park	23,501	22,500	(1,001)	740	80,000	80,000	80,000
2126. Herbert St Pocket Park	-	-	-	-	-	275,000	-
3065. Public Place Recycling Bin Instal.	37,189	39,192	2,003	-	39,192	39,192	-
3141. Thomas St Precinct Enhance(Afghan)	-	-	-	-	17,511	17,511	-
3192. Douglas st. s/scape improv.proj.	10,988	4,000	(6,988)	-	4,000	4,000	-
3248. DCP Keysh. Sth Industrial Buffer	91,951	109,229	17,278	6,630	109,229	109,229	-
3272. Indigenous Public Art SCP	27,865	21,000	(6,865)	2,017	61,000	61,000	-
3438. Hemmings St N'hood Act Ctr	2,100	10,000	7,900	-	60,000	60,000	-
3439. LRCI-Ross Reserve Stage 2	437,005	440,000	2,995	16,401	500,000	500,000	-
3440. LRCI-Warner Reserve	15,976	30,000	14,024	172,841	200,000	200,000	-
3454. Dogs off leash program	102,350	150,000	47,650	-	150,000	150,000	150,000
3490. Springvale Road Boulevard	7,298	11,246	3,948	122,066	4,069,601	4,069,601	-
3498. Walker St D'ngong-Streetscape	760	-	(760)	-	-	-	-
3631. Dandenong Park Master Plan	1,501,075	1,492,915	(8,160)	318,777	2,200,915	2,200,915	1,000,000
3714. Tirhatuan Park Dog Off Leash	143,786	145,000	1,214	3,935	153,500	153,500	-
3747. Streetscapes - Activity Centres	-	-	-	-	50,000	50,000	50,000
3848. LRCI Hemmings SC Streetscape	294,599	305,000	10,402	26,518	417,807	417,807	100,000
3849. Frederick Wachter Res. Master Plan	509,674	502,126	(7,548)	630,868	1,310,626	1,310,626	510,000
3853. Parkfield Res. Master Plan Impl.	181,878	182,901	1,023	558,629	894,901	894,901	1,050,000
3854. Burden Park Res. Master Plan Impl.	748,804	750,104	1,300	6,339	787,104	787,104	20,000
3900. Ross Reserve Plaza/Play/Oval/Path	16,920	364,000	347,080	8,004	535,755	535,755	-
3929. Act Crt Strat Plan Imp - D'ngong	204,807	206,393	1,586	289,390	443,393	443,393	-
3930. Act Crt Strat Plan Imp - NPark	13,565	15,000	1,435	1,987	50,000	50,000	-
3931. Guardrail Upgrade Program	8,670	8,670	0	-	8,670	8,670	-
3932. Open Space Infra Renewal Prg	94,041	87,000	(7,041)	5,273	160,000	160,000	160,000
3933. Sports Lighting Plan Imp.	136,255	135,000	(1,255)	27,396	400,000	400,000	-
3934. Parking Sensor Implementation	239,517	240,000	483	222,911	344,508	344,508	-
3940. Ross Reserve Comm Ctr Car Park	303,147	304,000	853	165,847	499,452	499,452	-
3943. Keysh Sth Comm Hub Dog Off Leash	25,603	27,938	2,335	-	62,938	62,938	-
3967. D'ngong Act Ctr- Streetscape	-	-	-	-	25,000	25,000	25,000
3968. Norman Luth Reserve Lighting	302,643	302,500	(143)	76,064	376,365	376,365	376,365
3969. Thomas Carroll-Cricket/Play/Light	12,200	15,000	2,800	5,800	15,000	15,000	15,000
3970. Alan Corrigan Exercise Equipment	53,830	55,000	1,170	-	60,000	60,000	60,000
3971. D'ngong/D'ngong Nth-Sensory Nature Tr	-	-	-	-	-	-	100,000
3973. Signage Renewal Program	37,496	41,250	3,754	40,500	110,000	110,000	110,000

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

CIP Expenditure Report

	YTD ACTUAL \$	YTD BUDGET \$	YTD VARIANCE \$	COMMIT \$	ANNUAL MID YEAR BUDGET \$	FULL YEAR FORECAST \$	ANNUAL ORIGINAL BUDGET \$
<b>Recreational, leisure and community facilities</b>							
3209. Active Reserves Program	114,374	115,000	626	161,770	335,000	335,000	335,000
3442. Noble Park Revitalisation	64,874	65,000	126	143,520	190,000	190,000	-
3518. Harmony Square Entrance Protection	10,000	10,000	-	-	30,000	30,000	-
3794. Tatterson Park Masterplan	395,166	398,000	2,834	68,487	435,671	435,671	-
3837. Greaves Res. Tennis Court Resurf.	21,254	19,276	(1,978)	47,832	95,276	95,276	-
3900. Ross Reserve Plaza/Play/Oval/Path	734,748	736,000	1,252	1,414,486	1,998,252	1,998,252	-
3926. Sports Facilities Plan Imp.	(96)	-	96	-	-	-	-
3963. Ian Tatterson Leisure Park Cricket	35,465	30,000	(5,465)	-	30,000	30,000	60,000
3964. Warner Reserve Recreation Space	27,165	28,000	835	150,173	175,450	175,450	350,900
3965. Red Gum Rest - Shade	94,318	95,000	682	29,225	120,000	120,000	120,000
3966. Tirhatuan Park - Basketball Court	4,700	4,700	-	-	4,700	4,700	175,000
3969. Thomas Carroll-Cricket/Play/Light	1,790	-	(1,790)	174,663	180,000	180,000	430,000
<b>Roads</b>							
1629. 275 Lonsdale St Dnong-Vanity Lane	60,477	60,000	(477)	24,187	90,000	90,000	-
3080. Abbots Road DCP item L102	-	-	-	-	4,806,087	4,806,087	4,806,087
3231. Local Road Upgrade & Reconstruction	59,045	55,133	(3,912)	58,110	165,133	165,133	-
3373. Municipal wide, Kerb and Channel	245,866	246,875	1,009	102,089	350,000	350,000	500,000
3418. Municipal Wide,LATM post audit	434,173	450,000	15,827	117,880	450,000	450,000	450,000
3752. Local Road Rehab.Prg-Implement R2R	-	-	-	-	190,230	507,817	507,817
3753. Local Road Surf./Rehabit. Prg.	2,759,228	2,760,000	772	511,996	4,000,000	4,000,000	5,250,000
3828. Activity Centre Proj. Mason St	59,952	58,779	(1,173)	32,108	488,779	488,779	-
3831. Bakers Rd, D'nhong Nth Alter.Cross	-	-	-	-	-	-	-
3923. Cheltenham Rd/Chandler Rd	235,245	241,666	6,421	-	241,666	241,666	-
3934. Parking Sensor Implementation	-	-	-	-	200,000	200,000	200,000
3938. Kerb & Channel Resurfacing Program	3,052,629	3,000,000	(52,629)	130,964	3,000,000	3,000,000	1,750,000
3942. Black Spot Works Program	273,061	275,189	2,128	21,008	2,681,676	2,681,676	-
3944. Keysb Sth Comm Hub Access Road	119,903	117,000	(2,903)	1,928,589	1,977,002	1,977,002	2,000,000
3961. Road Reconst Program - Geotechnical	-	-	-	-	50,000	50,000	50,000
3962. Bakers Road Service Road	-	-	-	-	-	-	180,000
3972. Local Roads Community Infrs. Prog.	-	-	-	-	-	-	517,807
3990. DCP - Chapel Rd Upg & Traffic Lght	300,434	156,237	(144,197)	-	156,237	156,237	-
3992. DCP - Perry Road South Upgrade	5,274	-	(5,274)	-	-	-	-
<b>Bridges</b>							
3185. Municipal Wide - Bridges	-	-	-	-	-	-	100,000
<b>Footpath and cycleways</b>							
3174. Active Transport Infra.Priority Pat	20,460	30,000	9,540	-	200,000	200,000	200,000
3355. Municipal Wide-Footpath Renewal	807,680	810,500	2,820	82,073	1,000,000	1,000,000	1,400,000
<b>Off street car parks</b>							
3794. Tatterson Park Masterplan	1,494,569	1,494,918	349	81,185	1,648,918	1,648,918	-
3901. Ross Reserve Access Road	68,912	69,717	805	35,113	174,717	174,717	-
3937. Car Park Renewal Program	18,461	87,672	69,211	-	153,645	153,645	-
<b>Drainage</b>							
3019. Major Drainage Renewal Prg.	286,971	288,250	1,279	6,335	410,000	410,000	410,000
3129. Drainage program	311,862	340,351	28,489	72,883	384,770	384,770	-
3939. Drainage Reactive Renewal Program	327,502	250,000	(77,502)	15,988	250,000	250,000	250,000
<b>Total infrastructure</b>	<b>18,587,406</b>	<b>18,911,542</b>	<b>324,136</b>	<b>8,482,872</b>	<b>43,073,627</b>	<b>43,365,897</b>	<b>25,223,976</b>
<b>GRAND TOTAL</b>	<b>35,335,814</b>	<b>36,001,796</b>	<b>665,982</b>	<b>21,735,910</b>	<b>81,831,314</b>	<b>82,984,671</b>	<b>43,705,351</b>

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

# Appendix 2

# Investment Analysis

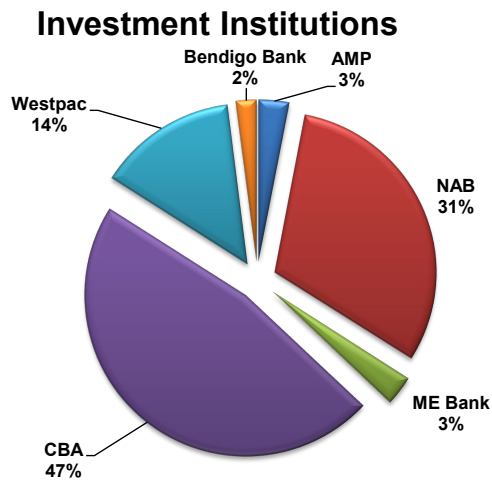


4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



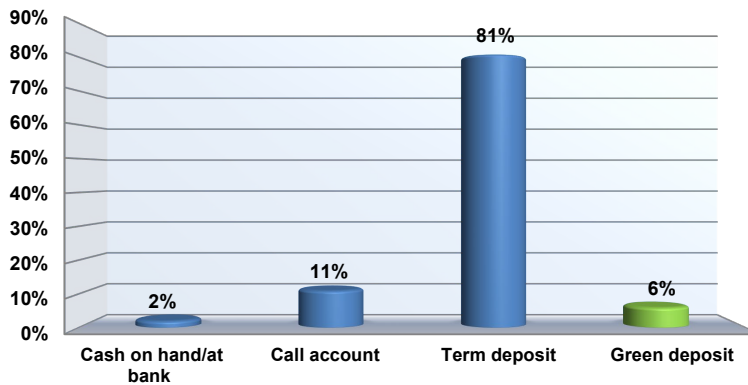
Financial Report for the period 1 July 2020 – 31 March 2021

Cash and Investments



Policy limit - no single institution shall comprise more than 25% of the total investment portfolio, unless the investment is with Council's banker.

### Portfolio Products



**Note: Green deposit:** 6% (or \$10.10 million) was invested at 31 March 2021. These investments are certified against Climate Bonds Initiative – Climate Bonds Standard, the same certification as green bonds.

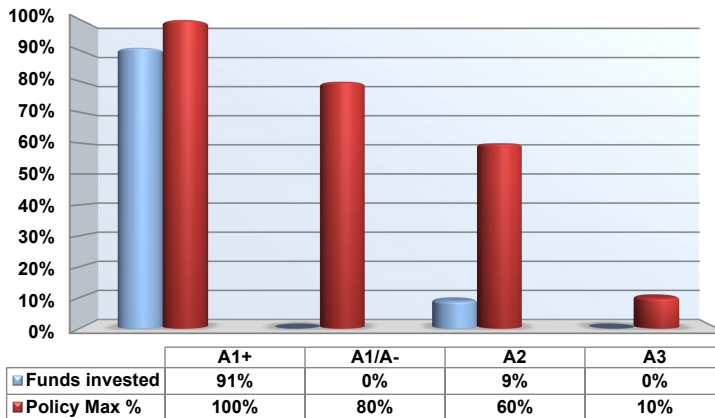
4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



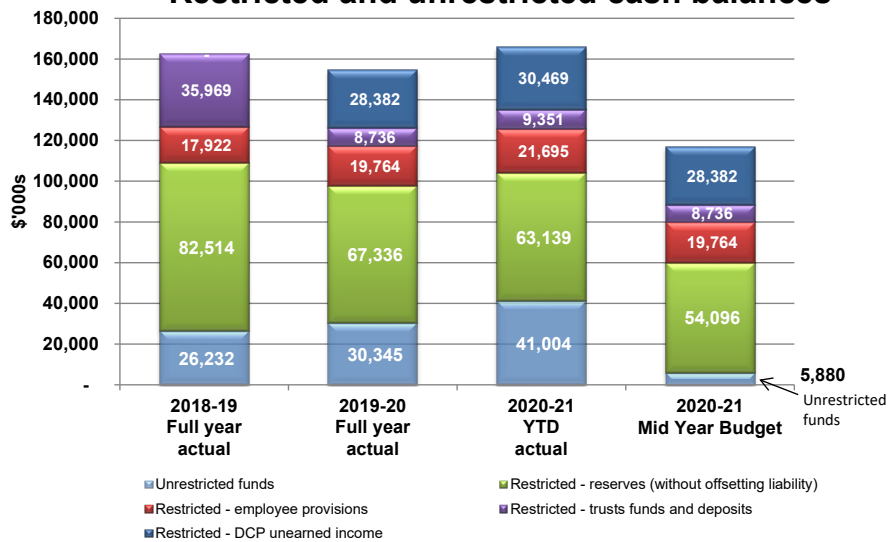
Financial Report for the period 1 July 2020 – 31 March 2021

Cash and Investments

Investment Credit Rating



Restricted and unrestricted cash balances



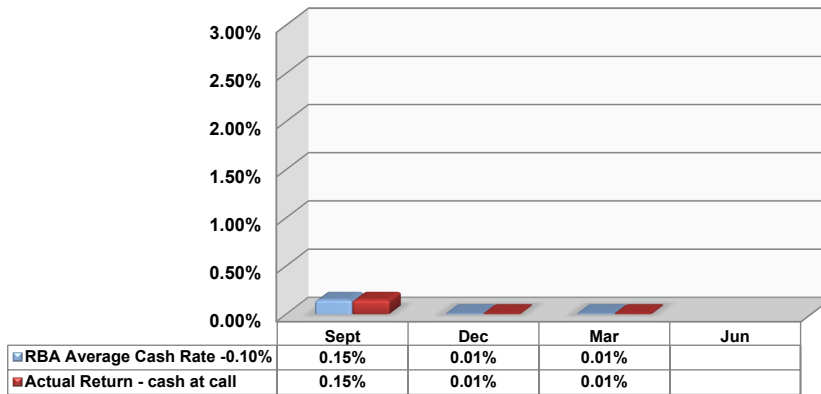
Note - DCP unearned income was previously classified in trust funds and deposits (2018-19 and prior).

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)

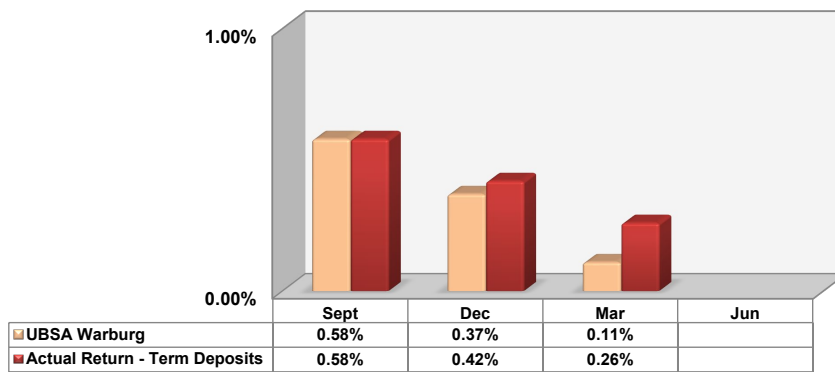


Financial Report for the period 1 July 2020 – 31 March 2021

**Benchmark Indicator - Cash at Call**



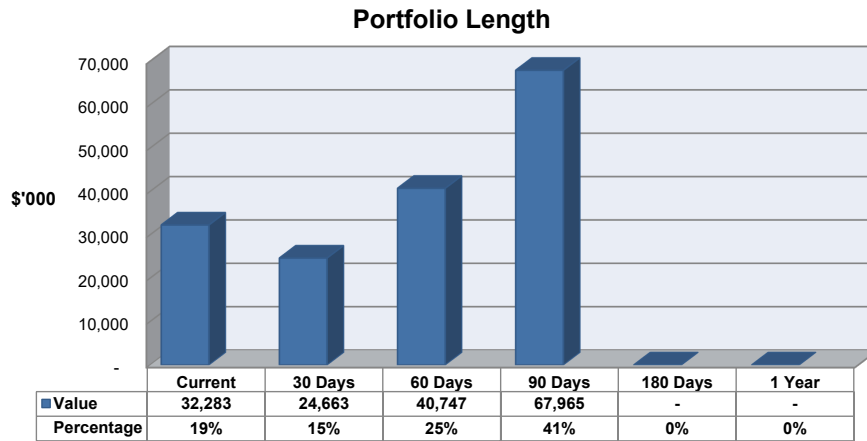
**Benchmark Indicator - Term/Green Deposits**



**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021



**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

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# Appendix 3

## Directorate Analysis

## ORDINARY COUNCIL MEETING - AGENDA

## 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

## Total Operating Results

## CGD BY DIRECTORATE

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
Chief Executive Office	-	-	-	-	-	-	-
Greater Dandenong Business	969	763	206	795	939	144	196
Corporate Services	1,372	1,229	143	2,131	2,035	(96)	2,691
Engineering Services	19,102	18,816	286	27,246	26,571	(675)	24,776
City Planning Design and Amenity	7,867	7,780	87	10,734	10,148	(586)	13,218
Community Services	15,616	14,160	1,456	20,338	20,989	651	20,602
Non-Directorate <sup>(a)</sup>	110,497	110,052	445	159,141	159,745	604	160,898
Capital Works Program	1,607	1,548	59	15,937	16,546	609	4,154
<b>Total income</b>	<b>157,030</b>	<b>154,348</b>	<b>2,682</b>	<b>236,322</b>	<b>236,973</b>	<b>651</b>	<b>226,535</b>
<b>Expenses</b>							
Chief Executive Office	494	509	15	788	779	9	788
Greater Dandenong Business	2,902	3,163	261	5,209	5,194	15	4,299
Corporate Services	15,676	16,765	1,089	22,858	21,759	1,099	23,280
Engineering Services	43,488	47,298	3,810	69,150	68,782	368	64,637
City Planning Design and Amenity	11,387	13,235	1,848	18,498	17,629	869	18,256
Community Services	33,295	37,748	4,453	52,162	52,815	(653)	47,828
Non-Directorate <sup>(a)</sup>	33,515	32,427	(1,088)	44,667	46,318	(1,651)	37,689
Capital Works Program	-	-	-	-	-	-	-
<b>Total expenses</b>	<b>140,757</b>	<b>151,145</b>	<b>10,388</b>	<b>213,332</b>	<b>213,276</b>	<b>56</b>	<b>196,777</b>
<b>Net surplus (deficit)</b>	<b>16,273</b>	<b>3,203</b>	<b>13,070</b>	<b>22,990</b>	<b>23,697</b>	<b>707</b>	<b>29,758</b>

<sup>(a)</sup> Non Directorate includes non-attributable items such as rates income, developer's contributions, interest income, non-monetary assets, finance costs and depreciation.

**Note** - Total income and total expenditure may differ to the operating result on the previous page due to the treatment of proceeds from asset sales and associated written down value.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**CEO DIRECTORATE**

**OPERATING RESULT**

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to YEAR FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Expenses</b>							
	442	432	(10)	586	586	-	586
	52	22	(30)	96	89	7	96
1	-	55	55	106	104	2	106
	494	509	15	788	779	9	788
	(494)	(509)	15	(788)	(779)	9	(788)

**BUSINESS UNITS**

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to YEAR FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
CEO	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Expenses</b>							
CEO	494	509	15	788	779	9	788
	494	509	15	788	779	9	788
	(494)	(509)	15	(788)	(779)	9	(788)

**Notes:**

**Expenditure**

**Note 1** Other expenses (\$54,000 favourable) – Favourable variance due to delay in budgeted contribution to South East Melbourne Incorporated.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**GREATER DANDENONG BUSINESS GROUP**

**OPERATING RESULT**

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
	-	-	-	6	6	-	6
User fees							
Grants - operating	2	886	680	206	680	790	110
Other income		83	83	-	109	143	34
<b>Total income</b>	<b>969</b>	<b>763</b>	<b>206</b>	<b>795</b>	<b>939</b>	<b>144</b>	<b>196</b>
<b>Expenses</b>							
Employee costs	3	1,927	2,078	151	2,789	2,745	44
Materials and services	4	971	1,033	62	1,977	2,025	(48)
Other expenses		4	52	48	443	424	19
<b>Total expenses</b>	<b>2,902</b>	<b>3,163</b>	<b>261</b>	<b>5,209</b>	<b>5,194</b>	<b>15</b>	<b>4,299</b>
<b>Net surplus (deficit)</b>	<b>(1,933)</b>	<b>(2,400)</b>	<b>467</b>	<b>(4,414)</b>	<b>(4,255)</b>	<b>159</b>	<b>(4,103)</b>

**BUSINESS UNITS**

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
Greater Dandenong Business Executive	-	-	-	-	-	-	(1)
Business Networks	318	180	138	204	180	(24)	50
Activity Centres Revitalisation	580	500	80	506	616	110	6
Major Projects	69	79	(10)	79	141	62	135
Economic Development	2	4	(2)	6	2	(4)	6
<b>Total income</b>	<b>969</b>	<b>763</b>	<b>206</b>	<b>795</b>	<b>939</b>	<b>144</b>	<b>196</b>
<b>Expenses</b>							
Greater Dandenong Business Executive	278	302	24	420	415	5	424
Business Networks	650	666	16	1,014	962	52	747
Activity Centres Revitalisation	831	851	20	1,871	1,953	(82)	1,102
Major Projects	344	328	(16)	494	557	(63)	550
Economic Development	799	1,016	217	1,410	1,307	103	1,476
<b>Total expenses</b>	<b>2,902</b>	<b>3,163</b>	<b>261</b>	<b>5,209</b>	<b>5,194</b>	<b>15</b>	<b>4,299</b>
<b>Net surplus (deficit)</b>	<b>(1,933)</b>	<b>(2,400)</b>	<b>467</b>	<b>(4,414)</b>	<b>(4,255)</b>	<b>159</b>	<b>(4,103)</b>



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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

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### Greater Dandenong Business Group

#### Income

**Note 2 Grants - operating (\$206,000 favourable)** – The favourable variance is due to receipt of unbudgeted grant income for Central Dandenong Facilitation Study (Place Making and Revitalisation \$80,000) and extension of Community Revitalisation Project (\$126,000). These grants will be offset by associated expenditure and have been reflected in the full year forecast.

#### Expenditure

**Note 3 Employee costs (\$151,000 favourable)** – The favourable variance is due to vacant positions and a delay in recruitment (Economic Development \$124,000 and Place Making and Revitalisation \$23,000), partly offset by the extension of the City Deals secondment position to January 2022.

Overall, a favourable variance of \$44,000 has been reflected in the full year forecast.

**Note 4 Materials and services (\$62,000 favourable)** – Favourable variance due to delay in receipt of invoices and commencement of projects (Economic Development \$82,000, Business Networks \$42,000, Business Engineering and Major Projects Executive \$13,000 and Major Projects \$11,000).

This favourable variance is partly offset by higher expenditure for professional services (Community Revitalisation Project \$53,000) and asset purchases (Outdoor Eating and Entertainment \$31,000) which will be offset by grant funding.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**CORPORATE SERVICES DIRECTORATE**

**OPERATING RESULT**

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>								
Statutory fees and fines		69	84	(15)	111	101	(10)	111
User fees		4	16	(12)	21	2	(19)	21
Grants - operating		24	-	24	40	72	32	1
Other income	5	1,275	1,129	146	1,959	1,860	(99)	2,558
<b>Total income</b>		<b>1,372</b>	<b>1,229</b>	<b>143</b>	<b>2,131</b>	<b>2,035</b>	<b>(96)</b>	<b>2,691</b>
<b>Expenses</b>								
Employee costs	6	9,791	10,234	443	14,063	13,547	516	14,134
Materials and services	7	5,047	5,508	461	7,518	7,046	472	7,479
Other expenses	8	838	1,023	185	1,277	1,166	111	1,667
<b>Total expenses</b>		<b>15,676</b>	<b>16,765</b>	<b>1,089</b>	<b>22,858</b>	<b>21,759</b>	<b>1,099</b>	<b>23,280</b>
<b>Net surplus (deficit)</b>		<b>(14,304)</b>	<b>(15,536)</b>	<b>1,232</b>	<b>(20,727)</b>	<b>(19,724)</b>	<b>1,003</b>	<b>(20,589)</b>

**BUSINESS UNITS**

		YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>								
Corporate Services Executive		-	-	-	-	-	-	-
Communications and Customer Service		58	55	3	197	73	(124)	559
Governance		1,137	1,020	117	1,511	1,508	(3)	1,748
Information Technology		-	-	-	-	-	-	-
Financial Services		121	139	(18)	363	354	(9)	363
People and Procurement Services		56	15	41	60	100	40	21
<b>Total income</b>		<b>1,372</b>	<b>1,229</b>	<b>143</b>	<b>2,131</b>	<b>2,035</b>	<b>(96)</b>	<b>2,691</b>
<b>Expenses</b>								
Corporate Services Executive		362	365	3	598	596	2	609
Communications and Customer Service		3,633	4,142	509	5,715	5,141	574	6,188
Governance		1,987	2,358	371	3,175	3,013	162	3,248
Information Technology		3,888	3,935	47	5,092	5,042	50	5,186
Financial Services		1,926	1,926	-	2,878	2,867	11	2,889
People and Procurement Services		3,880	4,039	159	5,400	5,100	300	5,160
<b>Total expenses</b>		<b>15,676</b>	<b>16,765</b>	<b>1,089</b>	<b>22,858</b>	<b>21,759</b>	<b>1,099</b>	<b>23,280</b>
<b>Net surplus (deficit)</b>		<b>(14,304)</b>	<b>(15,536)</b>	<b>1,232</b>	<b>(20,727)</b>	<b>(19,724)</b>	<b>1,003</b>	<b>(20,589)</b>

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

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### Corporate Services Directorate

#### Income

**Note 5 Other income (\$146,000 favourable)** – Higher than anticipated rental and recovery income to date (Property Management Administration \$98,000 and Emergency Management \$45,000).

An unfavourable variance of \$99,000 has been reflected in the full year forecast due to anticipated COVID-19 impacts on rental income from Civic Facilities.

#### Expenditure

**Note 6 Employee costs (\$443,000 favourable)** – The favourable variance is primarily due to vacant positions and a reduction in the use of casual staff and overtime (Civic Facilities \$179,000, Call and Service Centres \$107,000, Records Management \$46,000 and Southern Screen \$25,000), a delay in corporate training (Organisational Development Executive \$53,000), reduced hours for staff (Governance \$27,000) and the timing of delivery of programs (Occupational, Health and Safety \$11,000).

This favourable variance is partly offset by the retirement of a staff member (Property Revenue \$19,000).

Overall, a permanent favourable variance of \$517,000 has been reflected in the full year forecast.

**Note 7 Materials and services (\$461,000 favourable)** – Favourable variance due to delay in receipt of invoices, commencement of projects and lower than anticipated printing and stationery, postage and storage, subscriptions, professional services and insurance claims to date (Organisational Development Executive \$86,000, Property Management Administration \$70,000, Communications and Customer Service Executive \$62,000, Technical Services \$49,000, Civic Facilities \$45,000, Records Management \$43,000, Occupational Health and Safety \$41,000, Members of Council \$38,000, Governance \$21,000, Print Shop \$16,000, Call and Service Centres \$16,000, Jan Wilson Community Centre \$14,000 and Senior Citizen Facilities \$12,000).

This favourable variance is partly offset by higher than anticipated emergency relief and recovery costs, which are mostly recoverable (Emergency Management \$33,000) and higher than anticipated professional services (Dandenong Market \$34,000).

Overall, a permanent favourable variance of \$472,000 has been reflected in the full year forecast.

**Note 8 Other expenses (\$185,000 favourable)** – Favourable variance mainly due to a saving in Council's contribution to the Dandenong Night Market which will not occur due to the COVID-19 pandemic, a delay in the Melbourne Food and Wine Festival contribution (Dandenong Market \$127,000) and lower administration costs to date (Members of Council \$37,000).

A permanent favourable variance of \$110,000 has been reflected in the full year forecast.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**ENGINEERING SERVICES DIRECTORATE**

**OPERATING RESULT**

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>								
Rates and charges	9	16,910	16,822	88	22,438	22,438	-	22,438
Statutory fees and fines	10	295	203	92	215	250	35	413
User fees	11	396	447	(51)	607	607	-	607
Grants - operating	12	399	230	169	290	466	176	15
Contributions - monetary		2	-	2	-	1	1	-
Asset sales		322	343	(21)	686	526	(160)	686
Other income		778	771	7	3,010	2,283	(727)	617
<b>Total income</b>		<b>19,102</b>	<b>18,816</b>	<b>286</b>	<b>27,246</b>	<b>26,571</b>	<b>(675)</b>	<b>24,776</b>
<b>Expenses</b>								
Employee costs	13	13,333	13,615	282	18,621	18,887	(266)	18,082
Materials and services	14	29,770	33,150	3,380	49,810	49,256	554	46,131
Bad and doubtful debts		1	-	(1)	-	-	-	-
Carrying amount of assets sold	15	42	155	113	309	237	72	309
Other expenses		342	378	36	410	402	8	115
<b>Total expenses</b>		<b>43,488</b>	<b>47,298</b>	<b>3,810</b>	<b>69,150</b>	<b>68,782</b>	<b>368</b>	<b>64,637</b>
<b>Net surplus (deficit)</b>		<b>(24,386)</b>	<b>(28,482)</b>	<b>4,096</b>	<b>(41,904)</b>	<b>(42,211)</b>	<b>(307)</b>	<b>(39,861)</b>

**BUSINESS UNITS**

		YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>								
Engineering Services Executive		-	-	-	-	-	-	-
Infrastructure Services		18,100	17,864	236	26,037	25,294	(743)	23,510
City Projects and Asset Improvement		23	19	4	19	19	-	19
Infrastructure Planning		979	933	46	1,190	1,258	68	1,247
<b>Total income</b>		<b>19,102</b>	<b>18,816</b>	<b>286</b>	<b>27,246</b>	<b>26,571</b>	<b>(675)</b>	<b>24,776</b>
<b>Expenses</b>								
Engineering Services Executive		-	-	-	-	-	-	-
Infrastructure Services		34,617	37,910	3,293	55,663	55,133	530	51,698
City Projects and Asset Improvement		7,364	7,777	413	11,371	11,560	(189)	10,940
Infrastructure Planning		1,507	1,611	104	2,116	2,089	27	1,999
<b>Total expenses</b>		<b>43,488</b>	<b>47,298</b>	<b>3,810</b>	<b>69,150</b>	<b>68,782</b>	<b>368</b>	<b>64,637</b>
<b>Net surplus (deficit)</b>		<b>(24,386)</b>	<b>(28,482)</b>	<b>4,096</b>	<b>(41,904)</b>	<b>(42,211)</b>	<b>(307)</b>	<b>(39,861)</b>

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

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### Engineering Services Directorate

#### Income

**Note 9 Rates and charges (\$88,000 favourable)** – Favourable variance due to better than anticipated income from waste and supplementary waste charges to date (Waste Management \$86,000).

**Note 10 Statutory fees and fines (\$92,000 favourable)** – Favourable variance due to better than anticipated fee income from sub-divisions and plan checking (Civil Development and Design \$92,000).

A favourable variance of \$35,000 has been reflected in the full year forecast.

**Note 11 User fees (\$51,000 unfavourable)** – Lower drainage plan and asset protection fees to date (Transport and Civil Development \$51,000).

**Note 12 Grants - operating (\$169,000 favourable)** – Receipt of unbudgeted grant income for Peri Urban Weed Management and Corridors of Green (Parks Services \$162,000). These grants will be offset by associated project expenditure and have been reflected in the full year forecast.

#### Expenditure

**Note 13 Employee costs (\$282,000 favourable)** – Favourable variance caused by a delay in recruitment and lower temporary agency staff costs (Roads and Drains \$167,000, Asset Management System Implementation \$111,000, Parks Services \$101,000, Infrastructure Services and Planning Executive \$35,000, Waste Management \$31,000 and Asset Protection \$14,000), combined with secondment of staff (Transport \$22,000) and higher than anticipated motor vehicle recovery (Fleet Management \$25,000).

This favourable variance is partly offset by higher than anticipated temporary agency costs (Cleansing \$101,000), job share arrangement resulting in unbudgeted EFT combined with unbudgeted parental leave payments (City Improvement Executive \$114,000) as well as leave not yet taken by staff (Building Maintenance \$26,000)

An unfavourable variance of \$266,000 has been reflected in the full year forecast.

**Note 14 Materials and services (\$3.38 million favourable)** - Favourable variance due to:

- Timing of works and delay in receipt of invoices from contractors particularly for garden waste, hard waste, tipping fees and recycling costs (Waste Management \$837,000), major road patching, fire hydrants and bridge maintenance (Roads and Drains \$686,000), cleaning and maintenance of buildings (Building Maintenance \$507,000), park maintenance and utilities (Parks Services \$400,000) and dumped rubbish (Cleansing \$263,000).
- Lower than anticipated contract services for street lighting, professional services for asset audits and asbestos rectification works (Asset Management \$406,000).
- Lower than anticipated fuel and fleet related costs to date (proactive maintenance, consumables, electrical) (Fleet Management \$261,000).
- Delay in commencement of projects (Strategic Transport Planning \$54,000).
- Lower than anticipated building maintenance and operational costs for the Springvale Community Hub due to COVID-19 restrictions on opening (\$36,000).

A favourable variance of \$553,000 has been reflected in the full year forecast.

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

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**Note 15 Carrying amount of assets sold (\$113,000 favourable)** – Lower than anticipated carrying amount of assets sold to date, consistent with lower asset sale proceeds. This is a non-cash accounting entry (Fleet Management \$113,000).

A favourable variance of \$72,000 has been reflected in the full year forecast.

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

## CITY PLANNING, DESIGN & AMENITY

### OPERATING RESULT

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
Rates and charges	-	-	-	-	-	-	-
Statutory fees and fines	16 4,713	4,629	84	6,614	6,231	(383)	7,701
User fees	17 2,463	2,618	(155)	3,539	3,195	(344)	4,961
Grants - operating	18 680	468	212	493	709	216	468
Other income	19 11	65	(54)	88	13	(75)	88
<b>Total income</b>	<b>7,867</b>	<b>7,780</b>	<b>87</b>	<b>10,734</b>	<b>10,148</b>	<b>(586)</b>	<b>13,218</b>
<b>Expenses</b>							
Employee costs	20 8,973	9,887	914	13,450	12,904	546	13,670
Materials and services	21 1,909	2,636	727	3,648	3,335	313	3,141
Bad and doubtful debts	22 497	674	177	1,353	1,355	(2)	1,353
Other expenses	8	38	30	47	35	12	92
<b>Total expenses</b>	<b>11,387</b>	<b>13,235</b>	<b>1,848</b>	<b>18,498</b>	<b>17,629</b>	<b>869</b>	<b>18,256</b>
<b>Net surplus (deficit)</b>	<b>(3,520)</b>	<b>(5,455)</b>	<b>1,935</b>	<b>(7,764)</b>	<b>(7,481)</b>	<b>283</b>	<b>(5,038)</b>

### BUSINESS UNITS

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
City Planning, Design and Amenity Exec.	-	-	-	-	-	-	-
Building Services	1,692	1,667	25	2,009	1,935	(74)	2,236
Planning and Design	1,234	1,265	(31)	1,743	1,723	(20)	1,733
Regulatory Services	4,941	4,848	93	6,982	6,490	(492)	9,249
<b>Total income</b>	<b>7,867</b>	<b>7,780</b>	<b>87</b>	<b>10,734</b>	<b>10,148</b>	<b>(586)</b>	<b>13,218</b>
<b>Expenses</b>							
City Planning, Design and Amenity Exec.	342	349	7	481	474	7	481
Building Services	2,551	2,747	196	3,719	3,799	(80)	3,511
Planning and Design	3,624	4,264	640	5,760	5,382	378	5,571
Regulatory Services	4,870	5,875	1,005	8,538	7,974	564	8,693
<b>Total expenses</b>	<b>11,387</b>	<b>13,235</b>	<b>1,848</b>	<b>18,498</b>	<b>17,629</b>	<b>869</b>	<b>18,256</b>
<b>Net surplus (deficit)</b>	<b>(3,520)</b>	<b>(5,455)</b>	<b>1,935</b>	<b>(7,764)</b>	<b>(7,481)</b>	<b>283</b>	<b>(5,038)</b>

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

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### City Planning, Design and Amenity Directorate

#### Income

**Note 16 Statutory fees and fines (\$84,000 favourable)** – Favourable variance mainly due to higher than anticipated income from parking fines (Parking Management \$244,000) partly offset by lower than anticipated fines and fees (Animal Management \$73,000, Planning Compliance \$45,000, Building \$33,000, Regulatory Services Administration \$15,000 and Strategic Design and Sustainability Planning \$12,000).

An unfavourable variance of \$383,000 has been reflected in the full year forecast.

**Note 17 User fees (\$155,000 unfavourable)** – Unfavourable variance due to lower than anticipated building permits (Building \$128,000), parking permits (Car Parks \$65,000) and planning fees (Statutory Planning \$39,000).

The unfavourable variance is partly offset by higher than anticipated income from ticket machines (Parking Management \$50,000), registration fees (Animal Management \$18,000) and renewal fees (Health \$13,000).

An unfavourable variance of \$343,000 has been reflected in the full year forecast primarily due to lower Building fee income.

**Note 18 Grants – operating (\$212,000 favourable)** – Favourable variance due to receipt of unbudgeted grant from the Department of Environmental, Land, Water and Planning (Local Government (LG) Capacity Building Grant \$224,000). This will be offset by associated project expenditure and has been reflected in the full year forecast.

**Note 19 Other income (\$54,000 unfavourable)** – Unfavourable variance due to lower than anticipated rental income from Carroll Lane car park caused by delay in lease arrangement as a result of COVID-19 testing at this site (Car Park \$54,000).

#### Expenditure

**Note 20 Employee costs (\$914,000 favourable)** – Favourable variance due to delay in recruitment of vacant positions, lower overtime and use of temporary staff to date (Statutory Planning \$206,000, Parking Management \$121,000, Animal Management \$104,000, Strategic Design and Sustainability Planning \$94,000, Public Safety and Security \$84,000, Building \$63,000, Planning Compliance \$51,000, Regulatory Services Administration \$49,000, General Law Enforcement \$45,000 and Health \$30,000) combined with lower salary costs for school crossings due to closure of schools under COVID-19 stage four restrictions (School Crossing Supervisors \$66,000).

A favourable variance of \$546,000 has been reflected in the full year forecast.



**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**Financial Report for the period 1 July 2020 – 31 March 2021

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**Note 21 Materials and services (\$727,000 favourable)** – Favourable variance due to lower Fines Victoria statutory lodgement costs for parking infringements (Parking Management \$240,000), delay in receipt of invoices and commencement of projects, combined with lower professional services expenditure (Strategic Design and Sustainability Planning \$248,000, Health \$52,000, Statutory Planning \$67,000, Animal Management \$45,000, Regulatory Services Administration \$42,000 and Car Parks \$24,000).

This favourable variance is partly offset by higher than anticipated professional services costs to engage a Municipal Building Surveyor (Building \$32,000).

Overall, a favourable variance of \$314,000 has been reflected in the full year forecast.

**Note 22 Bad and doubtful debts (\$177,000 favourable)** – Favourable variance due to lower than anticipated provision for doubtful debts expense to date (Parking Management \$146,000, General Law Enforcement \$19,000 and Health \$9,000).

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**COMMUNITY SERVICES DIRECTORATE**

**OPERATING RESULT**

	Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>								
User fees	23	1,138	1,678	(540)	2,329	1,837	(492)	2,473
Grants - operating	24	14,244	12,224	2,020	17,439	18,829	1,390	17,191
Other income		234	258	(24)	570	323	(247)	938
<b>Total income</b>		<b>15,616</b>	<b>14,160</b>	<b>1,456</b>	<b>20,338</b>	<b>20,989</b>	<b>651</b>	<b>20,602</b>
<b>Expenses</b>								
Employee costs	25	23,606	27,025	3,419	37,072	36,991	81	34,076
Materials and services	26	7,820	8,790	970	12,496	13,226	(730)	11,095
Bad and doubtful debts		13	-	(13)	9	9	-	9
Other expenses	27	1,856	1,933	77	2,585	2,589	(4)	2,648
<b>Total expenses</b>		<b>33,295</b>	<b>37,748</b>	<b>4,453</b>	<b>52,162</b>	<b>52,815</b>	<b>(653)</b>	<b>47,828</b>
<b>Net surplus (deficit)</b>		<b>(17,679)</b>	<b>(23,588)</b>	<b>5,909</b>	<b>(31,824)</b>	<b>(31,826)</b>	<b>(2)</b>	<b>(27,226)</b>

**BUSINESS UNITS**

		YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>								
Community Services Executive		-	-	-	-	-	-	-
Community Wellbeing		8,166	6,752	1,414	9,739	10,775	1,036	8,873
Community Care		5,778	5,881	(103)	8,655	8,300	(355)	9,655
Community Arts, Culture and Libraries		1,308	1,286	22	1,511	1,469	(42)	1,613
Community Development, Sports and Recreation		364	241	123	433	445	12	461
<b>Total income</b>		<b>15,616</b>	<b>14,160</b>	<b>1,456</b>	<b>20,338</b>	<b>20,989</b>	<b>651</b>	<b>20,602</b>
<b>Expenses</b>								
Community Services Executive		447	524	77	744	734	10	445
Community Wellbeing		11,429	13,864	2,435	19,046	20,028	(982)	14,791
Community Care		8,824	9,593	769	13,113	12,817	296	13,894
Community Arts, Culture and Libraries		6,855	7,526	671	10,077	9,888	189	10,331
Community Development, Sports and Recreation		5,740	6,241	501	9,182	9,348	(166)	8,367
<b>Total expenses</b>		<b>33,295</b>	<b>37,748</b>	<b>4,453</b>	<b>52,162</b>	<b>52,815</b>	<b>(653)</b>	<b>47,828</b>
<b>Net surplus (deficit)</b>		<b>(17,679)</b>	<b>(23,588)</b>	<b>5,909</b>	<b>(31,824)</b>	<b>(31,826)</b>	<b>(2)</b>	<b>(27,226)</b>

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

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### Community Services Directorate

#### Income

**Note 23 User fees (\$540,000 unfavourable)** - Unfavourable variance mainly due to the Family Day Care (FDC) administration levy not being charged for most of the year as a result of COVID-19, (mostly offset by higher FDC grant subsidy income, FDC \$431,000) combined with lower than anticipated service provision fee income (Home and Community Care \$131,000).

An unfavourable variance of \$491,000 has been reflected in the full year forecast.

**Note 24 Grants – operating (\$2.02 million favourable)** - Favourable variance due to:

*Higher than anticipated or additional grant funding received (will be offset by associated expenditure):*

- Family Day Care \$1.38 million
- Child First \$290,000
- Library and Information Services \$74,000

*New (unbudgeted) grant funding received (reflected in the full year forecast and will be offset by associated expenditure):*

- Community Development (Community Activation Social Isolation (CASI)) \$65,000
- Community Development (CASI Working For Victoria) \$49,000
- Community Development (Safety, Security and Space Activation) \$23,000
- HACC PYP Linkages \$127,000
- Healthy Children & Young People \$19,000

*Grant funding received earlier than anticipated:*

- Enhanced MCH Program \$99,000
- HACC – Assessments and Team Leaders \$63,000
- Maternal and Child Health \$34,000
- Childrens Support Services \$19,000

These favourable variances are partly offset by:

*Lower than anticipated grant funding based on target achievement for:*

- Home and Community Care \$62,000
- Food Services \$77,000
- Planned Activity Group \$67,000

*Delay in receipt of anticipated grant funding:*

- Y-Space \$17,000

*Grant funding no longer expected to be received (reflected in the full year forecast):*

- Sports Planning (Walk to School) \$10,000

A favourable variance of \$1.39 million has been reflected in the full year forecast.

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

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##### **Expenses**

**Note 25 Employee costs (\$3.42 million favourable)** - \$2.19 million of this favourable variance relates to grant funded programs (which require an acquittal) caused by a delay in recruitment (Enhanced MCH Program \$694,000, Child First \$504,000, New Directions - Mother and Babies \$246,000, Sleep and Settling Initiative \$240,000, Playgroups Initiative \$186,000, Pre-School Field Officer \$145,000, Right@Home \$130,000 and Drug Strategy \$66,000). Any unspent grant funds relating to these programs will be carried forward to the 2021-22 financial year.

The remaining favourable variance is due to a delay in recruitment (Library and Information Services \$284,000, Home and Community Care \$236,000, Maternal and Child Health \$137,000, Planned Activity Group \$125,000, Children's Support Services \$125,000, Cultural Development \$58,000, Community Development \$46,000, Food Services \$45,000, Family Day Care \$45,000, HACC - Co-ordination \$44,000, Youth Leadership \$41,000, HACC - Home Maintenance \$31,000, Youth Development \$28,000 and HACC – Assessments and Team Leaders \$25,000).

The favourable variance is partly offset by higher hours than anticipated due to COVID-19 requirements (Immunisation \$117,000).

Overall, the majority of this favourable variance is not expected to be permanent, with a favourable adjustment of \$81,000 being reflected in the full year forecast.

**Note 26 Material and services (\$970,000 favourable)** – Favourable variance due to delay in receipt of invoices and commencement of projects (Leisure Centres \$287,000, Library and Information Services \$245,000, Home and Community Care \$169,000, Market Street Occasional Child Care Centre \$126,000, Festivals and Events \$122,000, New Directions – Mothers and Babies \$117,000, Cultural Development \$95,000, Drug Strategy \$88,000, Community Hub Early Years \$85,000, Enhanced MCH Program \$84,000, Food Services \$60,000, Community Funding \$55,000, Community Precinct Operations \$48,000, Sports Planning \$36,000, Community Development \$31,000 and HACC Co-ordination \$23,000).

This favourable variance is partly offset by higher payments to educators relating to additional service delivery requirements which are offset by higher grant income (Family Day Care (FDC) \$902,000).

An unfavourable variance of \$730,000 has been reflected in the full year forecast mainly due to the higher payments to FDC educators.

**Note 27 Other expenses (\$77,000 favourable)** – Favourable variance mainly due to timing of community funding allocation (Community Funding \$31,000) and lower than anticipated expenditure (Senior Citizens Centres \$27,000).

4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**NON-DIRECTORATE**

**OPERATING RESULT**

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000	
<b>Income</b>								
Rates and charges	28	97,746	97,564	182	129,312	129,442	130	129,887
Statutory fees and fines		9	9	-	200	9	(191)	200
Grants - operating		8,750	8,750	-	10,720	11,218	498	12,201
Contributions - monetary	29	1,830	1,719	111	2,000	2,000	-	2,000
Contributions - non-monetary		298	298	-	15,000	15,000	-	15,000
Asset sales		1,001	1,000	1	1,000	1,001	1	-
Other income	30	863	712	151	909	1,075	166	1,610
<b>Total income</b>		<b>110,497</b>	<b>110,052</b>	<b>445</b>	<b>159,141</b>	<b>159,745</b>	<b>604</b>	<b>160,898</b>
<b>Expenses</b>								
Employee costs		2,065	2,050	(15)	3,959	4,447	(488)	1,050
Materials and services	31	1,307	1,420	113	2,369	2,497	(128)	1,188
Prior year capital expenditure unable to be capitalised (non-cash)	32	593	-	(593)	-	-	-	-
Depreciation		24,222	24,222	-	32,308	32,308	-	31,433
Amortisation - intangible assets		45	45	-	60	60	-	-
Amortisation - right of use assets	33	436	291	(145)	581	581	-	-
Borrowing costs		2,205	2,205	-	2,924	2,924	-	3,051
Finance costs - leases		-	-	-	21	21	-	-
Carrying amount of assets sold	34	1,000	-	(1,000)	-	1,000	(1,000)	-
Fair value adjustments expense		-	-	-	-	-	-	-
Asset write offs	35	208	-	(208)	-	-	-	-
Other expenses	36	1,434	2,194	760	2,445	2,480	(35)	967
<b>Total expenses</b>		<b>33,515</b>	<b>32,427</b>	<b>(1,088)</b>	<b>44,667</b>	<b>46,318</b>	<b>(1,651)</b>	<b>37,689</b>
<b>Net surplus (deficit)</b>		<b>76,982</b>	<b>77,625</b>	<b>(643)</b>	<b>114,474</b>	<b>113,427</b>	<b>(1,047)</b>	<b>123,209</b>

**BUSINESS UNITS**

	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
Governance	1,001	1,000	1	1,000	1,001	1	-
Corporate Accounting	107,666	107,333	333	156,141	156,744	603	158,898
Planning and Design	1,830	1,719	111	2,000	2,000	-	2,000
<b>Total income</b>	<b>110,497</b>	<b>110,052</b>	<b>445</b>	<b>159,141</b>	<b>159,745</b>	<b>604</b>	<b>160,898</b>
<b>Expenses</b>							
Governance	1,007	23	(984)	30	1,030	(1,000)	30
Corporate Accounting	32,486	32,386	(100)	44,619	45,266	(647)	37,641
Planning and Design	22	18	(4)	18	22	(4)	18
<b>Total expenses</b>	<b>33,515</b>	<b>32,427</b>	<b>(1,088)</b>	<b>44,667</b>	<b>46,318</b>	<b>(1,651)</b>	<b>37,689</b>
<b>Net surplus (deficit)</b>	<b>76,982</b>	<b>77,625</b>	<b>(643)</b>	<b>114,474</b>	<b>113,427</b>	<b>(1,047)</b>	<b>123,209</b>

Non-Directorate includes non-attributable items such as rates income, fire services levy payable on Council properties, developer's contributions, interest income, gifted assets, carrying amount of assets disposed/written off and finance costs. Non attributable COVID-19 pandemic costs are included here.

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#### 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

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### Non-Directorate

#### Income

**Note 28 Rates and charges (\$182,000 favourable)** – Favourable variance due mainly to higher than anticipated income from supplementary rates, interest on rates and maintenance levy for Keysborough South Development (the maintenance levy is transferred to reserves).

A favourable variance of \$130,000 has been reflected in the full year forecast.

**Note 29 Contributions – monetary (\$111,000 favourable)** – Better than anticipated income from public open space contributions to date. The nature of these receipts makes timing difficult to predict. These funds are transferred to reserves.

**Note 30 Other income (\$151,000 favourable)** – Favourable variance is mainly due to unanticipated car parking Fringe Benefits Tax refund due to a successful Australian Taxation Office (ATO) ruling.

A favourable variance of \$166,000 has been reflected in the full year forecast due to this favourable FBT refund partly offset by COVID-19 impacts on investment returns (interest income).

#### Expenditure

**Note 31 Materials and services (\$113,000 favourable)** – Favourable variance due to delay in receipt of invoices for postage, occupancy costs and bank charges (Working for Victoria Fund \$79,000 and Corporate Accounting \$61,000).

**Note 32 Prior year capital expenditure unable to be capitalised (non-cash) (\$593,000 unfavourable)** – This unfavourable variance is due to works in progress (prior year capital expenditure) that is not able to be capitalised to the asset register because it is not capital in nature, does not meet the capitalisation threshold or relates to non-Council owned assets (Corporate Accounting \$593,000). This is a non-cash entry that does not impact on Council's cash position. Examples of non-capital expenditure include asset relocation, asset removal/demolition, operating services, projects cancelled, repairs and maintenance expenditure, studies/surveys and concept planning.

**Note 33 Amortisation – right of use assets (\$145,000 unfavourable)** – Unfavourable variance due to incorrect budget phasing. This will be resolved in April and is a non-cash accounting entry.

**Note 34 Carrying amount of assets sold (\$1 million unfavourable)** – Unfavourable variance due to written down value of land sold as part of three-way land swap with Development Victoria that settled in December. This is a non-cash accounting entry and it has been reflected in the full year forecast.

**Note 35 Asset write offs (\$208,000 unfavourable)** – Unfavourable variance due to assets written off mostly due to asset renewal and replacement. This item is difficult to predict and is a non-cash accounting entry.

**Note 36 Other expenses (\$760,000 favourable)** – Mostly due to a delay in receipt of invoices for the Council election costs which are expected to be received in May (Corporate Accounting \$631,000).

**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

**CAPITAL WORKS PROGRAM**

**OPERATING RESULT**

Notes	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	ANNUAL MID YEAR BUDGET \$'000	FULL YEAR FORECAST \$'000	MYB to FORECAST VARIANCE \$'000	ANNUAL ORIGINAL BUDGET \$'000
<b>Income</b>							
Grants - capital	1,593	1,548	45	13,879	14,488	609	3,244
Contributions - monetary	14	-	14	2,058	2,058	-	910
<b>Total income</b>	<b>1,607</b>	<b>1,548</b>	<b>59</b>	<b>15,937</b>	<b>16,546</b>	<b>609</b>	<b>4,154</b>
<b>Expenses</b>							
Employee costs	-	-	-	-	-	-	-
Materials and services	-	-	-	-	-	-	-
Bad and doubtful debts	-	-	-	-	-	-	-
Other expenses	-	-	-	-	-	-	-
<b>Total expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net surplus (deficit)</b>	<b>1,607</b>	<b>1,548</b>	<b>59</b>	<b>15,937</b>	<b>16,546</b>	<b>609</b>	<b>4,154</b>

**Notes:**

No comments required for this directorate.

**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

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# Appendix 4

## Operating Initiatives



4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

**Operating Initiatives**

Operating initiative project	2020-21 YTD Actuals \$	2020-21 YTD Budget \$	YTD Variance (Unfav) Fav \$	2020-21 Original Budget \$	Project update - 31 March
<b>Community Services</b>					
Membership fee for Refugee Welcome Zone (RWZ) Leadership Council	5,000	5,000	0	5,000	Initiative completed for 2020-21.
Dandenong Community Hub - Business Case and Concept Plan	0	20,000	20,000	80,000	Project has not yet commenced.
Chandler Reserve Community Gardens Contribution	720	0	(720)	20,000	Community consultation has closed. Officers continue to liaise with the Maralinga Community Garden Inc. The proposal has been delayed, pending a State Government Advisory Committee decision for the adjacent school site. This is anticipated to be handed down in April/May 2021. Further consideration by council and consultation with the community will be required at that time. Councillors have been kept informed on the progress of this initiative.
	<b>5,720</b>	<b>25,000</b>	<b>19,280</b>	<b>105,000</b>	
<b>City Planning, Design and Amenity</b>					
Climate Change Strategy Implementation	50,000	50,000	0	80,000	Consultant has commenced the South East Councils Climate Change Alliance (SECCCA) additional asset vulnerability assessments for community services and open space.
Community Gardens Strategy Development	0	0	0	20,000	Project has progressed and is in the detailed development phase of the strategy.
	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>100,000</b>	
<b>Business, Engineering and Major Projects</b>					
Stage 2 Social Enterprise Program	0	23,000	23,000	40,000	Project has not yet commenced. This funding is to be redirected to the COVID Business Grants Support Program (reflected in full year forecast).
Business Case for Dandenong Sports and Events Centre	0	0	0	50,000	Project has not yet commenced. Waiting for matching funding contribution from key stakeholders.
Street Trees - Springvale South	17,402	20,000	2,598	20,000	Project completed (minor savings).

Table continued on next page

## ORDINARY COUNCIL MEETING - AGENDA

## 4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2020 – 31 March 2021

Operating initiative project	2020-21 YTD Actuals \$	2020-21 YTD Budget \$	YTD Variance (Unfav) Fav \$	2020-21 Original Budget \$	Project update - 31 March
Biodiversity Action Plan	0	24,999	24,999	50,000	Consultants have completed the initial community consultation phase which included workshops and surveys. Field surveys and data collection have also been completed. The consultant has been delayed in preparing the draft background report and action plan. The working group have met with Ecology Australia to review the proposed timelines with the view to have a final draft of both the background report and action plan early May.
Electric Vehicle Fleet Transition Plan	0	20,000	20,000	20,000	Expert consultant has now been identified and in the process of being engaged - the difficulty has been finding someone who can consider the whole of Council's fleet (including electricity grid network and supporting infrastructure required) rather than just an assessment of the passenger vehicles which represent <20% of the total fleet by either numbers or \$ value. It is anticipated that the project will be completed by late June at a cost of approximately \$25,000 (the shortfall will be funded from savings in other the Fleet operating expense accounts).
Landscaping - Robinson Street and Princes Highway Intersection	12,000	12,000	0	200,000	Design is currently under review with works expected in June.
Building demolition - Ross Reserve Junior Soccer Pavilion	58,840	59,000	160	80,000	Project is on track and due to be completed by 30 June 2021.
Building demolition - Ross Reserve O'Donahue Pavilion	73,815	74,000	185	100,000	Project is on track and due to be completed by 30 June 2021.
Street lighting - install and replacement	0	300,000	300,000	408,000	Order has been placed for the purchase of the lights, with installation to be undertaken in year four.
	<b>162,057</b>	<b>532,999</b>	<b>370,942</b>	<b>968,000</b>	
<b>TOTAL</b>	<b>217,777</b>	<b>607,999</b>	<b>390,222</b>	<b>1,173,000</b>	

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**4.1.1 Q3 2020-21 Quarterly Performance Report (Cont.)**



Financial Report for the period 1 July 2020 – 31 March 2021

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**Notes re Operating Initiative reporting:**

The reporting on operating initiatives excludes the following:

- Salary related initiatives
- Operating initiatives that add to an existing budget
- Ongoing initiatives
- Carry overs of prior year operating initiatives

## 4.2 OTHER

### 4.2.1 Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021

File Id:

Responsible Officer:

Director Community Services

Attachments:

Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021

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### Report Summary

At the Council meeting held 23 April 2018, Council resolved in part to *invite Advisory Committees and Reference Groups to submit meeting minutes for Council endorsement*. This resolution was in relation to allowing interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.

### Recommendation Summary

This report recommends that the draft Minutes of the Disability Advisory Committee meeting provided in Attachment(s) to this report be noted and endorsed by Council.

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#### 4.2.1 Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021 (Cont.)

### Background

Greater Dandenong Council is represented on a wide range of Committees, Reference Groups and Advisory Groups which frequently reflect the interests of individual Councillors in serving the broader community in their role. A full listing of these appointments is confirmed each November at Council's Statutory Meeting and is available via Council's website.

The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees and Reference Groups to be submitted to Council for noting and endorsing.

As such, the draft Minutes are provided as attachment to this report.

### Proposal

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

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

#### **Community Plan 'Imagine 2030'**

##### People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Lifecycle and Social Support* – The generations supported

##### Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

#### **Council Plan 2017-2021**

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

##### People

- A creative city that respects and embraces diversity

##### Opportunity

- An open and effective Council

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**4.2.1 Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021 (Cont.)**

**Victorian Charter of Human Rights and Responsibilities**

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

**Financial Implications**

There are no financial implications associated with this report.

**Consultation**

Advisory Committees and Reference Groups have been advised of the need to submit minutes of meetings to Council for noting and endorsement.

**Recommendation**

**That Council notes the draft Minutes of meeting for the Disability Advisory Committee as provided in Attachment 1 to this report.**

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**4.2.1 Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021 (Cont.)**

**OTHER**

**DRAFT MINUTES OF DISABILITY ADVISORY COMMITTEE  
MEETING**

**ATTACHMENT 1**

**DISABILITY ADVISORY COMMITTEE  
MEETING HELD ON 29 MARCH 2021**

**PAGES 4 (including cover)**

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

**4.2.1 Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021 (Cont.)**

**Advisory Committee or Reference Group Name:** Disability Advisory Committee Meeting

**Date of Meeting:** Monday 29 March 2021

**Time of Meeting:** 4.00pm – 5.30pm

**Meeting Location:** Room 2NE/NW  
 City of Greater Dandenong Civic Centre  
 225 Lonsdale Street, Dandenong

Also via Microsoft Teams

**Attendees:**

Mandy Gatliff (Chair), Pradeep Hewavitharana, Jennifer La Brooy, Lionel Gee, Cr Angela Long - Mayor, Catherine Rampant, Lyn Bates, Sharon Harris, Martin Fidler, Jayne Kierce, Chris Stewart, Jenny Vong (minute taker)

**Apologies:**

Phillip Toovey

**Guests:**

Hayden Brown (City of Greater Dandenong – Community Advocacy Officer)

**Minutes:**

Item No.	Item	Action	Action By
1.	<b>Welcome and Introductions</b> The chair welcomed all present including two new Committee members, Lyn Bates and Catherine Rampant.		
2.	<b>Previous Minutes &amp; Business Arising</b> <ul style="list-style-type: none"> <li>• Draft August 2020 minutes were accepted – moved Sharon Harris and seconded Pradeep Hewavitharana</li> <li>• Apologies noted</li> </ul>		
3.	<b>Disability Action Plan 2017-2023: Midterm review</b> The Disability Action Plan 2017-23 adopted by Council in 2017 has now reached its halfway point and a midterm review of the outcomes from the plan has taken place.  The Disability Planning Officer presented a summary of the outcomes from the review of the Plan.  From the midterm review, it has been identified the following require greater focus for the second half of the Disability Action Plan: <ul style="list-style-type: none"> <li>- Increase support for technology to assist people with disabilities</li> <li>- Opportunities for changing attitudes towards people with a disability</li> </ul>	For noting  Send a copy of summary findings to DAC members	Disability Planning Officer

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



## ORDINARY COUNCIL MEETING - AGENDA

**4.2.1 Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021 (Cont.)**

	<ul style="list-style-type: none"> <li>- Support and advocacy for people ineligible for the NDIS</li> <li>- Further promotion of the NDIS to the CALD community</li> </ul>		
4.	<p><b>Diversity, Access and Equity Policy</b> Council's Community Advocacy Officer presented an overview on the draft Diversity, Access and Equity Policy.</p> <p>The policy emphasises the importance of access, partnership, advocacy, language, communication, diversity, development of inclusive spaces and involvement of the community in service planning and delivery.</p> <p>Discussion was held on the Committee's feedback and considerations on the policy including:</p> <ul style="list-style-type: none"> <li>- Improved accessibility for all including safe smooth footpath design</li> <li>- Promoting accessible information through local venues such as train stations, markets, public notice boards or through letterbox drops</li> <li>- Utilising pictures not just words to aid communication</li> <li>- Providing accurate and up to date information in various formats</li> <li>- Providing accessible, safe and welcoming spaces</li> <li>- Well lit up areas with CCTV for safety</li> </ul>	DAC member's feedback considered in the development of the final draft DAE Policy	Community Advocacy Officer
5.	<p><b>Disability Consultation Forum 2020</b> Access and Quality Coordinator provided an overview on the outcome from the Southern Region Disability Alliance (SRDA) workshop held on 15 December 2020 via Zoom.</p> <p>The SRDA is a joint initiative of Cardinia Shire Council, City of Casey Council and the Greater City of Dandenong Council. Working with service providers, community organisations and the community at large to reach this mission across the southern-metropolitan region of Melbourne.</p> <p>The forum was held to increase involvement, awareness and explore challenges and opportunities to support those with a disability to participate in community life.</p> <p>Outcomes of the community workshop demonstrated the need for SRDA to take a leading role in providing information about the services and support available for a person with a disability. Helping the individual, family member, carer or service provider to understand services and support on offer within the southern-metropolitan region.</p>	Send a copy of the detailed outcomes report to DAC members	Access and Quality Coordinator
6.	<b>All Abilities Playground Update</b>		

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

## ORDINARY COUNCIL MEETING - AGENDA

**4.2.1 Draft Minutes of Disability Advisory Committee Meeting - 29 March 2021 (Cont.)**

	The construction on the All Abilities Playground in Ross Reserve, Noble Park, is currently underway. It will offer an inclusive and diverse range of play experiences for all ages and abilities. The project is due to be completed in June 2021. Further updates will be provided at the next meeting.	Add to next meeting agenda	Access and Quality Coordinator
7.	<p><b>MAV Projects Update</b></p> <p>The Disability Planning Officer provided an update on the two MAV employment projects that was placed on hold due to COVID restrictions.</p> <p>Due to COVID restrictions, the Social Procurement forum has been placed on hold.</p> <p>The Disability Work Experience Project has recommenced again with a graduate intern with a disability provided work experience to document and identify approaches to build on the seven disability related employment projects currently operating at Council.</p> <p>Council continues to encourage access to employment opportunities for people with disabilities. A report on the outcomes from the project is to be finalised with a copy to be presented to Council.</p> <p>The Manager of Community Care thanked and commended the Disability Planning Officer for his efforts and progress on these projects.</p>	For noting	
8.	<p><b>NDIS Update</b></p> <p>Not discussed due to time constraints.</p>	Email Access and Quality Coordinator or Disability Planning Officer any updates/concerns	DAC members
9.	<p><b>Other Business</b></p> <p>New disability parking permit process to be discussed at the next meeting.</p>	Add to next meeting agenda	Access and Quality Coordinator
<b>Meeting Closed at 5.18pm</b>			

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

#### **4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021**

File Id:

Responsible Officer:

Director Community Services

Attachments:

Draft Minutes of Positive Ageing Advisory  
Committee Meeting - 8 April 2021

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#### **Report Summary**

At the Council meeting held 23 April 2018, Council resolved in part to *invite Advisory Committees and Reference Groups to submit meeting minutes for Council endorsement*. This resolution was in relation to allowing interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.

#### **Recommendation Summary**

This report recommends that the draft Minutes of the Positive Ageing Advisory Committee meeting provided in Attachment(s) to this report be noted and endorsed by Council.

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#### 4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021 (Cont.)

### Background

Greater Dandenong Council is represented on a wide range of Committees, Reference Groups and Advisory Groups which frequently reflect the interests of individual Councillors in serving the broader community in their role. A full listing of these appointments is confirmed each November at Council's Statutory Meeting and is available via Council's website.

The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees and Reference Groups to be submitted to Council for noting and endorsing.

As such, the draft Minutes are provided as attachment to this report.

### Proposal

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

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

#### **Community Plan 'Imagine 2030'**

##### People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Lifecycle and Social Support* – The generations supported

##### Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

#### **Council Plan 2017-2021**

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

##### People

- A creative city that respects and embraces diversity

##### Opportunity

- An open and effective Council

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**4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021 (Cont.)**

**Victorian Charter of Human Rights and Responsibilities**

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

**Financial Implications**

There are no financial implications associated with this report.

**Consultation**

Advisory Committees and Reference Groups have been advised of the need to submit minutes of meetings to Council for noting and endorsement.

**Recommendation**

**That Council notes the draft Minutes of meeting(s) for the Positive Ageing Advisory Committee as provided in Attachment 1 to this report.**

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**4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021 (Cont.)**

**OTHER**

**DRAFT MINUTES OF POSITIVE AGEING ADVISORY COMMITTEE  
MEETING**

**ATTACHMENT 1**

**POSITIVE AGEING ADVISORY  
COMMITTEE MEETING  
HELD ON 8 APRIL 2021**

**PAGES 5 (including cover)**

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

**4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021 (Cont.)**

**Advisory Committee or Reference Group Name:** Positive Ageing Advisory Committee

**Date of Meeting:** 8 April 2021

**Time of Meeting:** 1.30-3.30pm

**Meeting Location:** Springvale Community Hub  
5 Hillcrest Grove, Springvale  
Community Rooms 4 & 5

Also via Microsoft Teams

**Attendees:**

Committee: Julie Klok (Chair), Maria Erdeg, Morrie Hartman, Shirley Constantine, Milena France, Christine Green, Merle Mitchell, Erica Moulang

Council Officers: Deputy Mayor Cr Sophie Tan, Mandy Gatliff, Tracey Macleod, Jenny Vong (minute taker)

**Apologies:** Carol Drummond, Jayne Kierce

**Guest speaker:** Hayden Brown (City of Greater Dandenong – Community Advocacy Officer)

**Minutes:**

Item No.	Item	Action	Action By
1.	<p><b>Welcome and Introductions</b></p> <ul style="list-style-type: none"> <li>Welcome from the Chair</li> <li>Deputy Mayor Cr Sophie Tan provided the Committee her background and interest in representing the community in the PAAC.</li> </ul>	For noting	
2.	<p><b>Previous Minutes &amp; Business Arising</b></p> <ul style="list-style-type: none"> <li>Draft February 2021 minutes were accepted – moved Morrie Hartman and seconded Maria Erdeg</li> <li>Apologies noted</li> </ul>		
3.	<p><b>Diversity, Access and Equity Policy</b></p> <p>Council's Community Advocacy Officer presented an overview on the draft Diversity, Access and Equity Policy and associated frameworks.</p> <p>The policy emphasises the importance of access, partnership, advocacy, language, communication, diversity, development of inclusive spaces and involvement of the community in service planning and delivery.</p> <p>Discussion was held on the Committee's feedback and considerations on the policy including:</p> <ul style="list-style-type: none"> <li>Promoting information to Community leaders and groups</li> <li>Providing accurate, up to date information</li> </ul>	Feedback from the Committee will assist with the development of the final draft	Community Advocacy Officer

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

## ORDINARY COUNCIL MEETING - AGENDA

## 4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021 (Cont.)

Item No.	Item	Action	Action By
	<p>in various formats and languages</p> <ul style="list-style-type: none"> <li>- Information that is easy to understand</li> <li>- Communicating via credible community members to promote via word of mouth</li> <li>- Advertising via different methods such as community radio, religious groups, maternal childcare, kindergartens, library, neighbouring houses and sporting clubs</li> <li>- Well maintained areas of public spaces and parks with clear signage</li> <li>- Well lit up areas with CCTV for safety</li> <li>- Public toilets that are well kept and accessible including parenting facilities</li> </ul>	of the Diversity, Access and Equity Policy for Council's consideration.	
4.	<p><b>Discussion on Royal Commission Final Report</b>  <b>Discussion around the Royal Commission recommendations</b></p> <p>An initial summary document had been distributed to PAAC members prior to the meeting.</p> <p>Discussion was held on Final Report published by the Royal Commission. From the 8 volumes and 148 recommendations, the key recommendations discussed for residential care include:</p> <ul style="list-style-type: none"> <li>- Developing staff ratios</li> <li>- Improved and continuous training of staff</li> <li>- Additional qualified staff</li> <li>- Quality food to maintain a healthy lifestyle</li> </ul> <p>Initial comments from Merle Mitchell expressing her disappointment with the lack of agreement between the two Royal Commissioners on what Governance arrangements they recommend to Government to be implemented.</p> <p>There was general discussion around the lack of focus on recommendations for the Commonwealth Home Support Programme (CHSP) given this is the program that approximately 78% of Commonwealth Aged Care clients use.</p> <p>One of the key issues across all aged care services is the current lack of enough suitability qualified staff. The Manager Community Care advised the Committee that Council is currently working to alleviate the shortage of staff by entering into a partnership with Chisholm TAFE by offering 20 Certificate III in Individual Support traineeships to local job seekers. It is hoped that this can become a model for other Aged Care providers to consider going forward.</p> <p>Due to time constraints, the following recommendations were not discussed:</p> <ul style="list-style-type: none"> <li>- Informal carers/volunteers and how to support them</li> <li>- The assessment process, how to streamline this process</li> </ul>	Provide feedback to Manager Community Care	PAAC Members

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



## ORDINARY COUNCIL MEETING - AGENDA

**4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021 (Cont.)**

Item No.	Item	Action	Action By
	<p>- What the recommendations means for our community</p> <p>The Government will be announcing their response to the Royal Commission recommendations and how they will implement them by 31 May as part of the Federal budget announcements.</p> <p>Manager Community Care asked the Committee to consider what recommendations they felt were the most important to be implemented. This will form the basis of a discussion at the next PAAC meeting.</p>	Consider the most important RC recommendations to be implemented	PAAC members
5.	<p><b>Updates</b></p> <p><b>Senior Clubs</b></p> <p>The Positive Ageing team has held a series of forums with the Seniors Clubs updating them on the latest guidance around COVID-19 and group gatherings. These sessions supported the groups to develop their COVID safe plans and guidance on utilising QR codes so that the groups can safely return.</p> <p>Clubs have expressed the difficulty in checking in all members with QR codes due to technological issues with a lack of either a smart phone or access to the internet.</p> <p>The Positive Ageing team have proposed clubs could mark the attendance of members with their contact details, take a photo and send this to the Positive Ageing team who will input the electronic record for contact tracing requirements.</p> <p><b>Bus Outing Program</b></p> <p>The Senior Day trips have continued to be very popular with many trips at capacity within days of the program being announced.</p> <p>COVID safe practices on buses and at the destinations have helped older residents feel comfortable re-engaging with the community. This program is released bi-monthly with an expectation that the number of activities offered will continue to increase as restrictions ease.</p> <p>Daily trips to five different locations for Devonshire Tea will be promoted the week prior to Mother's Day.</p>	<p>Monitoring and support provided to senior's clubs as necessary</p> <p>Email Committee details of Outings program</p>	<p>Positive Ageing Team</p> <p>Positive Ageing Team Leader</p>
6.	<p><b>Other business:</b></p> <p>Chair requested for draft minutes to be circulated as soon as possible.</p>	Email draft minutes	Minute taker
7.	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>Thursday 10 June</li> </ul>		

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

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**4.2.2 Draft Minutes of Positive Ageing Advisory Committee Meeting - 8 April 2021 (Cont.)**

Item No.	Item	Action	Action By
Meeting Closed 3.30pm			

DRAFT

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

#### **4.2.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 19 April 2021**

File Id: fA25545  
Responsible Officer: Director Corporate Services

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#### **Report Summary**

As part of Council's ongoing efforts to improve transparency in Council processes, matters discussed at Councillor Briefing Sessions & Pre-Council Meetings (other than those matters designated to be of a confidential nature) are reported on at ordinary Council meetings.

The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings in April 2021.

#### **Recommendation Summary**

This report recommends that the information contained within it be received and noted.

**4.2.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 19 April 2021 (Cont.)**

**Matters Presented for Discussion**

Item		Councillor Briefing Session/Pre-Council Meeting
1	<p><b><i>Plaques, Memorials and Interpretive Signage Policy and Guidelines</i></b></p> <p>Council's Plaques, Memorials and Interpretive Signage Policy was last reviewed and adopted by Council in 2015. As the policy is now due for review Councillors were presented with the proposed recommendations to update the policy, associated guidelines and application process.</p>	19 April 2021
2	<p><b><i>Social Housing</i></b></p> <p>Councillors and officers discussed recent options regarding Social Housing provision proposal within the City of Greater Dandenong.</p>	19 April 2021
3	<p><b><i>Notice of Motion No. 84 – Trees in Buckingham Street</i></b></p> <p>Councillors and officers discussed the status of this Notice of Motion which called for the removal of trees from the parking bays in Buckingham Avenue between Balmoral Avenue and Windsor Avenue, Springvale.</p>	19 April 2021
4	<p><b><i>Springvale Boulevard Construction Program Update</i></b> <b><i>Boulevard Construction Program Update</i></b></p> <p>Councillors were provided with an update on the commencement of works within the Springvale Boulevard project. Timelines were also provided regarding a Communication Plan with traders and residents.</p>	19 April 2021
5	<p><b><i>Revenue and Rating Strategy</i></b></p> <p>Councillors and officers discussed the proposed Revenue and Rating Plan 2021-2025 which will be formally considered by Council at the meeting held 26 April 2021 and then placed on public exhibition in conjunction with the Annual Budget 2021-22.</p>	19 April 2021

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**4.2.3 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 19 April 2021 (Cont.)**

<b>6</b>	<p><b><i>General Discussion</i></b></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <ul style="list-style-type: none"><li>a. Media coverage of iCook Foods in weekend media.</li><li>b. Consultants employed for Dandenong Community Hub stakeholder engagement.</li><li>c. Update on recent deliberative engagement panel activities.</li><li>d. Agenda items for the Council Meeting of 26 April 2021.</li></ul>	<b><i>19 April 2021</i></b>
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**Apologies**

- Cr Bob Milkovic and Cr Loi Truong submitted apologies for the Councillor Briefing Session on 19 April 2021.

**Recommendation**

**That the information contained in this report be received and noted.**

#### **4.2.4 List of Registered Correspondence to Mayor and Councillors**

File Id:	qA283304
Responsible Officer:	Director Corporate Services
Attachments:	Correspondence Received 19-30 April 2021

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#### **Report Summary**

Subsequent to resolutions made by Council on 11 November 2013 and 25 February 2014 in relation to a listing of incoming correspondence addressed to the Mayor and Councillors, Attachment 1 provides a list of this correspondence for the period 19-30 April 2021.

#### **Recommendation**

**That the listed items provided in Attachment 1 for the period 19-30 April 2021 be received and noted.**

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**4.2.4 List of Registered Correspondence to Mayor and Councillors (Cont.)**

**OTHER**

**LIST OF REGISTERED CORRESPONDENCE TO  
MAYOR AND COUNCILLORS**

**ATTACHMENT 1**

**CORRESPONDENCE  
RECEIVED 19-30 APRIL 2021**

**PAGES 3 (including cover)**

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

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**4.2.4 List of Registered Correspondence to Mayor and Councillors (Cont.)**

**Objective**  
CONNECTED. COLLABORATIVE. COMMUNITY.

**Correspondences addressed to the Mayor and Councillors received between 19/04/21 & 30/04/21 - for officer action - total = 1**

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A letter to all Councillors from the President of the Springvale Sri Sathiya Sai Centre requesting Council considers waiving ongoing hall hiring fees.	29-Apr-21	29-Apr-21	1A215097	Mayor & Councillors EA

NB: Users assigned may have changed by the time of the Council Meeting. Correct at time of report production only.



**4.2.4 List of Registered Correspondence to Mayor and Councillors (Cont.)**



**Correspondences addressed to the Mayor and Councillors received between 19/04/21 & 30/04/21 - for information only - total = 3**

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A letter from the Minister for Planning to the Mayor advising of Amendment VC194 which facilitates state and local government projects.	11-Apr-21	19-Apr-21	A7615867	Mayor & Councillors EA
An invitation to all Councillors to attend the Sandown Greyhound Cup on 27 May 2021.	30-Apr-21	30-Apr-21	A7652928	Mayor & Councillors EA
A request to all Councillors from a Keysborough resident for Councillors and staff to consider a commitment to work with the community to achieve zero community carbon emissions by 2030 in the Council Plan.	30-Apr-21	30-Apr-21	A7652909	Mayor & Councillors EA

NB: Users assigned may have changed by the time of the Council Meeting. Correct at time of report production only.

## **5 NOTICES OF MOTION**

A notice of motion is a notice setting out the text of a motion proposed to be moved at the next relevant meeting. It must be in writing, signed by a Councillor, and be lodged with the Chief Executive Officer in sufficient time for him or her to give each Councillor at least 72 hours notice of such notice.

The guidelines for submitting a notice of motion to a Council meeting are included in the current Governance Rules.

## **6 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS**

At each Ordinary Meeting of Council all Councillors will have the opportunity to speak for exactly four (4) minutes on any meetings, conferences or events they have recently attended.

If a Councillor chooses to speak, the name of the conference/event and the Councillor will be noted in the Minutes for that meeting. If a Councillor requires additional information on the conference/event to be listed in the Minutes, they must submit it in writing to a Member of Governance by 9am the day following the meeting.

Question time is provided to enable Councillors to address questions to the Administration. The guidelines for asking questions at a Council meeting are included in the current Governance Rules.

## **7 URGENT BUSINESS**

No business may be admitted as urgent business unless it:

- a. Relates to or arises out of a matter which has arisen since distribution of the Agenda.
- b. Cannot safely or conveniently be deferred until the next ordinary meeting and unless agreed to by a majority of those Councillors present at the meeting.