

# Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough  
on Tuesday 27 February 2024 commencing at 7.00pm.

## Attachments

**Carl Cowie**  
**Chief Executive Officer**

Thursday 22 February 2024

Distribution: Public

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## Nillumbik Shire Council

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# Council Meeting

held at Council Chamber, 32 Civic Drive, Greensborough  
on Tuesday 12 December 2023 commencing at 7:00pm.

## Minutes

**Carl Cowie**  
**Chief Executive Officer**

Friday 15 December 2023

Distribution: Public

Civic Drive, Greensborough  
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**Council Meeting Minutes**

**12 December 2023**

**Nillumbik Shire Council**

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**12 December 2023**

**Nillumbik Shire Council**

**Minutes of the Meeting of Nillumbik Shire Council held Tuesday 12 December 2023.  
The meeting commenced at 7.00pm.**

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**Councillors present:**

Cr Ben Ramcharan	Sugarloaf Ward ( <b>Mayor</b> )
Cr Richard Stockman	Blue Lake Ward
Cr Karen Egan	Bunjil Ward ( <b>Deputy Mayor</b> )
Cr Natalie Duffy	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Frances Eyre	Swipers Gully Ward
Cr Geoff Paine	Wingrove Ward

**Officers in attendance:**

Carl Cowie	Chief Executive Officer
Vince Lombardi	Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Corrienne Nichols	Director Communities
Rosa Zouzoulas	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Tracey Varley	Manager Communications and Engagement
Katia Croce	Manager Governance and Property

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**1. Welcome**

**2. Acknowledgement**

Acknowledgement of Country was read by the Mayor, Cr Ben Ramcharan.

**3. Good Governance Pledge**

The Good Governance Pledge was ready by Cr Richard Stockman.

**4. Prayer**

A prayer was read by Matt Wyatt.

Matt Wyatt has been Senior Pastor at Manningham Christian Centre (MCC) for 18 years, a lecturer, Pastoral Counsellor and proud husband of Anna and Father to Shylah and Joshua. Matthew is an accomplished musician and recording artist having performed locally and oversees as well as a public speaker.

MCC is in the heart of Templestowe Village and celebrates its 43<sup>rd</sup> birthday next year. MCC launched an Emergency Food Relief project called CARENET which started as a cupboard stocked with non-perishable food and is now a registered charity. CareNet runs multiple models of food relief, diverting surplus food from local business away from landfill and into resourcing local food relief efforts. As well as the 100 families a week that CareNet feeds, CareNet also supports 11 other charities with logistics and food resources greatly increasing food security across Manningham, Banyule and Nillumbik.

**Council Meeting Minutes**

**12 December 2023**

**5.    Apologies\Leave of Absence**

Nil

**6.    Declarations of conflict of interest**

Nil

**7.    Presentations**

Nil

**Council Meeting Minutes**

**12 December 2023**

**8. Confirmation of Minutes**

**COM.001/23 Confirmation of Minutes Council Meeting held Tuesday 28 November 2023**

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Confirmation of the Minutes of the Council Meeting held on Tuesday 28 November 2023 and the Extraordinary Council Meeting held on Wednesday 29 November 2023.

<b>Council Resolution</b>
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**MOVED: Cr Frances Eyre**

**SECONDED: Cr Geoff Paine**

**That** Council confirms the Minutes of the Council Meeting held on Tuesday 28 November 2023 (**Attachment 1**) and the Extraordinary Council Meeting held on Wednesday 29 November 2023 (**Attachment 2**).

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**9.    Petitions**

Nil

**10.   Questions from the gallery**

**John Fecondo** has submitted the following questions:

**Question 1**

I refer to item 13 in the agenda of the previous OCM on 28th November in relation to the Arbiter's report where he states that he does not have the jurisdiction to consider a number of the allegations raised. Does any member of Council or its employees intend to pursue any of these allegations further or is the matter now closed?

**Question 2**

If it is intended that the matter will be pursued further by either a Councillor or Council officer, what is the estimated total cost involved in this process that will be incurred by Council, that is rate payers?

**Response to Questions 1 & 2**

It would be inappropriate for Council to comment on any potential future investigations. Any such matters would remain confidential as it is crucial to uphold the integrity of the process and safeguard the interests of all parties involved.

**Council Meeting Minutes**

**12 December 2023**

**11. Reports of Advisory Committees**

**AC.011/23 Advisory Committee Report - 12 December 2023**

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**Distribution:** Public

**Manager:** Blaga Naumoski, Director Governance, Communications and Community Safety

**Author:** Katia Croce, Manager Governance and Property

**Summary**

Council has a range of Advisory Committees which provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation. Although they do not make any formal decisions, they provide valuable advice to Council.

In accordance with Advisory Committee Terms of Reference, the following minutes of Advisory Committee meetings are attached (**Attachment 1**) and presented to Council for noting:

1. Arts and Cultural Advisory Committee meeting held 25 September 2023.

<b>Council Resolution</b>
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**MOVED:** Cr Geoff Paine

**SECONDED:** Cr Natalie Duffy

**That** Council notes the Minutes of the Advisory Committee meetings reported (**Attachment 1**).

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**11. Reports of Advisory Committees**

**AC.011/23      Advisory Committee Report - 12 December 2023**

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**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.102/23 Draft Biodiversity Strategy 2024 - 2034 for public exhibition**

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**Distribution: Public**

**Manager: Rosa Zouzoulas, Director Planning, Environment and Strategy**

**Author: Leigh Northwood, Manager Strategic Planning and Environment**

**Summary**

This report presents the draft Biodiversity Strategy 2024-2034 (**Attachment 1**) for endorsement for public exhibition from 1 February – 3 March 2024.

It includes four focus areas for action to guide Council's work in supporting the achievement of the two overarching goals of the strategy (which align with the goals of the Victorian Government's Biodiversity 2037 Strategy):

- Goal 1 - Biodiversity in Nillumbik is healthy
- Goal 2 - Nillumbik's community value nature.

A supporting implementation plan will be prepared annually, and considered through the budget process. Key biodiversity and invasive species management initiatives that will be focussed on during that period will be specified.

Public submissions will close on 3 March 2024 and submissions will be considered by the Planning and Consultation Committee on 14 May 2024.

<b>Council Resolution</b>
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**MOVED: Cr Natalie Duffy**

**SECONDED: Cr Geoff Paine**

**That Council:**

1. Endorses the draft Biodiversity Strategy 2024-2034 for the purpose of community exhibition.
2. Invites written submissions on the draft Biodiversity Strategy to Council between 1 February and 3 March 2024.
3. Considers public submissions at the Planning and Consultation Committee meeting to be held on 14 May 2024.
4. Notes that any person who requests to make a verbal submission in relation to the draft Biodiversity Strategy 2024-2034 be heard at the 14 May 2024 Planning and Consultation Committee meeting.

**CARRIED UNANIMOUSLY**

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**CM.102/23      Draft Biodiversity Strategy 2024 - 2034 for public exhibition**

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**Council Meeting Minutes**

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**12. Officers' reports**

**CM.103/23 Neighbourhood Character Strategy (NCS) consideration of adoption**

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**Distribution: Public**

**Manager: Rosa Zouzoulas, Director Planning, Environment and Strategy**

**Author: Leigh Northwood, Manager Strategic Planning and Environment**

**Summary**

The purpose of this report is to seek Council's:

1. Endorsement of the final draft of the Neighbourhood Character Strategy (NCS); and
2. Approval to seek authorisation to prepare and exhibit a planning scheme amendment to the Nillumbik Planning Scheme to insert the new adopted NCS.

The development of both a new Neighbourhood Character Strategy (NCS) and Housing Strategy (HS) are priority actions in the current Council Plan 2021-2025.

The areas covered by the Strategy include all residential land within the Shire (this does not include Green Wedge).

Community engagement in developing the draft NCS has been an iterative process, with three extensive rounds of engagement conducted in developing the strategy. Consultation has included feedback loops where analysis and response to feedback has been provided across commensurate Planning and Consultation Committees, where submitters were invited to speak to their submissions.

Subsequent re-drafting of the NCS to effectively refine the strategy based on community feedback has resulted in a well-developed and robust document.

Key changes identified in the NCS include improvements for protecting and enhancing neighbourhood character outcomes for Nillumbik's residential areas and include the introductions of definitions for canopy and amenity trees (in the Nillumbik context); introduction of definitions (to provide further clarity) around development outcomes; and recommendations for expansion of neighbourhood character protections in the planning scheme to areas not currently affected by such. The Strategy also recommends preparation of tree planting guidelines to ensure that vegetation can thrive and survive in the context of development outcomes.

These changes are fundamental in ensuring sustainable neighbourhood character outcomes in the future for Nillumbik, and providing clarity for applicants and VCAT going forward.

The amendment to introduce the Neighbourhood Character Strategy into the Nillumbik Planning Scheme will not be progressed until the Housing Strategy (now in development) is completed and adopted (programmed for August 2024). Consistent with the relevant Planning Practice Notes, the strategies are iterative in providing a strategic evidence base for the proposed residential framework for Nillumbik, and accordingly, it appropriate to implement them together.

Notwithstanding the draft Housing Strategy (subject to council approval) will undergo its own engagement process, the amendment process to implement the Neighbourhood Character Strategy and Housing Strategy into the Nillumbik Planning Scheme will involve another formal round of consultation whereby the final adopted version of the NCS and HS will be

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**CM.103/23 Neighbourhood Character Strategy (NCS) consideration of adoption**

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exhibited to the community and stakeholders pursuant to the notification requirements of the *Planning & Environment Act 1987* (VIC), will have another opportunity to provide comment.

<b>Council Resolution</b>
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**MOVED: Cr Geoff Paine**

**SECONDED: Cr Natalie Duffy**

**That Council:**

1. Notes all summaries, analysis and response to feedback to all three phases of engagement conducted in development of the Neighbourhood Character Strategy is available on Council's Participate Nillumbik project page.
2. Adopts the final Neighbourhood Character Strategy (NCS) which is provided as **Attachment 1** and instructs officers to make the final NCS available on the Participate Nillumbik webpage.
3. Advises all submitters in writing of Council's decision and thanks them for their participation.
4. Requests the Minister for Planning, under Section 8A of the *Planning and Environment Act 1987*, to authorise the preparation and exhibition of an amendment to the Nillumbik Shire Planning Scheme to insert the Neighbourhood Character Strategy; and
5. On receipt of that authorisation, places the amendment to the Nillumbik Planning Scheme on exhibition.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.104/23 Nillumbik Community Awards - Future Dates**

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**Distribution: Public**

**Manager: Corrienne Nichols, Director Communities**

**Author: Nichole Johnson, Manager Community Partnerships**

**Summary**

On 22 November 2022 Council endorsed the position that the Nillumbik Community Awards Program will be held on the third Thursday of August each year.

The purpose of this report is to seek endorsement from Councillors that officers have flexibly in choosing a date in August for the Nillumbik Community Awards that meets both Council and community priorities.

<b>Council Resolution</b>
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**MOVED: Cr Frances Eyre**

**SECONDED: Cr Karen Egan**

**That** Council resolves to hold the Nillumbik Community Awards in August each year.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.104/23 Nillumbik Community Awards - Future Dates**

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**12 December 2023**

**12. Officers' reports**

**CM.105/23 Council owned residential building- 385 Eltham-Yarra Glen Road, Kangaroo Ground**

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**Distribution: Public**

**Manager: Vince Lombardi, Chief Operating Officer**

**Author: Steven Blight, Manager Capital and Infrastructure**

**Summary**

Council owns the residential building located at 385 Eltham-Yarra Glen Road, Kangaroo Ground which is located in the grounds of the Kangaroo Ground War Memorial Park (the Park), and is shown in **Attachment 1**.

This is not the original stone caretaker's cottage located within the formal public boundary of the Kangaroo Ground War Memorial Park and which is currently undergoing restoration works.

The current Caretaker's Cottage is an aging brick veneer residence located at the eastern end of the reserve.

The building has been leased out since 1951 and has recently become vacant. Recent condition assessments of the building and surrounds indicate that it is no longer fit for purpose and presents a significant risk to both Council and any future tenants.

Part of the previous lease agreement required the tenant to perform various operational tasks within the Kangaroo Ground War Memorial Park for a fixed fee. This included the daily opening and closing the tower gates, undertaking passive surveillance and reporting any maintenance issues at the Park.

Council may now consider three future options for the building as detailed in the report.

<b>Council Resolution</b>
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**MOVED: Cr Geoff Paine**

**SECONDED: Cr Karen Egan**

**That** Council resolves to demolish the residential building on the land known as Council owned residential building- 385 Eltham-Yarra Glen Road, Kangaroo Ground.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.105/23 Council owned residential building- 385 Eltham-Yarra Glen Road,  
Kangaroo Ground**

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**12. Officers' reports**

**CM.106/23 Quarterly Risk and Safety Report - September 2023**

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**Distribution: Public**

**Manager: Jeremy Livingston, Director Culture and Performance**

**Author: Craig Commene, Risk and Safety Lead**

**Summary**

This report provides a summary of Council's Risk and Safety Report for the quarter ending September 2023.

The report is presented in accordance with the *Local Government (Planning and Reporting) Regulations 2020*, which requires the presentation of a report to Council at least every six months, detailing the strategic risks, operational risks, the consequences and likelihood of occurrence, and risk mitigation strategies.

Risk and Safety reporting to Council is tabled each quarter following consideration by Council's Audit and Risk Committee, which in this quarter occurred on 20 November 2023.

The full confidential Risk and Safety Report for September 2023 is attached to this report (**Attachment 1**) and provides detailed information for Council's consideration.

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Geoff Paine**

**SECONDED: Cr Frances Eyre**

**That Council:**

1. Notes the summary of the confidential Risk and Safety Report (**Attachment 1**) for the quarter ending September 2023.
2. Resolves that the attached Risk and Safety Report (**Attachment 1**) remains confidential in accordance with section 3(1)(a) and (f) of the *Local Government Act 2020*.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.106/23 Quarterly Risk and Safety Report - September 2023**

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**Council Meeting Minutes**

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**CM.107/23 Audit and Risk Committee Meeting November 2023**

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**Distribution: Public**

**Manager: Vince Lombardi, Chief Operating Officer**

**Author: Melika Sukunda, Manager Finance, Assets and Procurement**

**Summary**

In accordance with section 53 of the *Local Government Act 2020* and good governance principles, councils must have an Audit and Risk Committee.

As resolved at the 23 June 2020 Ordinary Council Meeting, the minutes of an Audit and Risk Committee meeting are to be reported and presented to a subsequent Council Meeting.

The Audit and Risk Committee met on 20 November 2023. The minutes for the meeting are shown in **Attachment 1**.

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Geoff Paine**

**SECONDED: Cr Karen Egan**

**That** Council notes the Minutes of the Audit and Risk Committee meeting held on 20 November 2023 (**Attachment 1**).

**CARRIED UNANIMOUSLY**

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**12 December 2023**

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**CM.107/23      Audit and Risk Committee Meeting November 2023**

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**CM.108/23 Nillumbik Integrated Transport Strategy - Community Consultation**

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**File:** FOL/21/24660

**Distribution:** Public

**Manager:** Rosa Zouzoulas, Director Planning, Environment and Strategy

**Author:** Lawrence Seyers, Lead Transport Planner

**Summary**

In recognition of the outdated strategic transport planning framework at Nillumbik, Council Plan 2021-2025 identified a 'priority action' to:

“Develop a new Integrated Transport Strategy (ITS) to guide transport planning, sustainable outcomes and advocacy”.

This report outlines the planned community consultation process on the Council Plan 2021-2025 'priority action' to develop a new Integrated Transport Strategy (ITS) to guide transport planning, sustainable outcomes and advocacy and seeks Council's endorsement of its engagement strategy.

<b>Council Resolution</b>
---------------------------

**MOVED:** Cr Richard Stockman

**SECONDED:** Cr Natalie Duffy

**That** Council endorses the planned community consultation process on the Council Plan 2021-2025 'priority action' to develop a new Integrated Transport Strategy (ITS) to commence in Q1 2024.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

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**12. Officers' reports**

**CM.108/23 Nillumbik Integrated Transport Strategy - Community Consultation**

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**CM.109/23 Lorimer Road, Wattle Glen - Proposed Special Charge Scheme**

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**File:** FOL/20/3711

**Distribution:** Public

**Manager:** Vince Lombardi, Chief Operating Officer

**Author:** Steven Blight, Manager Capital and Infrastructure

**Summary**

On 22 July 2020, Council received a petition by property owners to seal Lorimer Road, Wattle Glen, with costs recovered via the implementation of a Special Charge Scheme.

The result of the initial questionnaire confirmed sufficient support to proceed further with an investigation into a Special Charge Scheme to seal the full length of Lorimer Road.

Council officers held an online information session on 25 May 2022. On 23 August 2022, a formal questionnaire was sent to property owners to confirm their support.

The level of support for a Special Charge Scheme for the full length of Lorimer Road was 49 percent (17 of the 35 property owners), which is less than the threshold to proceed.

Responses also indicated a clustered group of property owners located at the southern end of the road were supportive of the proposal.

Council officers engaged with the relevant property owners to ascertain if there was sufficient support for a partial scheme at the southern end of the road.

On 22 May 2023 a new formal questionnaire was sent to the southern residents of Lorimer Road (between 29 Lorimer Road and Reynolds Road), 61 percent of property owners were in support (14 out of 23 property owners).

As the level of support for the partial scheme is over the 60 percent threshold, it is recommended that the development process proceeds and Council invites affected property owners for nominations to join the task group.

<b>Council Resolution</b>
---------------------------

**MOVED:** Cr Karen Egan

**SECONDED:** Cr Peter Perkins

**That Council:**

1. Proceeds with the development of a Special Charge Scheme for the sealing of Lorimer Road, Wattle Glen, between 29 Lorimer Road and Reynolds Road.
2. Invites affected property owners for nominations to join the task group and to provide comments for consideration within the design process.
3. Abandons further investigations into a Special Charge Scheme for the full length of Lorimer Road, Wattle Glen.
4. Places any further investigations into a Special Charge Scheme for the full length of Lorimer Road, Wattle Glen on a three year moratorium.
5. Notifies affected property owners accordingly

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

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**12. Officers' reports**

**CM.109/23 Lorimer Road, Wattle Glen - Proposed Special Charge Scheme**

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Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.110/23 Tender Report - Contract 2223-023 Kerbside Recycling Processing

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Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Lance Clark, Senior Procurement Specialist  
Heath Gillett, Manager Operations Centre

Summary

This report recommends the awarding of contract 2223-023 for Kerbside Recycling Processing.

The contract is a critical, business as usual contract for the receipt and processing of material from Council's kerbside recycling bins.

The contract term is for an initial period of five (5) years, with three (3) x one (1) year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed eight (8) years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2223-023 for Kerbside Recycling Processing.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
-----------------------

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:  
Number: 2223-023  
Title: Kerbside Recycling Processing  
Term: 1 January 2024 to 31 December 2028  
Options: Term extensions up to 31 December 2031
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve contract term extensions.
4. Authorises the Chief Operating Officer to approve variations that are a result of changes to operational requirements throughout the term of the contract.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2223-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.110/23 Tender Report - Contract 2223-023 Kerbside Recycling Processing

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Council Resolution
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**MOVED:** Cr Geoff Paine  
**SECONDED:** Cr Frances Eyre

**That** Council:

1. Accepts the tender submitted by the **preferred tenderer Cleanaway Pty Ltd** for the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:  
Number: 2223-023  
Title: Kerbside Recycling Processing  
Term: 1 January 2024 to 31 December 2028  
Options: Term extensions up to 31 December 2031
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve contract term extensions.
4. Authorises the Chief Operating Officer to approve variations that are a result of changes to operational requirements throughout the term of the contract.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2223-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.111/23 Tender Report – Contract 2324-022 Hurstbridge Mens Shed Construction

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Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure  
Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2324-022 for Hurstbridge Mens Shed Construction.

The contract commencement date is 13 December 2023 with a completion date of 31 August 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-022 for Hurstbridge Mens Shed Construction.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
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That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$Redacted]** plus **[\$Redacted]** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-022  
Title: Hurstbridge Mens Shed Construction  
Term: 13 December 2023 to 31 August 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the agreed total contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-022 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.111/23 Tender Report – Contract 2324-022 Hurstbridge Mens Shed Construction**

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7. Resolves that the preferred tenderer be named.

**Council Resolution**

**MOVED: Cr Karen Egan**

**SECONDED: Cr Peter Perkins**

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer Unlimited Commercial Constructions Pty Ltd** for the sum of **\$989,015.50** plus **\$148,352.33** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-022  
Title: Hurstbridge Mens Shed Construction  
Term: 13 December 2023 to 31 August 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the agreed total contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-022 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.112/23 Tender Report – Contract 2324-023 Nillumbik Youth Hub  
Redevelopment Works

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Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure  
Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2324-023 for Nillumbik Youth Hub Redevelopment Works.

The contract commencement date is 13 December 2023 with a completion date of 10 May 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-023 for Nillumbik Youth Hub Redevelopment Works.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
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That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** plus **[\$[Redacted]]** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-023  
Title: Nillumbik Youth Hub Redevelopment Works.  
Term: 13 December 2023 to 10 May 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.112/23 Tender Report – Contract 2324-023 Nillumbik Youth Hub  
Redevelopment Works

- 
7. Resolves that the preferred tenderer be named.

**Council Resolution**

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Karen Egan**

That Council:

1. Accepts the tender submitted by the **preferred tenderer C.A. Property Group Pty Ltd** for the sum of **\$1,277,486.10** plus **\$191,622.92** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-023  
Title: Nillumbik Youth Hub Redevelopment Works.  
Term: 13 December 2023 to 10 May 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.113/23 Tender Report – Contract 2324-026 Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2

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Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure  
Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2324-026 for Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2.

The contract commencement date is 13 December 2023 with a completion date of 29 March 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-026 for Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
-----------------------

That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** plus **[\$[Redacted]]** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-026  
Title: Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2  
Term: 13 December 2023 to 29 March 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-026 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.113/23 Tender Report – Contract 2324-026 Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2

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Council Resolution
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**MOVED:** Cr Geoff Paine  
**SECONDED:** Cr Frances Eyre

**That Council:**

1. Accepts the tender submitted by **preferred tenderer Prestige Paving Pty Ltd** for the sum of **\$899,288.79** plus **\$ \$134,893.32** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-026  
Title: Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2  
Term: 13 December 2023 to 29 March 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-026 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.114/23 Tender Report – Contract 2324-033 Alistair Knox Park - Universal Design Access and Landscaping Works

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Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure  
Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2324-033 for Alistair Knox Park - Universal Design Access and Landscaping Works.

The contract commencement date is 8 January 2024 with a completion date of 26 April 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-033 for Alistair Knox Park - Universal Design Access and Landscaping Works.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
-----------------------

That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** plus **[\$[Redacted]]** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-033  
Title: Alistair Knox Park - Universal Design Access and Landscaping Works.  
Term: 8 January 2024 to 26 April 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-033 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.114/23 Tender Report – Contract 2324-033 Alistair Knox Park - Universal Design Access and Landscaping Works

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**Council Resolution**

**MOVED:** Cr Frances Eyre

**SECONDED:** Cr Geoff Paine

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer Regal Innovations Pty Ltd** for the sum of **\$546,480.00** plus **\$81,972.00** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-033  
Title: Alistair Knox Park - Universal Design Access and Landscaping Works.  
Term: 8 January 2024 to 26 April 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-033 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.115/23 Tender Report – Contract 2324-015 Diamond Valley Library Outdoor Space Rejuvenation

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Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure  
Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2324-015 for Diamond Valley Library Outdoor Space Rejuvenation

The contract commencement date is 13 December 2023 with a completion date of 28 June 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-015 for Diamond Valley Library Outdoor Space Rejuvenation.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
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That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** plus **[\$[Redacted]]** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-015  
Title: Diamond Valley Library Outdoor Space Rejuvenation  
Term: 13 December 2023 to 28 June 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-015 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.115/23 Tender Report – Contract 2324-015 Diamond Valley Library Outdoor Space Rejuvenation**

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7. Resolves that the preferred tenderer be named.

**Council Resolution**

**MOVED: Cr Richard Stockman**

**SECONDED: Cr Karen Egan**

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer Yellowstone Landscaping Pty Ltd** for the sum of **\$752,466.07** plus **\$75,246.61** for contingency (inclusive of GST) and enter into the following contract:  
Number: 2324-015  
Title: Diamond Valley Library Outdoor Space Rejuvenation  
Term: 13 December 2023 to 28 June 2024  
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-015 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.116/23 Tender Report – Contract 2324-008 Photography & Videography Services Panel

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Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

Author: Lance Clark, Senior Procurement Specialist  
Tracey Varley, Manager Communications and Engagement

Summary

This report recommends the awarding of a panel contract 2324-008 for Photography & Videography Services Panel.

There are seven different service categories as part of this contract:

- Photography 1.1 - Event and Editorial photography
- Photography 1.2 - Portrait photography
- Photography 2.1 - Brand, advertising and lifestyle photography
- Photography 2.2 - Artwork, exhibition and commission photography
- Videography 1 - Corporate and promotional videography
- Videography 2 - Mixed media animation
- Videography 3 - Drone/aerial videography and photography

The contract term is for an initial period of 3 years, with 2 x 1 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 5 years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-008 for Photography & Videography Services Panel.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
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**That** Council:

1. Accepts the tenders and tendered schedule of rates submitted by the **preferred tenderers** and enter into a panel contract arrangement for the **listed categories** by tenderers as disclosed in **(Attachment 1)**:

Number: 2324-008

Title: Photography & Videography Services Panel.

Term: 13 December 2023 to 12 December 2026

Options: Term extensions up to 12 December 2028

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.116/23 Tender Report – Contract 2324-008 Photography & Videography Services Panel**

- 
2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
  3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
  4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
  5. Advises all tenderers accordingly.
  6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-008 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
  7. Resolves that the preferred tenderers be named.

<b>Council Resolution</b>
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**MOVED: Cr Karen Egan**

**SECONDED: Cr Geoff Paine**

**That Council:**

1. Accepts the tenders and tendered schedule of rates submitted by the **preferred tenderers** and enter into a panel contract arrangement for the **listed categories** by tenderers as disclosed in (**Attachment 1**):

Number: 2324-008

Title: Photography & Videography Services Panel.

Term: 13 December 2023 to 12 December 2026

Options: Term extensions up to 12 December 2028

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.116/23 Tender Report – Contract 2324-008 Photography & Videography Services Panel**

No.	Recommended Tenderers Names	Awarded Photography Categories	Awarded Videography Categories
1.	Black Photography	1.2	
2.	Cassidy Chappell Photography	1.1 & 1.2	
3.	Ceballos Photography & Video	1.1	
4.	Darcy K Scales Photograph	1.1	
7.	Darren James Photography	2.1	
9.	Greenlight Media	2.2	1 & 3
10.	Hstudios Pty Ltd	2.2	
11.	Jesse Thompson	1.2	
12.	Martin Philbey Photography	1.1	
13.	Media Strategy Australia		2 & 3
14.	Misheye Image		1
15.	Momentum Studios Australia		1
16.	Monty Studio	2.2	
18.	Nick Addison Photography		3
20.	OHO Media	2.1	1
21.	Orchard Film		2 & 3
22.	Paoli Smith	2.1	
26.	Red Flair Photography & Imaging	1.1	
30.	Stephen McKenzie	1.2	
32.	Weightless Films		2

2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-008 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderers be named.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.116/23 Tender Report – Contract 2324-008 Photography & Videography  
Services Panel**

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Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.117/23 Tender Report - Contract 2324-035 - Chair and Facilitation of CEO Employment Matters Committee

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Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

Summary

This report recommends the awarding of contract 2324-035 for Chair and Facilitation of CEO Employment Matters Committee.

The contract term is for an initial period of 2 years, with 2 x 1 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 4 years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-035 for Chair and Facilitation of CEO Employment Matters Committee.

**Recommendation**

That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** (exclusive of GST) and enter into the following contract:
  - Number: 2324-035
  - Title: Chair and Facilitation of CEO Employment Matters Committee
  - Term: 31 January 2024 to 30 January 2026
  - Options: Term extensions up to 30 January 2028
2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
5. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6. Advises all tenderers accordingly.
7. Makes public the decision regarding this contract but the Tender Evaluation Summary Report (**Attachment 1**) and Consolidated Scorecard (**Attachment 2**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
8. Resolves that the preferred tenderer be named.

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.117/23 Tender Report - Contract 2324-035 - Chair and Facilitation of CEO  
Employment Matters Committee

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**Council Resolution**

**MOVED:** Cr Peter Perkins

**SECONDED:** Cr Karen Egan

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer Centre for Organisation Development** for the sum of **\$54,200.00** (exclusive of GST) and enter into the following contract:
  - Number: 2324-035
  - Title: Chair and Facilitation of CEO Employment Matters Committee
  - Term: 31 January 2024 to 30 January 2026
  - Options: Term extensions up to 30 January 2028
2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
5. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6. Advises all tenderers accordingly.
7. Makes public the decision regarding this contract but the Tender Evaluation Summary Report (**Attachment 1**) and Consolidated Scorecard (**Attachment 2**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
8. Resolves that the preferred tenderer be named.

**CARRIED**

**For:** Crs Karen Egan, Frances Eyre, Geoff Paine, Peter Perkins, Ben Ramcharan and Richard Stockman

**Against:** Cr Natalie Duffy

Council Meeting Minutes

12 December 2023

12. Officers' reports

CM.118/23 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

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File: GF/20/96

Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

Author: Katia Croce, Manager Governance and Property

**Summary**

Section 224 of the *Local Government Act 1989* provides for the appointment of Authorised Officers for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

The Chief Executive Officer makes these appointments by authority conferred by Instrument of Delegation by Council dated 27 July 2021.

Section 147(4) of the *Planning and Environment Act 1987* provides for the appointment and authorisation of Council Officers for the purpose of the *Planning and Environment Act 1987*.

To strengthen Council's decision making and enforcement processes, appointment of authorisation under the *Planning and Environment Act 1987* is being recommended by Council Resolution.

<b>Council Resolution</b>
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**MOVED:** Cr Frances Eyre

**SECONDED:** Cr Geoff Paine

**That** Council in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, resolves that:

- a) The Nillumbik Shire Council staff referred to in the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (**Attachment 1**) be appointed and authorised as set out in the instrument.
- b) The common seal of Council be affixed to the Instrument.
- c) The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.118/23 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

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**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.119/23 Informal Meetings of Councillors Records - 12 December 2023**

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**Distribution: Public**

**Manager: Blaga Naumoski, Director Governance, Communications and Community Safety**

**Author: Katia Croce, Manager Governance and Property**

**Summary**

In accordance with *Item 20 of Council's Governance Rule – Meeting Procedures*, adopted on 25 July 2023, Council is required to report as soon as practicable to a Council Meeting a record of each Informal Meeting of Councillors held.

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 28 November 2023.

An Informal Meeting of Councillors Record was kept for the following meetings (**Attachment 1**):

1. Planning and Consultation Committee meeting pre-meet held 14 November 2023;
2. Recreation Trails Advisory Committee meeting held 15 November 2023;
3. Panton Hill bushland Reserve System User Group Advisory Committee meeting held 16 November 2023;
4. Arts and Cultural Advisory Committee meeting held 20 November 2023;
5. Councillor Briefing held 21 November 2023;
6. Environment and Sustainability Advisory Committee meeting held 22 November 2023;
7. Council Meeting pre-meet held Tuesday 28 November 2023; and
8. Extraordinary Council Meeting pre-meet held Wednesday 29 November 2023.

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Karen Egan**

**SECONDED: Cr Frances Eyre**

**That** Council, in accordance with *Item 20 of Council's Governance Rule – Meeting Procedures*, receives the Informal Meetings of Councillors Records (**Attachment 1**) for the meetings held.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**12 December 2023**

**12. Officers' reports**

**CM.119/23      Informal Meetings of Councillors Records - 12 December 2023**

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**Council Meeting Minutes**

**12 December 2023**

**13. Notices of Motion**

Nil

**14. Delegates' Reports**

Nil

**15. Supplementary and urgent business**

Nil

**16. Confidential reports**

Nil

**17. Close of Meeting**

The meeting closed at 8:30pm.

Confirmed:

\_\_\_\_\_  
Cr Ben Ramcharan, Mayor

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## Panton Hill Bushland Reserve System User Group - Advisory Committee



### Agenda

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<b>Date:</b>	Thursday 16 November 2023
<b>Time:</b>	7.00 – 9.00pm
<b>Venue:</b>	Panton Hill Living and Learning Centre
<b>Chair:</b>	Ben Ramcharan, (Bridget Russell)
<b>Minute Taker:</b>	Brad Tadday
<b>Committee Members:</b>	Janice Crosswhite, Bob West, Lee Hartman, Cathy Giles, Susy Penrose.
<b>Other:</b>	Brad Tadday, Bridget Russell
<b>Apologies:</b>	Lydia Heap, Mark Hood,

### Order of business

#### 1. Welcome and introductions

Observers are reminded their role is to observe only, unless called upon by the Chairperson to participate. Introductions around the table were conducted particularly for Bridget.

#### 2. Acknowledgement of Country

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, we pay our respects to Elders past, present and future, and extend that respect to all First Nations People. We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge that sovereignty was never ceded.

#### 3. **Apologies:** Lydia Heap, Mark Hood, (Ben Ramcharan arrived at 7:15 so Bridget begun as chair)

#### 4. Conflict of Interest and Informal Meeting of Councillors Record

Conflict of interest provisions are contained in sections 126-131 of the *Local Government Act 2020*, the Councillor Code of Conduct, the Employee Code of Conduct and the Advisory Committee Members Code of Conduct.

An Informal Meeting of Councillors Record must be completed at the meeting in accordance with Item 19 of Council's Governance Rule - Meeting Procedure.

No conflict of interest declared.

#### 5. Minutes of previous meeting

The minutes of the meeting held 15 June 2023 were confirmed as a true and accurate record of the meeting via e-mail immediately after - moved by Janice on 23/06/2023

and Seconded by Bob on 19/07/2023 with minor amendments. Minutes re-affirmed at this meeting. Moved Bob, Seconded Janice Carried.

## **6. Outstanding Action Items**

**Action:** Brad/Leigh to coordinate an expression of interest (EOI) for a working group to implement signage – **Complete**

## **7. Works update and planned works - Brad**

- a. Threatened fauna monitoring and management – Southern Toadlet – pools with calling adults fenced to keep deer off, planting for habitat enhancement, survey and report for management recommendations,

Slender-tailed Dunnart - fence moved back from the shared trail and painted black. Planting of grasses and small shrubs for habitat enhancement.

Brush-tailed Phascogale Nest box monitoring results will be linked to bushland reserves fauna monitoring program with volunteers and shared with the community through E-news updates.

- b. Capital Works program – Bulwidj rubbish removal TBC as has been still too wet to access; only \$20k for next year.
- c. Planting projects planning – ideas??? Issues with planting because of grazing from deer especially. Deer control funding for sugarloaf but not for PHBRS. Issues with shooting deer on public land but easier on private land due to shooting permission and carcass retrieval. Also easy to shoot kangaroos on private property which can be problematic. Ben advocating to stop kangaroo culling but needs to form a Council position. Victorian Govt have not declared deer as a pest animal so harder to get funding for control. Issue of deer in PHBRS is funding and safety. Issues with rabbits and foxes also throughout the PHBRS.

## **8. Panton Hill Bushland Reserves System Management Plan progression – Brad**

Other items: Rivers to Ranges funding enabling Long Gully Rd Reserve enhancement to expand the managed habitat corridor of the PHBRS – this will not affect the trail status of the Green Wedge Regional Shared Trail through this reserve, it will however allow more maintenance of the site including blackberries and trees fallen over trail. Clintons Rd Reserve and the Green Wedge Regional Shared Trail corridor to Motshcalls Rd will also receive Rivers to Ranges funding similarly expanding managed habitat corridor of the PHBRS –there will be no change to the trail status.

**9. Interpretation Design Plan implementation Working Group Update – Brad, Susy, Lydia, Janice**

Sent EOI to PHBRS UG Advisory Committee members and received 3 responses. Met 14 Sept & 13 Oct. Due to meet again 24 Nov.

Meeting with Mathew from Events and Place for project support as Mathew's team have experience with interpretive artwork in placemaking.

First meeting all agreed that the next project to implement would be the signage for the Bunjil Food, Fibre and Medicine Garden and determined the scope of works.

Second meeting discussed the wording that had already been developed for 25 plants including the content for sign explaining the overall site. Photos would be best along with information. Content needs to be checked for consistency. Discussed accessibility including best height for sign. Will integrate into an educational curriculum and interactive game. Compared/contrast our project to Cradle Mountain (Tasmania) where they have very little signage through the main walk. Most interpretation is at visitor centre. We do not have a visitor centre and the scale of our trail system is much smaller.

Need to look at some mock-up signs which can be circulated out of session. Mathew had a lot of information about interps/ place making. More interesting signs different heights. Use 'English Name' instead of 'Common Name'. Include Wurundjeri season. E.g. 'WoiWurung | English | Botanical'. If Wurundjeri name unknown leave it out. Discussed seasons on main sign and link to the seating circle. Link to website. Signs need to be durable – likely to be similar to other reserve signs i.e. sticker on steel, but Matthew exploring other options e.g. plaque. Will invite Communications to next meeting.

Main sign to describe seasons 'wheel'. More visuals the better. Describe circuit trail. Plants grown in this area ... As you walk through and explore the garden ...25 useful plants highlighted...use symbols for food, fibre/material and medicine. Include 1 medium sized sign for Murnong garden to explain cultivation.

Sign should be similar to current suite of signs in PHBRS. There is an interpretive sign at Yirrip Reserve as an example for a sign in same style as other PHBRS. Also Eltham North Adventure Playground and reserve signs are a good example.

Second stage of project may include a listening post and a brochure/booklet. Printed brochures not necessarily good as produce a lot of waste. Message from older aging group was written material is preferred. Could have brochure/guide/booklet that can be downloaded from the website. QR can get you to the site easier but codes go out of date and need to update website regularly. Council Communications not supporting QR codes for long term-projects. Discussed issues with QR codes, Ben thinks they can be overcome from his IT experience. Generally we need to be better at updating website as much material out of date as confirmed by feedback. Listening post could be Kinetic Energy Audio - 8 button with USB \$5-6k. Lee experienced one on Whitsundays, you need to have a space such as the seating

circles in the reserve. Also one in Warrandyte near the gallery – Manningham has some.

For next meeting: - develop words for a) main sign, b) medium sign, c) 25 small plant signs. Look into Wurundjeri names of plants.

ACTION: Get mock-up of proposed signs and circulate before next meeting.

## **10. Community Engagement – Brad, All**

- a) Friends of Bunjil Reserve – Wurundjeri Food Fibre and Medicine Garden. Monthly (first Friday) events and have been working with Panton Hill Primary School with weeding and plant maintenance activities
- b) Panton Hill Primary School / Paradoxa Artist Collective – Primary School planting at entrance to Bunjil (Aug)

Workshop activity organised by Paradoxa with PH PS 2/3s and their grandparents to create wildflower themed headdresses that had been designed for a performance for their “Under the Canopy” project which will be performed sometime before Christmas.

As above PH PS Grade 6s helped to plant habitat for the Southern Toadlet, big help carrying materials and getting the plants in the ground.

- c) PH Living and Learning Centre - One volunteer walking group leader has been leading walks Wednesday and Saturday every second week however a lot of the participants are away on holidays a lot so numbers not that high at the moment.
- d) Nillumbio – Have been facilitating some community events in the reserves. Doing a great job of engaging community in caring for the environment. They did a partnership event with Friends of Moor-rul Grasslands and got a lot of people along.
- e) Council Biodiversity Events – Bushfoods walk and Talk in Bunjil Food Fibre and Medicine Garden; Nature Treasure Hunt end October; EVC Walk Wimbi 24 Nov 5:30
- f) Other – Sunrise Equinox Walk 23 Sept

## **11. Other Business**

Melbourne Water land sales update – Council presented planning issues to planning minister, up to 80 blocks may be sold, many more people, this would put large pressure on the local area in terms of people and infrastructure – Council can’t afford to purchase land. Parks Victoria area will expand. Melbourne Water are gifting some land to Council around Rob Roy and Christmas Hill Hall. Mountain bike riders advocating to use some for Mountain Bike Tracks. Concern was raised of inviting many more riders who may also put pressure on Panton Hill trails.

Kunzea – Janice – King Island are harvesting Kunzea to use like tee tree oil. Interesting to know what Wurundjeri uses were.

**12. Next meeting date and location**

Thursday 15 February 2024, Panton Hill Living and Learning Centre

**13. Attachments**

- Minutes – PHBRS User Group Advisory Committee – June 2023

**14. Confirmation of Minutes:**

These minutes were confirmed as a true and accurate record of the meeting via e-mail after the meeting - Moved by Lee Hartman on 30/11/2023 and Seconded by Cathy Giles on 30/11/2023 with minor amendments. CONFIRMED

## Environment & Sustainability Advisory Committee (ESAC)

### Agenda



**Date:** Wednesday 22 November 2023  
**Time:** 7.00pm – 9.00pm  
**Venue:** Council Chambers  
**Chair:** Cr Ben Ramcharan  
**Minute taker:** Tim Vickers

#### Order of Business

1	<p><b>Welcome and Acknowledgement of Country</b></p> <p>Nillumbik Shire Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located. We pay our respects to Elders past, present and future, and extend that respect to all First Nations People. We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge that sovereignty was never ceded.</p> <p><b>Present:</b> Cr Ben Ramcharan, Tim Vickers, Warren Tomlinson, Kirsten Reedy, Leigh Northwood, Doug Evans, Alan Thatcher, John Huf, Sue Rosenhain, Kahn Franke, Vasundhara Kandpal, Lynlee Tozer, Anne-Marie King</p> <p><b>Apologies:</b> Cr Geoff Paine, Malcolm Cock, Andrew McMahon, Kate McCracken</p> <p><b>Absent:</b> Fieke van der Kamp</p>	Chair
2	<p><b>Conflict of interest</b></p> <p>Conflict of interest provisions are contained in section 80C of the <i>Local Government Act 1989</i>, the Councillor's Governance Code, the Employee Code of Conduct and the Volunteer Handbook.</p> <p>No conflicts were declared.</p>	Chair
3	<p><b>Minutes of previous meeting</b></p> <p>Confirm that the minutes of the previous meeting were a true and accurate record of the meeting.</p> <p>Moved: Kahn Franke                      Seconded: Doug Evans</p>	Chair
4	<p><b>Outstanding Action Items</b></p> <p>All actions completed or scheduled – refer to table below</p>	Chair
5	<p><b>Kangaroo update</b></p> <p>Update provided to the full ESAC on the recommendations of the out-of-session ESAC meeting attended by three committee members on 25 October. In summary, the three ESAC representatives advised that in their opinion:</p> <ul style="list-style-type: none"> <li>- Population management of kangaroos in Nillumbik is needed</li> <li>- If properly managed and audited, a state government delivered/funded management program is supported.</li> </ul>	Kahn Franke

	<p>Discussion: Update provided that the new draft Victorian Kangaroo Harvest Plan has been released and is currently open for public comment (due by 4 December). It proposes that Nillumbik be removed from the program in 2025.</p> <p><a href="https://www.dcceew.gov.au/environment/wildlife-trade/comment/vic-kangaroo-harvest-management-plan-2024-28">https://www.dcceew.gov.au/environment/wildlife-trade/comment/vic-kangaroo-harvest-management-plan-2024-28</a></p>	
6	<p><b>Urban tree canopy strategy development</b> (45 min)</p> <p>Presentation on proposed strategy scope and urban canopy data available to date. It will cover public and private land within the Urban Growth Boundary.</p> <p>Strategy to be developed over the coming months. Public consultation scheduled to occur in March/April 2024.</p> <p>Discussion included:</p> <ul style="list-style-type: none"> <li>- Pros and cons of various canopy aerial data sets.</li> <li>- Urban canopy vs urban forest.</li> <li>- Minimal urban heat island hot spots currently identified in Nillumbik</li> <li>- The relationship between this strategy and Council's draft biodiversity strategy and neighbourhood character strategy.</li> <li>- Indigenous vs any canopy.</li> <li>- Investigations required to assess opportunities and identify priorities to provide additional shade in activity centres, local footpaths/roads, and in parks/open spaces/reserves. Potential for future consideration of industrial areas also.</li> <li>- Progress to enhance canopy provision and retention on private land is advanced and includes new strategic planning tools and local law.</li> </ul> <p><b>Action:</b> Officers to meet with representative of Maroondah Council to learn about the Tree Ledger canopy data product.</p> <p><b>Action</b> – Meeting to discuss draft Canopy Strategy to be scheduled in February. Likely to be an out-of-session meeting.</p>	Warren & Leigh
7	<p><b>Other business</b> (20 min)</p> <ul style="list-style-type: none"> <li>- Update provided on new biodiversity and climate officer staffing.</li> <li>- Biodiversity Strategy: <ul style="list-style-type: none"> <li>• Stage 2 consultation scheduled to occur from 1<sup>st</sup> Feb – 3<sup>rd</sup> March 2024 – this will include two online workshops, several drop in sessions, a 'Participate Nillumbik' page, and opportunity for feedback form or general submission to be made.</li> <li>• A summary of community and stakeholder feedback provided during stage 1 consultation in mid-2023 is available on 'the Participate Nillumbik' site: <a href="#">Biodiversity Strategy</a></li> </ul> </li> <li>- Sustainable business podcast series is currently being developed</li> <li>- Waste update provided <ul style="list-style-type: none"> <li>• Container deposit scheme launched 1 November. (<a href="http://www.vicreturn.com.au">www.vicreturn.com.au</a>) Visy seeking to expand collection locations in Nillumbik. Charities and community groups have the opportunity to become donation partners – <a href="http://www.cdsvic.org.au/fundraising">www.cdsvic.org.au/fundraising</a></li> <li>• Kitchen caddy program launched in August. More than 3,500 caddies collected to date.</li> <li>• Nappy Project update</li> </ul> </li> </ul>	Chair

	<ul style="list-style-type: none"> <li>Recycling campaign being planned for the new year, focused on reducing contamination</li> <li>Nominations now open for the 2024 Nillumbik <i>Young Women Climate Action Leader Award</i> (12-25yrs) (close 15 December). Information available at: <a href="#">Young Women Leaders of Nillumbik Awards - Nillumbik Shire Council</a></li> <li>Illegal vegetation clearing – Discussion on how best to report concerns. Witnessed incidents should be reported asap directly to Council's general phone line which is now staffed 24/7. It is also possible to report via Snap, Send, Solve or via email to <a href="mailto:nillumbik@nillumbik.vic.gov.au">nillumbik@nillumbik.vic.gov.au</a> – but via phone is most immediately effective.</li> </ul>	
8	<b>End of year thanks</b>	Chair
9	<b>Next meeting</b> - Wednesday 22 February at 7pm	

#### Table of Open Actions

Meeting date	Action	Owner/s	Status	Comment
22 November 2023	Officers to meet with representative of Maroondah Council to learn about the Tree Ledger canopy data product.	Officers	Open	
22 November 2023	Meeting to discuss draft Canopy Strategy with ESAC to be scheduled in February.	Officers	Open	Likely to be an out-of-session meeting in early February.
28 June 2023	Agenda item to be scheduled to discuss progress to date in working towards achieving the goals and targets of the CAP, the types of actions that are being implemented and ESAC feedback ahead of year 3 planning.	Officers	Open	Future agenda item in early-mid 2024
19 April 2023	Share a copy of the new Climate Action 101 compulsory staff training module with ESAC	Officers	Open	Is embedded into a Council IT platform. Will be shown at an ESAC meeting when there is time available on agenda. <i>Consider incorporating into induction of new committee at June 2024 meeting</i>

# Land Management Incentive Program

## Guidelines (September 2023)

### 1. About the program

Nillumbik Shire Council's **Land Management Incentive Program (LMIP)** offers incentive grants for sustainable land management activities that have positive environmental outcomes, threatened species conservation and/or improved and sustainable land productivity outcomes.

The program is open year round, commencing 1 July of each year, until the grant pool has been expended.

The program has a priority focus on encouraging and supporting the adoption and enhancement of best practice land management - by new and longer term residents of the Shire.

Council officer advice is available to help you assess your land management options and priorities, and to help you apply for this funding. Phone 9433 3111 or email [environment@nillumbik.vic.gov.au](mailto:environment@nillumbik.vic.gov.au).

Details on how to apply for a grant are provided in Section 8 of these guidelines.

### 2. Overarching eligibility

To be eligible, activities are required to provide:

- Positive environmental or sustainable agriculture outcomes at the project site; and
- Positive environmental, social or community outcomes that extend beyond the property boundary

The degree to which the project will achieve the above determines whether an eligible activity is assessed as being a category A, B, C or D project, and the associated amount of LMIP funding that the project may receive. Details are provided in Sections 6 and 7.

**Note:** Waterway projects are given low priority for funding under this program because assistance is available through [Melbourne Water's Liveable Communities, Liveable Waterways Grant Program](#).

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### 3. What we can assist you with: (Eligible project activities)

1. Weed control (of key priority species listed in the publication Nillumbik Live Local Plant Local)
  - These costs can include contractor hire, machinery hire, labour and chemical/herbicide costs; and/or fees to attend an approved Chemcert Farm Chemical User Course or recognised equivalent.
  - Costs may not include the purchase of weed control equipment or machinery. Spraying of flowering annuals is ineligible for funding.
  - Environmental weed control will only be funded within areas of native vegetation or where the weeds are causing a direct threat to an adjacent environmental asset.
  - Agricultural weed control will only be funded when in alignment with the recommendations of the Nillumbik Invasive Species Action Plan.
  - Removal of Radiata Pines will only be considered under Category C and D.
2. Revegetation (using species that are indigenous to Nillumbik and the property) and which:
  - Enhance the biodiversity of an area
  - Buffer remnant vegetation
  - Create or enhance habitat corridors, habitat stepping stones, and/or significant habitat locations
  - Establish shelterbelts
  - Prevent and/or rehabilitate soil erosion
  - Are climate resilient
  - Can be protected from pest animal browsing

These costs can include the purchase of plants and associated (non plastic) guards, mats and stakes; or other materials on a case-by-case basis. The grant recipient is responsible for ordering and purchasing plants from a local indigenous plant nursery and ongoing watering, weeding and maintenance.
3. Indigenous seed collection, propagation and planting (subject to the applicant obtaining any necessary permits)
4. Works for threatened species conservation
5. Rabbit control (across a minimum of five adjacent properties, or at least 5Ha) – refer Grant conditions, Section 11
6. Fox control (targeted to protect listed threatened species, across a minimum of five adjacent properties, or at least 5Ha) – refer Grant conditions, Section 11

7. Pasture management improvements to support control of invasive grassy weeds and reintroduction of native grasses
8. Sustainable / regenerative agriculture enhancements
  - Trials in integrated pest management for an orchard/vineyard
  - Companion planting to enhance predatory insects/reduce insecticide use
  - Software tools to monitor and manage groundcover or pasture feed budgeting
  - Drill sowing of native perennial grasses inter-row
  - Multi-species cover crop trials
  - Shelterbelt planting and associated fencing
  - Training courses or farm planning advice in sustainable practices/ processes
  - Soil testing to minimise excess fertiliser usage
9. Costs associated with organising/delivering relevant environment and/or land management education and training for Nillumbik landholders
10. Co-contributions to help support grants offered through other agencies, for very high benefit projects
11. Biodiversity or exclusion fencing to protect high biodiversity value sites from grazing and browsing by herbivores, or rubbing and thrashing by deer
  - Fencing of remnant vegetation (including paddock trees and around dams) or revegetation works
  - Exclusion fencing to protect a known or likely potential population of listed threatened flora or fauna species
  - Gates must be installed, to enable future managed grazing as required.
  - Permanent fencing must include end and corner assemblies. It may be standard rural/post and wire or permanent electric fencing. The use of barbed wire is not permitted due to the dangers posed to wildlife.
  - Fencing of waterways that are eligible for Melbourne Water Stream Frontage funding will not be funded, and boundary fencing is ineligible.
12. Non-standard projects that provide significant environmental and broad-scale community benefit (e.g. demonstration sites or trials of innovative environmental management or pest management; cultural burning; development of landscape-scale land management plans etc). Applications must detail how demonstration/ trial findings will be useful to and shared amongst the broader community.

#### 4. Eligible applicants

- Private landowners or landholders
- Community groups including, for example: Landcare; rabbit, foxaction groups; environment groups, other community clubs and groups.

The applicant must display a commitment to ongoing good land management practices in order to be eligible for funding.

#### 5. Eligible properties

To be eligible, your property must be:

- Located within the Shire of Nillumbik; and
- Located within the Green Wedge Zone, Rural Conservation Zone, or have an Environmental Significance Overlay
- Other locations by exception, for example at sites with cultural heritage significance

#### 6. Available funding

There is a recurring annual LMIP grant pool of around \$60,000 per year.

A maximum grant of up to \$2,000 is available per single property, or up to \$10,000 for a community led cross-tenure or landscape-scale initiative, per financial year.

Projects will not be funded retrospectively.

Applications will be assessed and categorized as being Category A, B, C or D (refer to Section 7). The category will determine the maximum amount of funding that the project is eligible for, and associated co-contribution requirements.

Most successful applications will require a 50% co-contribution of funds, materials or in-kind labour.

- In kind labour is assessed at the rate of \$40 per hour and must be undertaken as part of upcoming (not retrospective) project works.
- In addition to physical labour, in-kind support can include, for example, the provision of materials, running workshops, project management (for complex projects) and planned monitoring activities.
- A monetary co-contribution is a requirement of all pest management projects (i.e. foxes, rabbits).

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## 7. Assessment Process

Each application is assessed against the LMIP eligibility criteria specified in Sections 2-5 above (i.e. whether the project activity and applicant and property is eligible).

Applications that meet those eligibility criteria are then assessed to determine their level of a) environment benefit and b) community/social benefit. This determines whether the application is graded as being of Category A, B, C or D benefit, and the associated level of funding support that the grant program can provide.

**Category A.** High environment and very high community benefit: 100% Council LMIP contribution, up to \$2,000 (single property) or up to \$10,000 (community-scale initiative)

**Category B.** High environment and high community benefit: 50% Council LMIP contribution, up to \$2,000 (single property) or up to \$10,000 (community-scale initiative)

**Category C.** Medium environment and community benefit: 50% Council LMIP contribution, up to \$500

**Category D.** Low environment and community benefit: ineligible

The funding category that each eligible project will fall within is determined according to:

### a) Level of environment benefit

The types of matters considered when assessing the level of environmental benefit include:

- Biodiversity or agricultural values of the property and its surrounding area
- Presence of threatened species or habitat
- Weed species and location
- Water quality outcomes
- Soil conservation outcomes
- Sustainable agricultural / improved pasture management outcomes
- The degree to which the positive project outcomes extend beyond any single property
- The likely environmental consequences of inaction

### b) Level of community / social benefit

The types of matters considered when assessing the level of community benefit include:

- Possession of a valid Pensioner Concession Card or Health Care Card – If applicants with such a card (who are not able to make a co-contribution) propose works that will provide high or very high environment benefit, they can be funded under Category A.
- Community support and involvement
- Whether the community benefit matches / outweighs the private benefit

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- What the community benefit is, e.g. improved amenity, reduced pest animal harbour / weed spread, community safety impacts, increased knowledge
- Whether there are likely to be any negative amenity impacts (e.g. noise, smell, safety) to neighbouring properties
- The consequences to the broader community/landscape of inaction.

## 8. Grant Application Procedure

**Step 1** - To apply for an LMIP grant, a short Expression of Interest (EOI) form is available on the LMIP web page of Council's website. After submitting the EOI (via Smarty Grants), a council officer will contact the applicant within 10 working days to discuss the project and usually to arrange a site visit.

**Step 2** - If the project appears to be eligible, an application form will be sent to the applicant to provide Council with additional information about the project, such as photos and quotes/ costings.

**Step 3** – Applications are assessed monthly. The application will be assessed by Council officers against the LMIP eligibility criteria. The applicant will then be notified of whether their grant application has been successful and of any conditions.

**Step 4** – Successful applicants or their contractor can then commence the project works.

**Step 5** – At the completion of the project, submission of an acquittal form is required.

All grant administration and assessment processes are housed within the Smarty Grants digital platform and are undertaken in alignment with Council's grant management policy.

### 9. Project approval, payments and acquittals

Final approval of applications lies with Council officers, and follows Council's governance policies and the LMIP eligibility criteria and conditions.

Payment of the grant money depends on the Landholder Agreement being completed, signed and submitted, with the correct supplementary paperwork and photographs.

Payment is made after the works have been undertaken upon receipt of project invoices\*.

\*On occasion milestone or staged payments may be agreed to where a project involves the progressive implementation of individual elements of a Land Management Plan or similar.

Works must be completed by 30 May in the same financial year as the application. An online project acquittal will be required to be completed by this date in Smarty Grants, with receipts / invoices and before and after photographs of completed works to also be provided. Projects may be audited at an agreed time after the grant has been acquitted.

### 10. General conditions

1. Past recipients are eligible to apply for funding, however depending on the number of applications received, priority may be given to new applicants.
2. In general, projects are funded for a maximum of three consecutive years, and this occurs only when a multiple-year approach is required to achieve a good outcome. In exceptional circumstances where more than three years treatment is required to achieve success, and a detailed and approved Land Management Plan (or similar) has been submitted, this condition may be varied.
3. Applicants are eligible to be awarded a maximum of one LMIP grant per financial year.
4. Applicants must acquit the grant by the date stated on the Landholder LMIP Agreement.
5. Applicants must acquit previous grants prior to applying for new LMIP funding, and for multi-year projects must provide a long term plan of works which is reviewed prior to each new year of funding.
6. If other funding sources are being utilised by the landowner to undertake the proposed works (e.g. registered offset credit sites), or there is a land management plan required by a Planning decision, the project is ineligible.
7. However, applicants may apply for LMIP funding to use as a co-contribution for grants offered through agencies such as Melbourne Water.
8. LMIP grant funding will not be approved in instances where a council Compliance Notice is active at the property address.
9. In exceptional circumstances a non-standard grant that exceeds the standard maximum funding may be considered for approval. In such instances, additional information will be required to be submitted and additional governance will be applied to the assessment process. If successful, comprehensive evaluation and reporting will be required.

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10. The applicant may be required to repay the grant to Council if the project is not delivered within the specified time schedule, or the completed project differs from the project detailed in the Project Agreement.
11. The use of fire-arms is an ineligible grant activity.
12. Grant funds may not be used to pay a company or contractor who has a personal interest in any property that will benefit from the grant,
13. An inspection /audit of the completed project may be undertaken by a Council officer, at a mutually agreed time.
14. Photographs associated with funded projects may be utilised in Council publications.
15. Data on the invasive species or biodiversity that are targeted via the LMIP grant may be submitted by Council officers to the Victorian Biodiversity Atlas.

#### **11. Additional rabbit and fox control conditions and eligibility**

Funding for rabbit and fox control is only possible where it is demonstrated that a sustained and well-coordinated rabbit or fox control program will be adopted. This must include multiple integrated control methods.

The group must:

- Include five or more neighbouring properties or cover more than five hectares.
- Demonstrate clear justification that rabbits or foxes are a serious community and environmental problem in this area.
- Have a designated project leader / coordinator of works.

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## Governance Rule

# Election Period Policy

Version Number	2
Approved by	Council
Approval date	insert date
Effective date	insert date
Date of last revision	25 August 2020
Date of next review*	1 January 2028

\*Unless replaced, this policy will still apply beyond the review date.

Related internal policies, procedures and guidelines	<ul style="list-style-type: none"><li>• Councillor Code of Conduct</li><li>• Code of Conduct for Members of Council Staff</li></ul>
Related legislation	<ul style="list-style-type: none"><li>• <i>Local Government Act 2020</i></li></ul>

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## Purpose

The Governance Rule - Election Period Policy (Election Period Policy) has been developed in order to ensure that the general election for Nillumbik Shire Council on Saturday 26 October 2024 and subsequent elections are conducted in a manner that is ethical, fair and equitable, and are publicly perceived as such.

The Policy ensures that the ordinary business of Council continues throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established 'caretaker' conventions.

## Scope

The Election Period Policy applies to all Council staff, Councillors and election candidates.

Council will function in accordance with this Policy during the election period commencing at 12.00am on Tuesday 24 September 2024 and concluding at 6:00pm on Saturday 26 October 2024.

The Election Period Policy addresses the legal requirements by providing guidance at an operational level to ensure compliance, and builds on the minimum statutory standards to enhance the transparency and accountability of Councillors and Council officers during the election period.

This Policy overrides any prior Council policy or document that refers to a 'caretaker' or election period.

## Legislative Context

The *Local Government Act 2020* (the Act) sets out the provision regarding the responsibilities, functions and powers of Council in the period leading up to a general election.

Section 60 of the Act requires councils to adopt and maintain an Election Period Policy in accordance with section 69 in relation to procedures to be applied by Council during the election period for a general election.

A copy of this Policy should be given to each Councillor as soon as practicable after it is adopted, and be made available for public inspection at Council offices and on Council's website.

In the lead up to an election the Victorian local government sector adopts an election period (or caretaker) mode. During this period, Council will be deemed to be in election period mode and is prohibited from making major policy decisions or publishing / distributing election material.

The next relevant Election Day is Saturday 26 October 2024.

The election period commences at noon on Tuesday 24 September 2024 to 6pm Saturday 26 October 2024.

## Definitions

Candidate	means a person who has nominated as a candidate for an election under section 256 of the Act
Councillor	means a person who holds the office of member of a Council
Delegated decisions	Is a decision made under delegation and considered a decision of Council
Election Period	starts at the time that nominations close on nomination day; and ends at 6pm on election day
Electoral matter	Means any matter which intended or likely to affect voting in an election
Information request register	A register maintain and published on Council's website including all requests relating to electoral matters by Councillors and candidates
Member of Council staff	means a natural person appointed by the Chief Executive Officer
Penalty Unit	Penalty units determine the amount a person is fined when they commit an infringement offence \$192.31, from 1 July 2023 to 30 June 2024
Prohibited decisions	As outlined in section 69 of the Act
Public consultation	A process that involves an invitation to individuals, groups or organisations or the community generally to comment to Council on a matter
Significant decisions	A decision that commits in the incoming council to financial commitments, significant undertakings and that could have a lasting and substantial effect on the municipality or community More detail in 1.3
Social Media	For the purpose of this policy is Council's corporate social media accounts including Facebook, Twitter, Instagram or YouTube

## Policy

### 1. Council Decision Making

Matters of Council business requiring major policy decisions or significant decisions are scheduled to enable a Council resolution prior to the commencement of the election period, or deferred where appropriate, for determination of the incoming Council.

#### 1.1 Prohibited decisions

Section 69 of the Act prohibits any Council decision during the election period for a general election:

- a) Relating to the employment or remuneration of a Chief Executive Officer (CEO), but not to the appointment or remuneration of an Acting CEO;
- b) That commits the Council to expenditure which exceeds 1 per cent\* of the Council's income from general rates, municipal charges and service rates levied in the preceding financial ; or
- c) The Council considers could be reasonably deferred until the next Council is in place; or
- d) The Council considers should not be made during an election period.

\* For the purposes of the 2024 election period, 1 per cent of revenue from rates and charges of the adopted 2023/2024 Budget

A Council decision made in contravention of paragraph (a) or (b) above, is invalid and any person who suffers loss or damage as a result of acting in good faith on that decision is entitled to compensation from Council for the loss or damage.

#### 1.2 Decisions enabling use of Council resources

During the election period for a general election or by-election Council is prohibited from making a decision that would enable the use of Council resources in a way intended to influence, or likely to influence voting at the election.

#### 1.3 Significant decisions

A significant decision of Council includes:

- Decisions that commit the incoming Council to that could bind the incoming Council to financial commitments or other significant undertakings, such as utilising unbudgeted funds, allocating community grants, or providing direct funding to community organisations.
- Decisions that could have a lasting and substantial effect on the municipality or a significant segment of the community, including changes to planning schemes, unplanned community consultations, the adoption of new policies, strategies, or local laws, as well as alterations to strategic objectives and strategies outlined in the Council Plan.

### 1.4 Decisions made under delegation

A decision made under delegation is considered a decision by Council.

Prior to issuing delegated decisions during the election period the following points must be considered:

- a) Whether it is a prohibited or significant decision;
- b) Is the decision in the best interests of Council and the community;
- c) Can the decision be deferred and if there would be consequences or repercussions to Council in deferring a decision.

## 2. Public consultation and Council events

Limits are placed on public consultation and the scheduling of Council events during the election period.

### 2.1 Public consultation

Public consultation is a process that involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.

Public consultation will cease to be initiated as from 24 September 2024 and will not occur during the election period.

An exemption to the requirements of this Clause relate to statutory public consultation required under the *Planning and Environment Act 1987* or matters subject to section 223 of the *Local Government Act 1989* but only where the matter **could not be avoided** during the election period.

Consultations under statutory provisions or matters that facilitate the day-to-day business of Council shall only proceed after express agreement by the relevant Director in consultation with the Chief Executive Officer and if it relates solely to the normal day-to-day business of Council. Any such public consultations will avoid express or implicit links to the election and must receive prior approval from the CEO.

In view of the potential for a matter to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting at the election.

Where public consultation commences prior to the election period, the results of that consultation will not be reported until after the election period, unless approved by the CEO.

### 2.2 Council events

**Council will not schedule any events either sponsored by or under the auspices of or run by Council during the election period.**

**Council sponsored events include official openings, launches, events, and any other public forum.**

Annual, recurring shire-wide community events that are scheduled to take place during the election period will proceed, but there will be no formal role for Councillors at these events.

All other Council events will be scheduled to take place outside of the election period. Any publicity materials related to these events will be subject to the publication constraints outlined in Clause 3 of the Policy.

Councillors may continue to attend external events and functions during the election period, however speeches, background briefings and other Council resources will not be provided by Nillumbik Shire Council. Councillors must not use external events and functions to promote themselves as an election candidate.

### **3. Council publications**

#### **3.1 Prohibition on publishing material**

In light of the major commitment of Council resources that is required during an election period to assess whether or not Council documents contain electoral matter, there will be restrictions placed on the number of Council documents published during the election period.

Only publications deemed essential to the day-to-day operations of Council during the election period will be assessed for compliance with section 304(2) of the Act. These publications would include information to communicate a change or disruption to a Council service or an emergency which impacts on the health and wellbeing of community members.

All other documents must only be published either before or after the election period and not during that period. Council officers are to be given timely notification of the publication requirements of this Rule, and are required to schedule the publication of non-essential documents to a date outside of the election period.

#### **3.2 Approval of publications**

Publications to be printed, published or distributed during the election period must be assessed as to whether they contain electoral matter.

Publications which require assessment include:

- Brochures, pamphlets, handbills, flyers, magazines, e-newsletters and books;
- Reports (other than agenda papers and minutes as outlined in clause 3.4);
- Advertisements and notices except newspaper notices of meetings;
- New website material;
- Social media posts (including Facebook and Twitter);
- Emails with multiple addressees, used for broad communication with the community;

- Mass mail outs or identical letters sent to a large number of people by or on behalf of Council;
- Media releases;
- Material to publicise a function or event; and
- Any publication or distribution of Councillor speeches.

Only publications that CEO considers to be essential to the day-to-day operations of Council during the election period will be assessed for compliance and submitted for approval by the Director Governance, Communications and Community Safety during that period.

### 3.3 Prohibited material

Electoral matter as defined in the Act means any matter which intended or likely to affect voting in an election, but does not include any material produced by or on behalf of the election manager for the purposes of conducting an election.

A publication is taken to contain electoral matter if it contains an express or implicit reference to, or comment on:

- The election;
- A candidate in the election; or
- An issue submitted to, or otherwise before, the voters in connection with the election.

Electoral matter includes material which:

- Publicises the strengths or weaknesses of a candidate;
- Advocates the policies of the Council or of a candidate;
- Responds to claims made by a candidate;
- Publicises the achievements of the elected Council.

### 3.4 Council publications containing Councillor or Candidate information

Any reference to Councillors standing for re-election in Council publications printed, published or distributed during the election period must not include promotional text.

Council publications referencing either current Councillors or Candidates, both online and on public display, will be withdrawn from view during the election period.

Councillor contact information will remain available on the website during the election period, but Councillors' profiles will be removed.

### 3.5 Council's website

Material published on Council's website in advance of the election period is not subject to assessment, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that may be considered electoral matter, were it to be published during the election period.

No new material is to be published on Council's website during the election period unless it is considered to be essential to the operation of Council during that period.

Council Agendas, Minutes, and the Annual Report are considered exempt from the requirements of this section. Pursuant to the provisions of the *Local Government Act 2020*, Council is required to produce an Annual Report and the Annual Report 2024 will be published during the election period.

### 3.6 Annual Report

Council is required under section 98 of the Act to produce its Annual Report. The 2023-2024 Annual Report may be published during the election period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

### 3.7 Council and Committee business papers

Council will not schedule Council or Planning and Consultation Committee meetings during the election period. Urgent business items that cannot be delayed and are not a prohibited decision under section 69 the Act or a significant decision, may be considered at an Extraordinary Council or Planning and Consultation Committee meeting.

Advisory committee or other committee meetings including reference group meetings, will not be held during the election period.

During the election period, if an Extraordinary Council or Planning Consultation Committee is called the CEO will ensure that every report includes an Election Period Statement specifying either:

- a) The recommended decision is not considered to be a major decision within the meaning of the Election Period Policy and has been approved by the Chief Executive Officer as appropriate for Council consideration during the election period.
- b) The recommended decision has been approved by the Chief Executive Officer as one that could not be reasonably deferred until the next Council is in place. It is considered appropriate for consideration by the Council during the election period for the following reason/s [insert reason/s].

During the election period, Council will not decide on any matter that does not include one of the Election Period Statements as outlined above.

The agenda papers and minutes of any Council or committee meetings which may need to be scheduled during the election period as a matter of urgency do not require assessment by Council staff unless they are printed or published for a wider distribution than normal.

### 3.8 Social media

Any publication on Council's corporate social media accounts including Facebook, Twitter, Instagram and the like during the election period must be assessed by Council staff.

No material is to be posted on any of Council's social media accounts during the election period, unless it is considered essential to the day-to-day operations of Council during that period.

Council officers responsible for administering individual social media accounts will monitor their respective accounts during the election period and must use moderation features where available to ensure no electoral matter is posted on these accounts.

Social media activity during the election period must conform with the following:

- (a) On Facebook and other social media pages, the "post comments" ability will be disabled.
- (b) Social media posts will be kept to a minimum, reflecting day-to-day activities only.
- (c) No launches or announcements of new projects, policy initiatives, or programs will be published.
- (d) YouTube videos to be made private and only those pertaining to operational matters of Council day-to-day activities allowed to remain active.
- (e) No hosting or responding to political content will be permitted.

The restrictions imposed by this Policy do not apply to the personal social media accounts of Councillors, provided that they do not use Council resources such as photographs taken by Nillumbik Shire Council.

## 4. Council resources

It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. Council therefore commits to this principle in that it will ensure Council resources are not used inappropriately during an election period.

Council resources, including offices, vehicles, staff, hospitality, services, property, equipment and stationery must be used exclusively for normal Council business during the election period and must not be used in connection with any election campaign or issue.

#### 4.1 Role of officers

The Executive Assistant to the Mayor and Councillors, Governance staff, or any other officers, must not be asked to undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election.

#### 4.2 Use of Council equipment by Councillors

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties, subject to existing protocols and terms of use. Councillors standing for re-election must not use Council equipment (including mobile phones, tablets, laptops, computers or printers) as a resource to assist with election campaigns.

The allocated Mayoral motor vehicle must only be used for normal Mayoral activities during the election period and not to assist, or give the perception of assisting, an election campaign.

No Council logos, letterheads or other Nillumbik Shire Council branding will be used for, or linked in any way to, a candidate's election campaign.

Photographs or images funded by the Council or captured by Council staff are prohibited from being used in election materials by any candidate or incumbent Councillor, including images taken of Councillors and Council events and infrastructure. This restriction encompasses images of Councillors, events, and any Council infrastructure.

This applies equally to:

- (a) images on Council websites or social media that may be able to be copied, and
- (b) posts and comments on social media that may be able to be forwarded and commented on.

#### 4.3 Councillor reimbursement

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that support or are connected with an election campaign.

Allocations on budget for Councillor allowances, e.g. seminars / training and attendance at conferences, are to be allocated on a pro rata basis between the commencement of the financial year and the election date, i.e., pro rata basis of 4 months out of 12-month period.

#### 4.4 Ward-specific publications and activities

No Ward meetings are to be held during the election period. Ward-specific publications or Councillor profiles and articles in the media, will not be arranged or published by Council during the election period.

#### 4.5 Officer discretion

Council will ensure that due propriety is observed in the use of all Council resources. Officers are required to exercise appropriate discretion in that regard. Where the use of Council resources appears to relate to the election campaign of a Councillor standing for re-election, the matter must be referred to the CEO or their delegate.

### 5. Media and publicity

#### 5.1 Restriction on services

Council's Communications and Engagement team undertakes the promotion of Council activities and initiatives.

During the election period, this team's services must not be used in any way that might promote a Councillor as an election candidate.

Council publicity during the election period will be restricted to communicating essential information relating to current services and operations. .

Contact with the media will be restricted to the communication of essential information relating to current services and operations and responding to questions not involving the election or possible election outcomes.

#### 5.2 Media releases/Spokespersons

Media releases will not reference specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the CEO or their delegate will be consulted.

Media releases will require assessment by the Director Governance, Communications and Community Safety.

Any requests from Councillors for media advice or assistance during the election period will be channelled through the Chief Executive Officer. No media advice or assistance will be provided to Councillors in relation to election campaign matters.

#### 5.3 Councillors

Councillors will not use their position as an elected representative or their access to Council officers and other Council resources to gain media attention in support of an election campaign.

#### 5.4 Council officers

During the election period, no Council officer may make any public statement that relates to an election issue unless prior approval has been obtained by the CEO or their delegate.

## 6. Information

### 6.1 Candidate information

All election candidates have equal rights to information relevant to their election campaigns from the Council administration. While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, neither Councillors nor candidates will receive information or advice (including any internal Council publications) from Council officers that may improperly advantage candidates in the election.

In conjunction with external organisations such as Victorian Electoral Commission, Municipal Association of Victoria, and Victorian Local Governance Association, where appropriate, Council officers will assist with the facilitation of candidate information sessions for election candidates or potential election candidates.

Information and any other briefing material prepared for Councillors during the election period will relate only to factual matters or existing Council services to assist Councillors in conducting normal day-to-day activities. Such information will be sent to Councillors by the Chief Executive Officer's Office or the appropriate Director.

Any Freedom of Information (FOI) requests lodged during the election period on matters regarding current Councillors will be dealt with in accordance with the statutory procedure prescribed by the *Freedom of Information Act 1982* (FOI Act). Where possible the request will be dealt with outside of the election period (the FOI Act specifies the timeframes in providing a response to an FOI request).

### 6.2 Member of Council Advisory Committee or other Committees standing for election

Upon becoming a candidate, any person who is a member of one of Council's advisory or other committees is expected to:

- Comply with this Policy;
- Inform the Chief Executive Officer;
- Take leave from the Advisory Committee or other committee; and
- Return any council equipment, documents or information which is not
  - available to the public for the duration of their candidacy and/or the election period; and
  - If elected, immediately resign from the Advisory Committee or other committee.

### 6.3 Members of Council staff standing for election

Any person who is a member of Council staff and intending to nominate as a candidate for election for Nillumbik Shire Council must:

- a) Take leave to stand as a candidate for election prior to the time of nominating as a candidate.

- b) If elected, resign from their Council staff position upon being declared an elected Councillor.

#### **6.4 Information Request Register**

The Governance Unit will maintain an Information Request Register during the election period. This Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the responses given to those requests. Details to be included within the Register include not only the request and response but also the name of the candidate making the request and the date the request was made.

Responses to candidate's requests for information will be provided by Directors or the Chief Executive Officer. Directors will be required to discuss the request and the proposed response with the Chief Executive Officer prior to the response being provided. Only information that can reasonably be accessed will be released.

Penalties exist for any Councillor who inappropriately makes use of their position or information obtained in their role of Councillor, to gain an advantage.

#### **6.3 Role of Returning Officer**

All election-related enquiries from candidates, whether sitting Councillors or not, will be directed to the election manager or, where the matter is outside the responsibilities of the election manager, to the CEO or their delegate.

#### **6.4 Election Campaign Return**

Further to section 306 of the Act, candidates will be advised of the requirements to complete and submit an Election Campaign Return to the CEO within 40 days after the election day. The Return must contain details of any campaign donation or gift valued at, or greater than the gift disclosure threshold, received.

### **7. Councillor conduct**

#### **7.1 Misuse of position**

Section 123 of the Act outlines:

- (1) A person who is, or has been, a Councillor or member of a delegated committee must not intentionally misuse their position—
  - (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
  - (b) to cause, or attempt to cause, detriment to the Council or another person.

Penalty: 600 penalty units or imprisonment for 5 years.

- (2) An offence against subsection (1) is an indictable offence.
- (3) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include—
  - (a) making improper use of information acquired as a result of the position the person held or holds; or
  - (b) disclosing information that is confidential information; or
  - (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
  - (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
  - (e) using public funds or resources in a manner that is improper or unauthorised; or
  - (f) participating in a decision on a matter in which the person has a conflict of interest.



# **Nillumbik Shire Council**

## **Environment and Sustainability Advisory Committee**

### **Terms of Reference**

#### **Name**

Environment and Sustainability Advisory Committee (**Advisory Committee**)

#### **Introduction:**

The Environment and Sustainability Advisory Committee provides an opportunity for Council to work with representatives of the community in developing and implementing environment and sustainability policies, strategies and plans. Committee members can also influence Council's direction on environment and sustainability matters by recommending action for Council consideration.

#### **Policy Statement:**

The Environment and Sustainability Advisory Committee is a broad interest group providing advice to Council on matters relating to environment and sustainability.

#### **Aims:**

The aim of ESAC is to enable community members with expertise and experience relating to environment and sustainability to provide advice to Council concerning strategic or policy issues.

#### **Objectives:**

- Provide feedback and advice to Council on environment and sustainability matters including:
  - Climate action
  - Biodiversity and land management
  - Sustainable water management
  - Waste management, pollution and circular economy
- Consider and provide advice to Council on the development and implementation of its policies, plans and services that impact environment and sustainability.
- Consider and provide advice on key Government initiatives, programs and reviews.
- Represent the views and needs of environment and sustainability stakeholder groups within Nillumbik.

**Attachment 1.      ESAC Terms of Reference - 2022-2024**

- Assist Council to communicate, consult and engage more effectively with the broader Nillumbik community.
- Strengthen partnerships with residents, community groups and services in Nillumbik.
- Contribute to a cycle of continually assessing and improving Nillumbik's environment and sustainability programs.

**Membership**

The Advisory Committee membership will consist of up to fourteen members, selected to represent the broad range of environment and sustainability matters listed on page one, and will include up to:

- Two representatives of the Nillumbik Shire Council (Councillors) – one as Chair, one as alternate Chair.
- Eleven individual members representing the community, comprising a mix of urban and rural residents, businesses and community groups.
- One representative from the Nillumbik Youth Council.

Members will contribute specialist knowledge and expertise to the group, reflecting on and presenting community issues, rather than focusing on personal concerns or individual issues.

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

**Council Directorate**

The Advisory Committee falls within Council's Operations and Infrastructure Directorate and will be managed by Council's Environment Department.

**Meeting Frequency**

The Advisory Committee will be held every two months on the third Wednesday of the month in February, April, June, August, October and December.

**Endorsed by Council**

These Terms of Reference were endorsed by Council on 22 February 2022

**Next Review Due**

February, 2024

### **Informal Meetings of Councillors and Conflicts of Interest**

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, Committee member or Council staff member; and
- whether an individual who has disclosed a conflict of interest leaves the meeting.

The Minutes of the meeting, including the matters discussed at the meeting must be tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

### **Conflicts of Interest as defined by sections 126-131 of the *Local Government Act 2020***

Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the *Local Government Act 2020* and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

### **Working groups**

Working groups will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to Advisory Committee members and non-members. A working group member will be nominated to provide feedback at the Advisory Committee meetings.

### **Recruitment Process**

Nominations for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations (where relevant) will be recruited directly by Council staff members, and from other organisations will be sought through advertising.

### **Gender Equality, Diversity and Inclusiveness**

The *Gender Equality Act 2020* commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs

or services differently and if there are any barriers which may hinder these groups from accessing these policies, programs or services.

***Selection Criteria for Membership of Advisory Committees***

Nominees for membership must be able to demonstrate:

- Qualifications, skills and/or expertise in the focus areas of the advisory committee
- A strong understanding of the local community and its social, environmental and economic influences.
- Good knowledge and understanding of the local issues that are relevant to the subject matter.
- Endorsement by their own organisation. Individuals should provide two character referees as part of their application, unless they are a returning member.
- An ability to represent a broad range of views that reflect the diversity of the community.
- Current involvement in the community in the interest area that relates to the purpose of the Advisory Committee.
- Strong community networks and linkages.
- An ability to constructively participate in an advisory capacity.
- A willingness to contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

All Advisory Committee applications will be considered based on the Key Selection Criteria and Application.

***Selection Panel to make recommendation of members on Advisory Committees***

- Senior member of Council (CEO or Director/Executive Manager – or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue
- Senior Manager of a local provider or local industry (if appropriate)

A recommendation about the membership is made for the endorsement of Council.

It is noted that once the committee has been appointed, this selection panel is disbanded.

A Councillor must not participate as a selection panel member because in doing so it will trigger the conflict of interest provision of the *Local Government Act 2020* whereby they will have to remove themselves from the decision making process at Council.

The following are examples of selection criteria relevant to the Committee's purpose that might be used in an expression of interest document.

An individual applicant may be selected on the basis of the following criteria:

- Qualifications, skills and experience the person can bring to the Committee.
- Current knowledge of issues relevant to the aims and objectives listed in the Terms of Reference.
- Living, working or engaging in activities in Nillumbik Shire.
- Willingness to commit to a two-year term.
- Ability to represent a diversity of views and interests of the community.

Representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services to Nillumbik residents who work within the service industry covered by the Advisory Committee.
- The nature of the service the organisation provides to Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.
- The resources and expertise that the organisation can offer the Committee.

### **Terms of Appointment**

- Appointments will be for a two year term.
- Council will appoint a Councillor to chair the meetings.
- Members completing a two year term may re-apply for a further two year term.
- The operations of the Committee will be reviewed annually by Council.
- Members are free to resign in writing from an Advisory Committee at any time. At which time, Council may initially approach one of the unsuccessful applicants or undertake a new expression of interest.

### **Meeting Frequency**

- The Advisory Committee will meet for the frequency listed above.
- It is expected that each member attend a minimum of 60 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.
- A member's term of appointment may cease if the member fails to attend three consecutive meetings without prior apology.
- A quorum at a meeting of the Advisory Committee will consist of at least half of the appointed members (excluding Council staff).

### **Role of Councillor**

The role of the Councillor is:

- To act as Chairperson of the Advisory Committee.
- To be the link between Council and the Advisory Committee.
- To table issues and concerns to Council on behalf of the Advisory Committee.

Should the Chairperson be absent from the meeting, the Advisory Committee is to appoint a temporary Chairperson by a majority vote of those members present.

### **Observers**

When observers are invited to attend Advisory Committee meetings, their role is to observe only unless called upon by the Chairperson to participate.

### **Executive Support**

Council's nominated Department or team managing the Advisory Committee will provide executive support to the Advisory Committee.

### **Role of Committee members**

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council staff member assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

### **Accountability and Extent of Authority**

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.
- All Advisory Committee members participate in discussions at Advisory Committee meetings.
- All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

### **Monitoring and reporting**

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.
- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

### **Evaluation and Review**

The Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis or as required for any significant changes.

### **Support to participate in meetings**

Council will provide reasonable support for members to participate in the meetings. This will be negotiated with the members as needed.

### **Induction and Orientation**

An induction and orientation process will occur for all members at the beginning of the term of the Advisory Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.

- Providing information to members to ensure their understanding of obligations relating to:
  - Conflicts of interest
  - Confidentiality
  - Privacy
  - Health and safety, equal opportunity, bullying and harassment
  - Child Safe Standards
  - Social Media Protocol

### **Confidentiality**

Councillors and other members of Advisory Committees established by Council must not disclose information defined in section 3(1) of the *Local Government Act 2020* as “confidential information”.

### **Privacy**

Councillors and committee members on advisory committees established by Council are subject to the requirements of the *Privacy and Data Protection Act 2014* and Council’s Information Privacy Policy.

### **Breaches**

Breaches of the Advisory Committee Policy or Terms of Reference will be dealt with under the Policy.

# **Nillumbik Shire Council**

## **Environment and Sustainability Advisory Committee**

### **Terms of Reference (Draft)**

#### **Name**

Environment and Sustainability Advisory Committee (**Advisory Committee**)

#### **Introduction:**

The Environment and Sustainability Advisory Committee provides an opportunity for Council to work with representatives of the community in developing and implementing environment and sustainability policies, strategies and plans. Committee members can also influence Council's direction on environment and sustainability matters by recommending action for Council consideration.

#### **Policy Statement:**

The Environment and Sustainability Advisory Committee is a broad interest group providing advice to Council on matters relating to environment and sustainability.

#### **Aims:**

The aim of ESAC is to enable community members with expertise and experience relating to environment and sustainability to provide advice to Council concerning strategic or policy issues.

#### **Objectives:**

- Provide feedback and advice to Council on environment and sustainability matters including:
  - Biodiversity and land management
  - Climate action – (climate resilience, net-zero emissions, sustainable transport, waste management and circular economy, and integrated water management)
  - ~~Sustainable water management~~
  - ~~Waste management, pollution and circular economy~~
- Consider and provide advice to Council on the development and implementation of its policies, plans and services that impact environment and sustainability.
- Consider and provide advice on key Government initiatives, programs and reviews.

- Represent the views and needs of environment and sustainability stakeholder groups within Nillumbik.
- Assist Council to communicate, consult and engage more effectively with the broader Nillumbik community.
- Strengthen partnerships with residents, community groups and services in Nillumbik.
- Contribute to a cycle of continually assessing and improving Nillumbik's environment and sustainability programs.

### **Membership**

The Advisory Committee membership will consist of up to fourteen members, selected to represent the broad range of environment and sustainability matters listed on page one, and will include up to:

- Two representatives of the Nillumbik Shire Council (Councillors) – one as Chair, one as alternate Chair.
- Eleven individual members representing the community, comprising a mix of urban and rural residents, businesses and community groups.
- One representative from the Nillumbik Youth Council.

Members will contribute specialist knowledge and expertise to the group, reflecting on and presenting community issues, rather than focusing on personal concerns or individual issues.

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

### **Council Directorate**

The Advisory Committee falls within Council's ~~Operations and Infrastructure~~Planning, Environment and Strategy Directorate and will be managed by Council's Strategic Planning and Environment Department.

### **Meeting Frequency**

The Advisory Committee will be held every two months on the third Wednesday of the month in February, April, June, August, October and ~~December~~November.

### **Endorsed by Council**

These Terms of Reference were endorsed by Council on ~~22 February~~19 June 202~~24~~

### **Next Review Due**

February, ~~2024~~2026

### **Informal Meetings of Councillors and Conflicts of Interest**

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, Committee member or Council staff member; and
- whether an individual who has disclosed a conflict of interest leaves the meeting.

The Minutes of the meeting, including the matters discussed at the meeting must be tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

### **Conflicts of Interest as defined by sections 126-131 of the *Local Government Act 2020***

Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the *Local Government Act 2020* and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

### **Working groups**

Working groups will-may be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to Advisory Committee members and, by prior agreement of the Chair on a case-by-case basis, non-members. A working group member will be nominated to provide feedback at the Advisory Committee meetings.

Formal out-of-session meetings may be scheduled on occasion by the Chair, when the timing of a matter that would benefit from Advisory Committee advice requires consideration prior to the next Advisory Committee meeting date.

### **Recruitment Process**

Nominations for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations (where relevant) will-may be recruited directly by Council staff members, and from other organisations will be sought through advertising.

### **Gender Equality, Diversity and Inclusiveness**

The *Gender Equality Act 2020* commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if there are any barriers which may hinder these groups from accessing these policies, programs or services.

### **Child Safety and Wellbeing**

The safety and wellbeing of children and young people is everyone's responsibility.

Every child and young person has the right to feel safe and we all have a shared responsibility to protect them from harm and abuse.

At Nillumbik Shire Council, we are required by law to implement the Victorian Child Safe Standards and Council is committed to being a child-safe organisation where all children and young people are valued and protected from harm and abuse.

In meeting Council's obligations under the Child Safe Standards, Advisory Committee members are responsible for ensuring that they adhere with Council's Child Safe Policy and Child Safe Reporting processes.

Advisory Committee members are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children and support the safety, participation, wellbeing and empowerment of children.

### ***Selection Criteria for Membership of Advisory Committees***

Nominees for membership must be able to demonstrate:

- Genuine and valuable reasons for wanting to join the advisory committee
- Qualifications, knowledge, skills and/or lived expertise in the focus areas that are relevant to the advisory committee
- A strong understanding of the local issues that are relevant to the advisory committee terms of reference. community and its social, environmental and economic influences.
- Good knowledge and understanding of the local issues that are relevant to the subject matter.
- Strong community networks and linkages.
- An ability to represent a broad range of views that reflect the diversity of the community.
- Endorsement by their own organisation. Individuals should provide two character referees as part of their application, unless they are a returning member.
- Current involvement in the community in the interest area that relates to the purpose of the Advisory Committee.

- An ability to constructively participate in an advisory capacity - including a willingness to contribute positively to meetings in a fair and unbiased manner, and an ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

All Advisory Committee applications will be considered based on the Key Selection Criteria and Application.

***Selection Panel to make recommendation of members on Advisory Committees***

- Senior member of Council (CEO or Director/Executive Manager – or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue
- Senior Manager of a local provider or local industry (if appropriate)

A recommendation about the membership is made for the endorsement of Council.

It is noted that once the committee has been appointed, this selection panel is disbanded.

A Councillor must not participate as a selection panel member because in doing so it will trigger the conflict of interest provision of the *Local Government Act 2020* whereby they will have to remove themselves from the decision making process at Council.

The following are examples of selection criteria relevant to the Committee's purpose that might be used in an expression of interest document.

An individual applicant may be selected on the basis of the following criteria:

- Qualifications, skills and experience the person can bring to the Committee.
- Current knowledge of issues relevant to the aims and objectives listed in the Terms of Reference.
- Living, working or engaging in activities in Nillumbik Shire.
- Willingness to commit to a two-year term.
- Ability to represent a diversity of views and interests of the community.

Representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services to Nillumbik residents who work within the service industry covered by the Advisory Committee.
- The nature of the service the organisation provides to Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.

- The resources and expertise that the organisation can offer the Committee.

#### **Terms of Appointment**

- Appointments will be for a two year term.
- Council will appoint a Councillor to chair the meetings.
- Members completing a two year term may re-apply for a further two year term.
- The operations of the Committee will be reviewed annually by Council.
- Members are free to resign in writing from an Advisory Committee at any time. At which time, Council may initially approach one of the unsuccessful applicants or undertake a new expression of interest.

#### **Meeting Frequency**

- The Advisory Committee will meet for the frequency listed above.
- It is expected that each member attend a minimum of 60 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.
- A member's term of appointment may cease if the member fails to attend three consecutive meetings without prior apology.
- A quorum at a meeting of the Advisory Committee will consist of at least half of the appointed members (excluding Council staff).

### **Role of Councillor**

The role of the Councillor is:

- To act as Chairperson of the Advisory Committee.
- To be the link between Council and the Advisory Committee.
- To table issues and concerns to Council on behalf of the Advisory Committee.

Should the Chairperson be absent from the meeting, the Advisory Committee is to appoint a temporary Chairperson by a majority vote of those members present.

### **Observers**

When observers are invited to attend Advisory Committee meetings, their role is to observe only unless called upon by the Chairperson to participate.

### **Executive Support**

Council's nominated Department or team managing the Advisory Committee will provide executive support to the Advisory Committee.

### **Role of Committee members**

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council staff member assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

### **Accountability and Extent of Authority**

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.
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- All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

### **Monitoring and reporting**

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
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The Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis or as required for any significant changes.

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An induction and orientation process will occur for all members at the beginning of the term of the Advisory Committee. This process will include:

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  - Confidentiality
  - Privacy
  - Health and safety, equal opportunity, bullying and harassment
  - Child Safe Standards
  - Social Media Protocol

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### **Privacy**

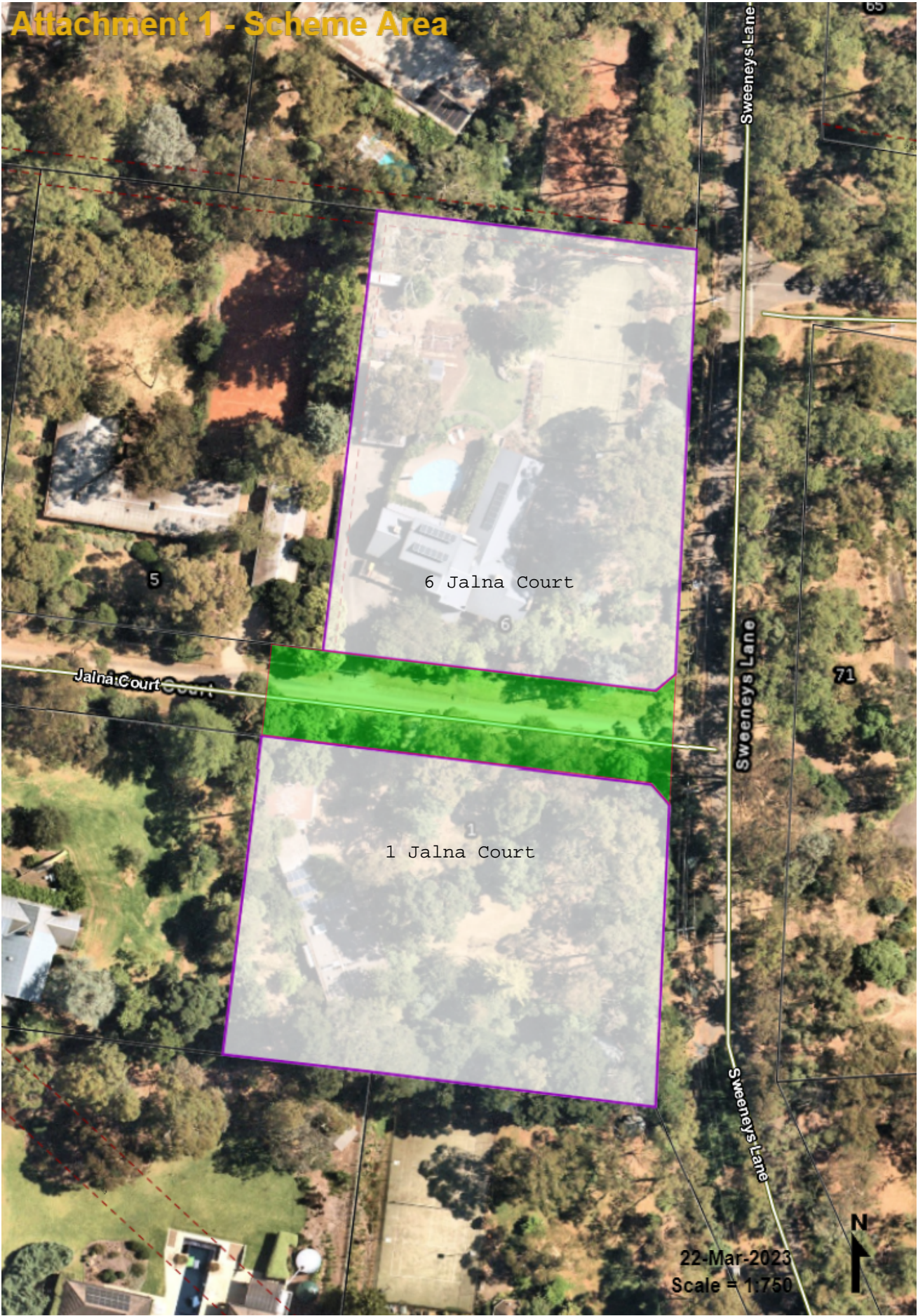
Councillors and committee members on advisory committees established by Council are subject to the requirements of the *Privacy and Data Protection Act 2014* and Council’s Information Privacy Policy.

### **Breaches**

Breaches of the Advisory Committee Policy or Terms of Reference will be dealt with under the Policy.

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Attachment 1 - Scheme Area



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**APPORTIONMENT - JALNA COURT SPECIAL CHARGE SCHEME ELTHAM**

Property Address	Frontage	Sideage/ Rearage	Abuttal Unit	Abuttal Cost	Access Benefit Unit	Access Benefit Cost	Total Cost
1 Jalna Court	67.3	0.0	67.3	\$ 6,171.40	1	\$17,276.25	\$ 23,447.65
6 Jalna Court	58.3	0.0	58.3	\$ 5,346.10	1	\$17,276.25	\$ 22,622.35
			<b>125.6</b>		<b>2</b>		<b>\$ 46,070.00</b>

TOTAL SCHEME COST \$ 46,070.00

**COUNCIL CONTRIBUTION** \$ -

AMOUNT TO BE LEVIED \$ 46,070.00

	ABUTTAL RATE PER METER	\$ 91.70
	BENEFIT RATE PER UNIT	\$17,276.25

ABUTTAL PERCENTAGE 25%

ACCESS BENEFIT PERCENTAGE 75%

TOTAL ABUTTAL COST \$ 11,517.50

TOTAL ACCESS BENEFIT COST \$ 34,552.50

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# Draft Budget

## 2024-2025



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## Budget influences

Financial sustainability is an ongoing challenge faced by Nillumbik. This involves the management of short-term budget influences within the context of longer-term challenges.

Council manages its finances through an annual budget, which identifies the expected revenue and expenditure for each year. The budget is the means by which Council makes a formal commitment of resources to provide funding for services and projects.

A long-term perspective is provided by the budget projections and forecast, which forms part of the Council Plan. This provides a ten year forecast of revenues and expenditures based on a series of assumptions. It identifies the resources necessary to implement the Council Plan over coming years.

## Nillumbik Shire in context

Nillumbik is an outer-metropolitan municipality located on the urban fringe of Melbourne. While small by metropolitan standards, Nillumbik is a medium-sized municipality in comparison to all Victorian councils.

Nillumbik comprises 432 square kilometres. It contains a relatively small urban area, where land use is predominantly residential. Ninety percent of the Shire is rural land located outside the Urban Growth Boundary, where land is used mainly for farming, conservation or rural residential purposes. Commercial and industrial land activity in the Shire is very limited. Major activity centres at Eltham and Diamond Creek provide mainly retail services to local markets. Housing is mainly detached dwellings with relatively high numbers of residents per household. Providing a consistent level of service to communities in the rural parts of Nillumbik involves additional costs to Council.

Council owns assets with a valuation of \$911 million. Apart from land, these assets comprise more than \$50 million in buildings and around \$378 million in other infrastructure such as roads, bridges, drains and footpaths. Funding the annual cost for renewal of these existing assets is an important responsibility for Council, in addition to meeting community demand for new or improved assets.

## Introduction

The 2024-2025 Budget has been prepared in conjunction with the Council Plan.

In compliance with the Fair Go Rates System (FGRS) Council is applying a 2.75 percent increase to rates for the 2024-2025 year.

Council proposes an increase of 6.81 percent to the domestic waste service standard charge for the 2024-2025 financial year. This is being driven by the ongoing responsibility Council has to rehabilitate the former landfill site at Kangaroo Ground which is a statutory requirement under the Environment Protection Authority Victoria, an increase in the disposal costs in recycling and general waste, and contamination management and education activities.

Council has acknowledged the multiple threats facing all communities and ecosystems as a result of climate change and continues to commit to a climate emergency response as part of the Council Plan. Priority actions, specifically the continued implementation of the Climate Action Plan has been included in the 2024-2025 budget.

A capital works program of \$16.07 million is proposed for 2024-25 including \$1.55 million in grant-funded works.

Key projects include:

- Road and carpark renewal
- Buildings renewal (including public toilets)
- Drainage works
- North East Tree Offset Program
- Road upgrades
- Ryans reserve rejuvenation
- Alistair Knox Park changing places amenity upgrades

This program could be further expanded as a result of successful grant applications during the financial year.

The Budget forecasts an operating surplus of \$3.95 million on an accrual accounting basis. The decrease when compared to the 2023-2024 forecast is largely attributable to the reduction of one-off capital grant income.

#### Financial Snapshot

Key Statistics	2023-24 Forecast \$'000	2024-25 Budget \$'000
Total operating income	124,957	110,366
Total operating expenditure	105,028	106,419
Comprehensive operating surplus	19,929	3,947
Capital works program	49,519	16,070
Funding the capital works program		
Council cash	22,152	14,518
Borrowings	8,000	-
Grants	18,236	1,552
Contributions	1,131	-

Budgeted expenditure by strategic objective	Budget \$'000	% of Budget
Community and connection	14,891	15.19
Place and Space	43,045	43.90
Sustainable and resilient	15,590	15.90
Responsible and accountable	24,517	25.01

#### Strategic Resource Plan

Budget preparation has been informed by the budget projections, which identifies the resources required to implement the Council Plan.

A copy of Council's projected performance against the Victorian Auditor-General's measures of financial sustainability is included in the budget document.

Service deliverables have been maintained at current levels, while the cost of delivery has increased largely due to external and market forces.

The budget projections forecast that Council will achieve an operating surplus each year on an accrual accounting basis.

The budget also forecasts a substantial capital works program of \$68 million over the next five years. This is proposed to be funded from a combination of grants, contributions and operating revenue.

The Budget is based on a series of assumptions which include:

- No real-terms growth in service capacity.
- No further cost shifting by State and Commonwealth governments.

The Budget will continue to be reviewed on an annual basis to address any issues arising from changes to the underlying assumptions.

### **Process**

The draft Budget is exhibited for public consultation from 29 February 2024 to 28 March 2024. Members of the community are able to view the draft Budget on Council's website and at Council's offices. Written submissions can be made until 30 March 2023 and will be considered by Council in April, prior to finalisation and adoption of the Budget. Submissions can be made via Council's website or lodged in person at Council offices.

## Budget processes

Under the *Local Government Act 2020 (the Act)*, Council is required to prepare and adopt an annual budget for each financial year. The Budget is required to include information about the rates and charges that Council intends to levy as well as a range of other information required by the Local Government (Planning and Reporting) Regulations 2020 (the Regulations) which support the Act.

The 2024-2025 Budget is for the year 1 July 2024 to 30 June 2025 and is prepared in accordance with the Act and Regulations. The Budget includes financial statements being a:

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

These statements have been prepared for the year ending 30 June 2025 and are consistent with the annual financial statements which are prepared in accordance with the Australian Accounting Standards and the Local Government Model Accounts. The Budget includes detailed information about the rates and charges to be levied, the capital works program to be undertaken and other financial information which Council requires in order to make an informed decision about the adoption of the Budget.

A proposed budget is prepared in accordance with the Act and submitted to Council in February for approval in principle. Council is then required to give public notice that it intends to adopt the Budget.

Twenty-eight days notice is given for the intention to adopt the proposed Budget and to make the Budget available for inspection at its offices and on its website. A person has a right to make a submission on any proposal contained in the Budget and any submission must be considered before adoption of the Budget by Council.

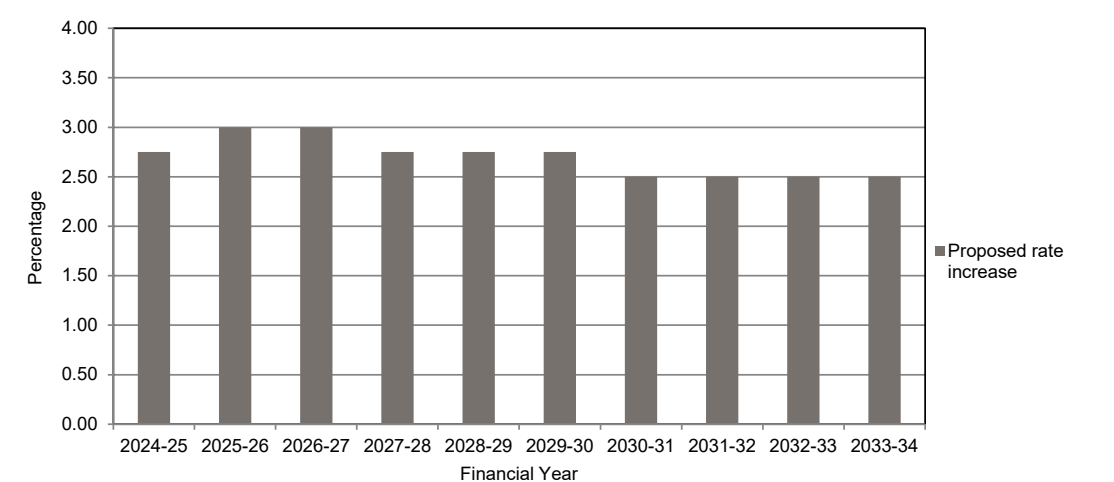
The final step is for Council to adopt the Budget after receiving and considering any submissions from interested parties. The Budget is required to be adopted by 30 June. The key dates for the Budget process are summarised below:

Budget process	Timing
1. Officers update Council's long term financial projections	December 2023 - February 2024
2. Officers prepare draft operating and capital budgets	December 2023 - February 2024
3. Council considers draft budgets at briefings of Councillors	February 2024 - March 2024
4. Proposed budget submitted to Council for approval	27 February 2024
5. Public notice advising intention to adopt Budget	29 February 2024
6. Community engagement process undertaken	29 February 2024 - 28 March 2024
7. Submissions period closes	28 March 2024
8. Submissions considered by Planning and Consultation Committee	16 April 2024
9. Budget submissions presented to Council	28 May 2024
10. Budget presented to Council for adoption	28 May 2024

Budget Trends and Summary

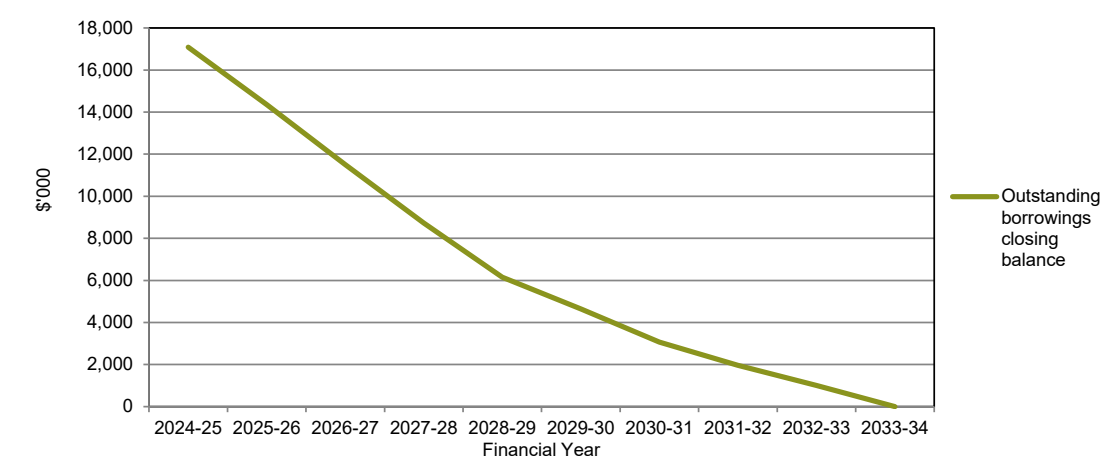
Council has prepared the Budget for the 2024-25 financial year which seeks to balance the demand for services and infrastructure. Key budget trends and outcomes information is provided below.

Rate trends



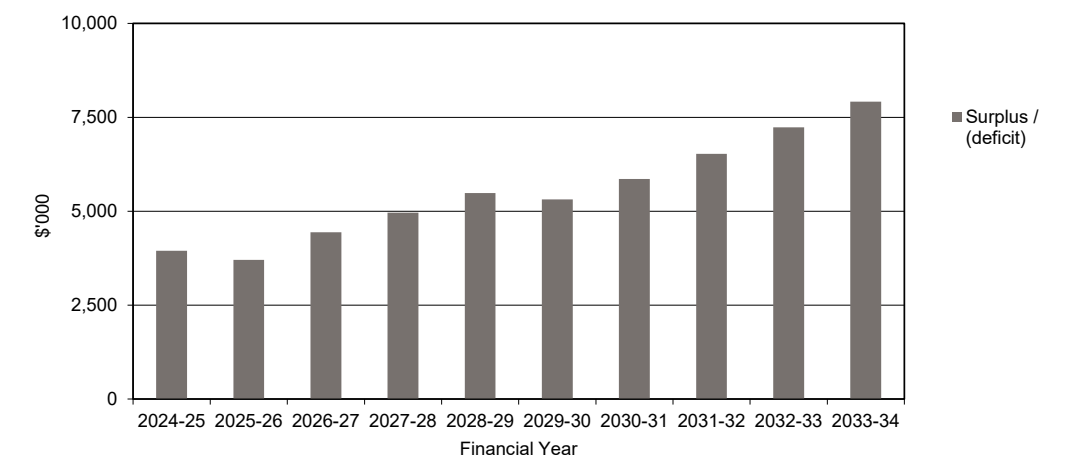
The graph above outlines Council's budgeted rate increase for 2024-25 which is in compliance with the rate cap. The rate cap will be 2.75 percent in 2024-25. It has been assumed that the rate cap will be 3.00 percent in 2025-26 and 2026-2027, 2.75 percent in 2027-28 through to 2029-30, followed by increases of 2.50 percent in each of the following years.

Borrowing trends and outcomes



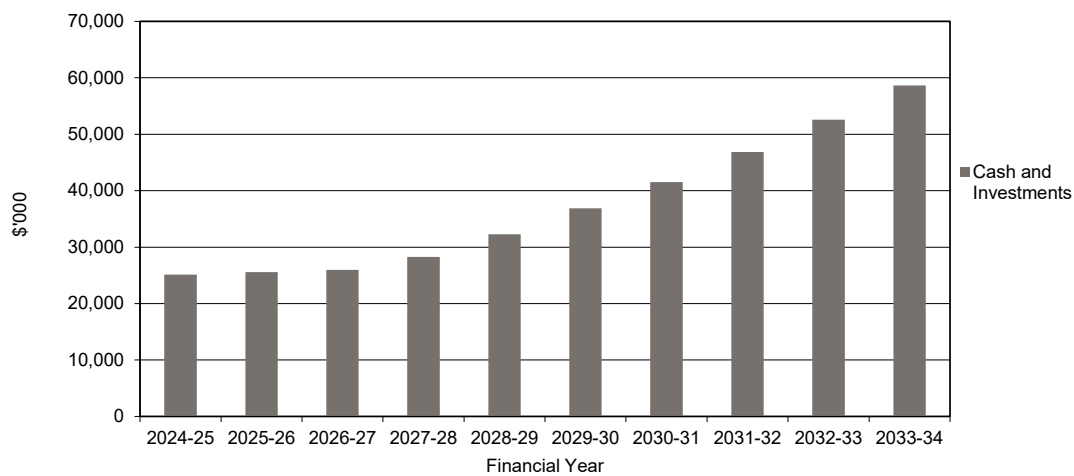
Council is not anticipating to take out any new borrowings in 2024-2025. The graph above outlines Council's existing loan borrowings with the declining trend reflective of current repayment schedules. Borrowings remain within the Auditor-General's low risk range.

Operating result



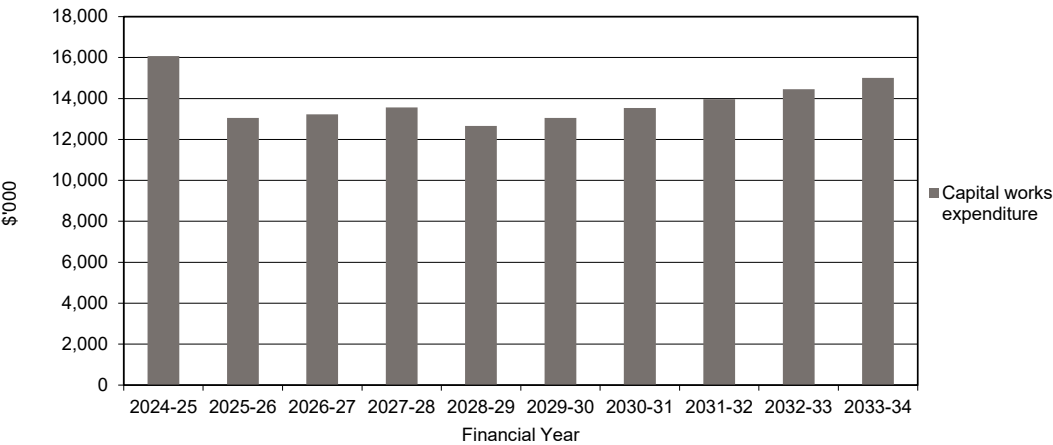
The expected operating result for the 2024-25 year is a surplus of \$3.95 million. The above graph projects surpluses to be achieved over the projected 10 years providing capacity for capital investment and debt reduction. The fluctuations are driven by the anticipated receipt of one-off capital grant funding.

Cash and investments



Cash and investments shown in the above graph are illustrating a positive cash position for Council as at 30 June each year through which Council is able to meet operating obligations. The balances of cash held are represented by amounts held for specific purposes including developer contributions and statutory obligations such as landfill rehabilitation.

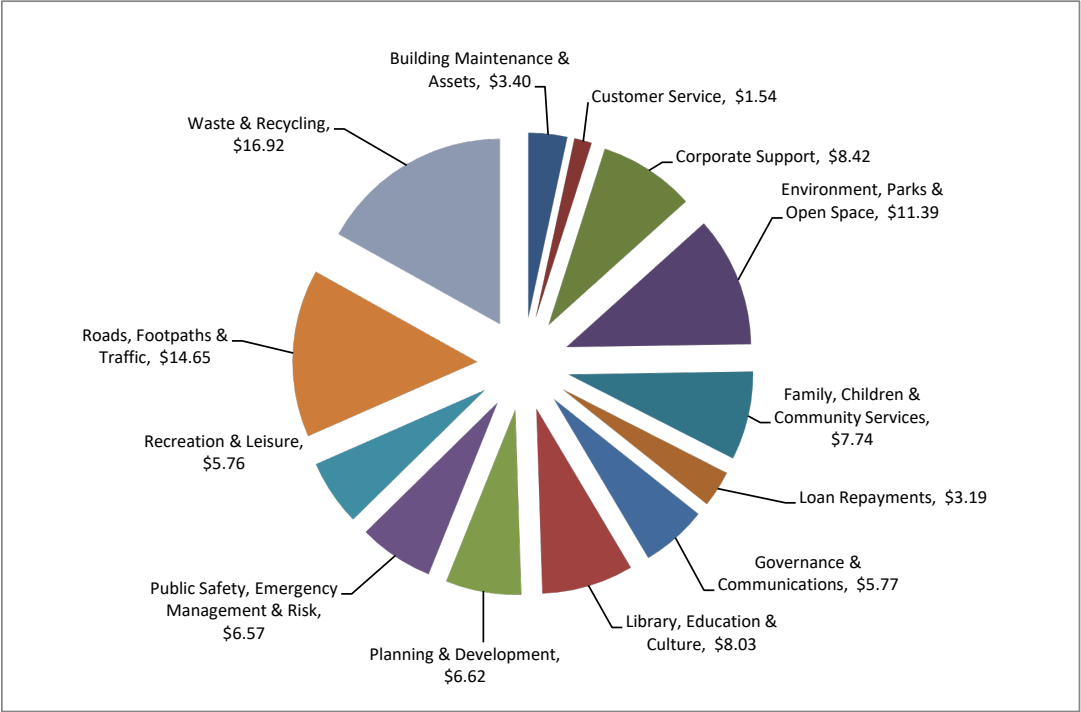
Capital works



The capital works program for 2024-25 will be \$16.07 million, of which \$14.52 million will be funded by Council cash and \$1.55 million from grants. The capital expenditure program has been set and prioritised based on Council's assessment of the need for key projects. The 2024-25 program includes a number of projects as detailed in Section 4.5 of this document.

Council expenditure allocation

The chart below provides an indication of how Council allocates its expenditure across the main services to be delivered. It shows how much is allocated to each service area for every \$100.00 of rates that Council collects.

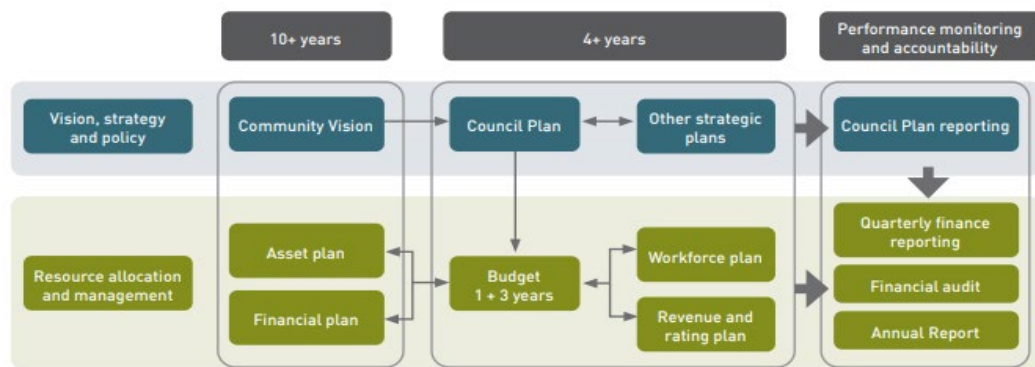


## 1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

### 1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

#### 1.1.2 Key planning considerations

##### Service level planning

Councils have a legal obligation to provide some services, such as animal management, local roads, food safety and statutory planning. Some council services are not mandated, such as libraries, building permits and sporting facilities. Over time, the needs and expectations of communities can change. The Budget considers the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan.

The Council Plan includes strategic objectives, strategies, indicators and a budget which can be defined as follows:

- Strategic objectives – the outcomes Council wants to achieve within its four-year term
- Strategies – how Council will achieve each objective
- Indicators – how progress towards the objectives will be evaluated
- Budget – a four year budget outlining how the strategies will be financed and resourced

Each year, Council will produce an Annual Action Plan identifying how Council will work towards achieving the objectives in the Council Plan. Council prioritises major projects, capital works, service improvements as well as actions in response to Council strategies to be set out in the Annual Action Plan.

Progress against the Annual Action Plan will be detailed in Council's Annual Report, with major projects and service highlights reported to Council in a quarterly progress report.

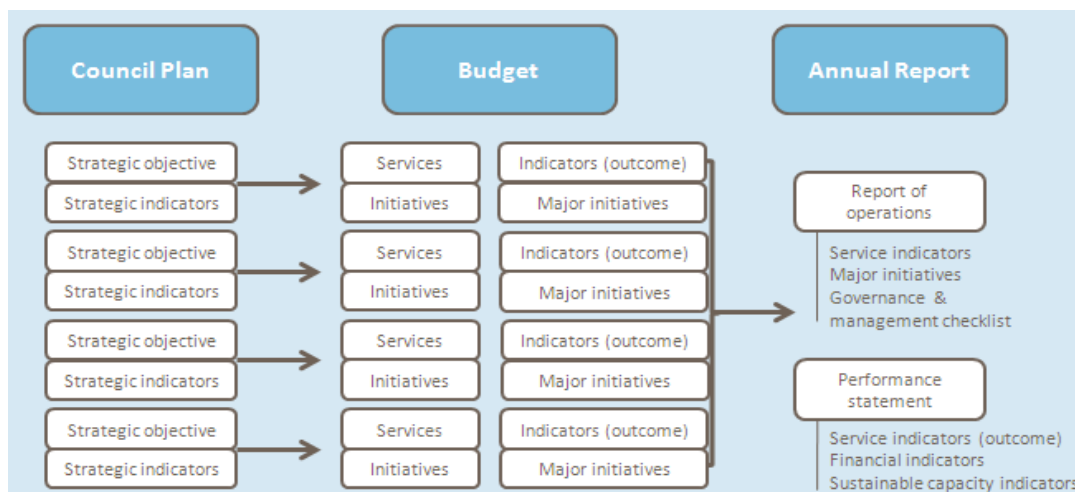
### 1.2 Strategic objectives

Council delivers activities and initiatives under thirty major service categories as listed in the following pages. Each contributes to the achievement of one of the four strategic objectives as set out in the Council Plan for 2021-2025. The following table lists the four themes and strategic objectives as described in the Council Plan.

Theme	Strategic Objective
1. Community and connection	To encourage inclusion and participation to support health and wellbeing and ensure that all our residents have equitable access to services, programs, events and initiatives.
2. Place and Space	To protect, enhance, maintain, plan and design places and spaces that strengthen identity, reinforce character, improve accessibility, encourage social connection and enjoyment, support biodiversity and respect the environment.
3. Sustainable and resilient	To manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future.
4. Responsible and accountable	To facilitate the best possible outcomes for our community, by demonstrating strong leadership and working actively to achieve the community's objectives.

## 2. Services, initiatives and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget (excluding capital works) for the 2024-2025 year and how these will contribute to achieving the strategic objectives specified in the Council Plan as set out in Section 1. It also describes a number of service performance indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in the Annual Report to support transparency and accountability. The relationship between these components of the Budget and the Council Plan, along with the link to reporting in the Annual Report, is shown below.



Source: Department of Jobs, Precincts and Regions

### 2.1 Theme - Community and Connection

#### Strategic Objective

To encourage inclusion and participation to support health and wellbeing and ensure that all our residents have equitable access to services, programs, events and initiatives.

#### Services

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Community support services	Promotes and supports Nillumbik's ageing community with a focus on the overall health, wellbeing and independence of individuals, families and community groups.	2,205 <u>350</u> <b>1,855</b>
Community development	Provides services for the whole community, such as festivals and events, grants for community groups, services and programs for youth, and community development.	1,874 <u>2</u> <b>1,872</b>

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Disability, inclusion and volunteering	Drives systemic change, advocates, educates, and raises awareness about inclusion so that the needs of people with a disability, volunteers and their families/carers are considered across all Council activities. Also supports Council's volunteer program managers and their volunteers.	465 - <b>465</b>
Early years	Provides support and training to families with young children and services delivering early years' education and care programs.	597 252 <b>345</b>
Library and community education	Provides facilities and programs for the whole community, including libraries, Living & Learning Nillumbik and Edendale Community Environment Farm.	6,988 1,526 <b>5,462</b>
Maternal and child health services	Provides services and programs for new babies and parents in the Shire, including maternal and child health and immunisation services.	1,889 692 <b>1,197</b>
School crossings	Provision of school crossing supervisors for school children across the Shire.	873 355 <b>518</b>

#### Major Initiatives

- 1) Allocation to support establishing a youth hub service in Diamond Creek
- 2) Funding to provide dedicated career and upskilling opportunities to support carers transition from caring responsibilities to employment (carers hub initiative)
- 3) A review of Living & Learning Nillumbik's offerings and services
- 4) Increased allocation for Nillumbik Community Funding
- 5) Resources towards environmental volunteering programming

#### Actions

- 1) Finalise a Reflect Reconciliation Action Plan, and continue to work towards reconciliation with the Wurundjeri and other First Nations communities
- 2) Continue to implement the Disability Action Plan 2020-2024
- 3) Continue to implement the Gender Equality Action Plan 2022-2025
- 4) Implement annual actions in the Nillumbik Health and Wellbeing Plan 2021-2025
- 5) Commit resources to and implement an expanded program of environmental volunteering
- 6) Continue to implement the Youth Strategy 2022-2026 in partnership with our Youth Council
- 7) Continue to innovate Living & Learning Nillumbik offerings and services to support health and wellbeing outcomes across the community, and provide life-long learning opportunities

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2022-23 Actual
Maternal and Child Health (MCH)	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100	79.87%

Maternal and Child Health (MCH)	Participation	Participation in the MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children who are enrolled in the MCH service] x 100	73.17%
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100	25.83%

## 2.2 Theme - Place and Space

### Strategic Objective

To protect, maintain, plan and design places and spaces that strengthen identity, reinforce character, improve accessibility, encourage social connection and enjoyment, support biodiversity and respect the environment.

### Services

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Arts and culture	Responsible for the cultural vitality and community engagement in the arts across the Shire and to enable participation in the cultural life of the community and enjoyment of the arts by providing diverse and innovative opportunities for active lifestyles and artistic expression.	931 <u>6</u> <b>925</b>
Building safety and regulation	Responsible for administration and enforcement of certain parts of the Building Act 1993 and Regulations.	1,234 <u>764</u> <b>470</b>
Infrastructure design, construction and transport	Provides services for the whole community including: design for capital works projects; roads; bridges; drainage; landscape; traffic management; coordination of capital works; procurement and construction; engineering assessment of planning applications and approval of subdivision works; traffic control; road safety; advocacy on public transport and main roads and street lighting.	3,312 <u>1,670</u> <b>1,642</b>
Leisure facilities and services	Responsible for the provision of leisure facilities and services for the whole community, including leisure centres, sportsgrounds, recreation trails and playgrounds.	15,238 <u>14,953</u> <b>285</b>
Local laws and parking	Administers local laws, car parking regulation and amenity protection for the whole community.	862 <u>598</u> <b>264</b>
Parks and reserves maintenance	Maintains parks, sportsgrounds, conservation reserves, street trees and roadsides across the Shire.	7,189 <u>47</u> <b>7,142</b>
Property and asset management	Provides infrastructure, asset management and planning, building maintenance and fencing, and property, fleet, community centres and halls network management.	4,203 <u>527</u> <b>3,676</b>

Road and drainage maintenance	Provides maintenance of local roads and bridges, pedestrian bridges, bus shelters, footpaths, trails and drains for the whole community. This service also incorporates Council's response to deceased animal collection, street cleaning and roadside litter collection.	5,023 1 <b>5,022</b>
Statutory planning	Responsible for processing of planning applications and subdivision applications, conducts planning investigations and promotes compliance with the Nillumbik Planning Scheme and permit conditions	3,897 1,065 <b>2,832</b>
Strategic planning	Provides land use planning and policy, planning scheme management, activity centre planning and heritage protection across the Shire.	1,155 - <b>1,155</b>

#### Major Initiatives

- 1) Planning Scheme Amendment for Neighbourhood Character Strategy
- 2) Planning Scheme Amendment for Municipal Planning Strategy
- 3) Planning Scheme Amendment for Housing Strategy
- 4) Diamond Creek Community Facilities Masterplan
- 5) Allocation towards Wadambuk St Andrews Community Centre service agreement
- 6) Facilitate place-making across the Shire to support shared outcomes between community and Council

#### Actions

- 1) Continue to implement annual actions in the Arts and Culture Strategy 2022-2026
- 2) Seek authorisation from the Minister for Planning to prepare and exhibit an amendment to include the adopted Municipal Planning Strategy into the planning scheme
- 3) Implement annual actions in support of the Green Wedge Management Plan 2019
- 4) Finalise and adopt the new Biodiversity Strategy, including an investigation into measures to establish and enhance the urban tree canopy and protect wildlife
- 5) Continue to implement the Recreation and Leisure Strategy 2022-2030
- 6) Complete and adopt the Wattle Glen Public Realm Framework, subject to approval from other agencies including Department of Transport & Planning and VicTrack
- 7) Continue to implement the adopted place-making framework to support shared outcomes between community and Council
- 8) Complete the development of a Housing Strategy for the Shire
- 9) Progress the planning scheme amendment process to implement the Major Activity Centre structure plans for Diamond Creek and Eltham into the planning scheme
- 10) Continue to develop a masterplan for community facilities in Diamond Creek, including recreation, social and cultural infrastructure
- 11) Complete and adopt a new Integrated Transport Strategy

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2022-23 Actual
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population	11.22

Statutory planning	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	46.15%
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.	68.50

### 2.3 Theme - Sustainable and Resilient

#### Strategic Objective

To manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future.

#### Services

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Environment and Conservation	Provides environment and conservation services and programs for the whole Nillumbik community, such as environmental planning and policy; education and events; water quality and conservation; biodiversity protection; land management advice and energy efficiency programs.	1,201 <u>5</u> <b>1,196</b>
Recycling and Waste Services	Provides collection of household waste, recycling, green waste, hard waste, waste education and landfill rehabilitation for the whole community.	13,288 <u>682</u> <b>12,606</b>
Tourism and business support	Focuses on growing the local economy through providing support to local business networks, traders associations and individual businesses; delivering business events and training and supporting tourism development and promotion for the Nillumbik region.	1,101 <u>297</u> <b>804</b>

#### Major Initiatives

- 1) Nillumbik Forest Health Monitoring Program
- 2) Open Farm Day
- 3) Climate Action Plan implementation
- 4) Nillumbik Environment Climate Action Hub at Edendale Community Environment Farm

#### Actions

- 1) Continue to implement annual actions in the Climate Action Plan 2022-2032
- 2) Continue to establish a climate action hub at Edendale Community Environment Farm
- 3) Continue to participate at a regional level around placement opportunities for electric vehicle charging stations, while exploring targeted placement opportunities for electric charging stations in the Shire

- 4) Consider sustainable materials and product selection as part of the holistic review of Council's Procurement Policy, in line with the Local Government Act 2020
- 5) Develop a roadmap regarding Environmental Sustainable Development (ESD) principles into the planning scheme, subject to the State Government's impending changes to the Victorian Planning Provisions and subsequent review of such changes
- 6) Complete a review of the Integrated Water Management Strategy
- 7) Continue to implement annual actions in the Economic Development Strategy 2020-2030

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2022-23 Actual
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	72.24%

## 2.4 Theme - Responsible and Accountable

### Strategic Objective

To facilitate the best possible outcomes for our community by demonstrating strong leadership and working actively to achieve the community's objectives.

#### Services

Service Area	Description of services provided	Expenditure Revenue Net Cost \$'000
Animal Management	Works under the required legislative framework to protect the welfare of animals and the community. Manages animal regulation and municipal pound.	986 <u>984</u> 2
Business Transformation and Performance	Provides internal service delivery in performance reporting, strategy and planning expertise, occupational health and safety, risk management and insurance, and business transformation projects and initiatives.	2,397 <u>5</u> 2,392
Communications	Assists Council and staff to communicate its decisions, services, activities and events through print and electronic communication channels.	1,287 <u>-</u> 1,287
Customer Service	Provides frontline customer service and reception services, and is responsible for driving key changes in behaviour achieving customer experience improvements.	1,228 <u>-</u> 1,228
Emergency Management	Working in partnership with stakeholders and the community, contribute to the development of a disaster resilient community that is better able to prepare for, respond to and recover from emergency events.	1,650 <u>16</u> 1,634

Food Safety and Public Health	Provides services to the community in food safety and health premises regulation, septic tank regulation, public health protection and amenity and noise regulation.	843 <u>306</u> <b>537</b>
Finance	Provides internal service delivery in finance, budgeting and procurement services, rates and property valuations.	6,468 <u>3,889</u> <b>2,579</b>
Governance	Manages Council's overall governance matters, including coordination of Council meetings, elections, civic functions and legislative requirements; legal services; records management; and Mayor and Councillor resources and support services.	3,691 <u>-</u> <b>3,691</b>
Human Resources	Provides internal service delivery in the areas of recruitment and selection, staff learning and development and employee and industrial relations.	1,665 <u>202</u> <b>1,463</b>
Information and Technology	Provides internal service delivery in information technology services and solutions, on-line services and telecommunications.	4,303 <u>-</u> <b>4,303</b>

#### Actions

- 1) Continue to advocate on key issues in line with Council's Advocacy Plan
- 2) Report quarterly on the annual budget
- 3) Continue to deliver our capital works program
- 4) Continue to implement the Communications Strategy 2022-2025
- 5) Continue to implement the Nillumbik Customer First Strategy 2023-2026 through Council's operations

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2022-23 Actual
Animal management	Health and safety	Animal management prosecutions (Percentage of successful animal management prosecutions)	Number of successful animal management prosecutions / Total number of animal management prosecutions] x 100	1.00
Food safety	Health and safety	Critical and major non-compliance outcome notifications (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100	100.00%

Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interests of the community	67.70
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## 2.6 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the current financial year as required by the Act and included in the 2023-2024 Annual Report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General Office (VAGO) who issues an audit opinion on the Performance Statement. The initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

## 2.7 Reconciliation with budgeted operating result

	Net Cost \$'000	Expenditure \$'000	Revenue \$'000
Community and connection	11,714	14,891	3,177
Place and Space	23,415	43,045	19,630
Sustainable and resilient	14,606	15,590	984
Responsible and accountable	19,131	24,517	5,386
<b>Total services and initiatives</b>	<b>68,866</b>	<b>98,043</b>	<b>29,177</b>

**Add**

Depreciation	12,440
Amortisation - right of use assets	410
Finance costs - leases	55
Written down value of assets sold	222

### Subtract

Debt redemption	2,601
Transfer to and from reserves	2,027
<b>Deficit before funding sources</b>	<b>77,365</b>

**Funding sources added back:**

Net rates and charges	79,538
Capital funding sources	1,774
<b>Total funding sources</b>	<b>81,312</b>
<b>Operating (surplus)/deficit for the year</b>	<b>(3,947)</b>

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024-2025 has been supplemented with projections to 2033-2034.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- The appendix includes the following budgeted information:
- Comprehensive Income Statement
  - Balance Sheet
  - Statement of Changes in Equity
  - Statement of Cash Flows
  - Statement of Capital Works
  - Statement of Human Resources

**Comprehensive Income Statement**  
For the five years ending 30 June 2029

	Notes	Forecast Budget	Budget	Projections			
		2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000
<b>Income / Revenue</b>							
Rates and charges	4.1.1	77,118	80,228	82,993	85,485	87,891	90,271
Statutory fees and fines	4.1.2	2,041	2,128	2,191	2,257	2,325	2,377
User fees	4.1.3	17,063	18,682	19,242	19,819	20,414	21,026
Grants - operating	4.1.4	7,759	5,704	5,875	6,051	6,233	6,420
Grants - capital	4.1.4	18,236	1,552	740	740	740	740
Contributions - monetary	4.1.5	1,235	104	107	110	113	116
Contributions - non-monetary	4.1.5	-	-	-	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		-	-	-	-	-	-
Fair value adjustments for investment property		-	-	-	-	-	-
Share of net profits/(losses) of associated and joint ventures		-	-	-	-	-	-
Other income	4.1.6	1,505	1,968	2,027	2,087	2,150	2,215
<b>Total income / revenue</b>		<b>124,957</b>	<b>110,366</b>	<b>113,175</b>	<b>116,549</b>	<b>119,866</b>	<b>123,165</b>
<b>Expenses</b>							
Employee costs	4.1.7	40,801	42,357	43,844	45,047	46,171	47,323
Materials and services	4.1.8	43,692	43,522	44,861	46,179	47,538	48,937
Depreciation and amortisation	4.1.9	12,326	12,440	12,588	12,630	12,858	12,991
Bad and doubtful debts - allowance for impairment losses		-	-	-	-	-	-
Amortisation - right of use assets	4.1.10	460	410	410	773	642	726
Borrowing costs		638	966	830	685	539	400
Finance costs - leases		77	55	35	36	37	38
Other expenses	4.1.11	7,034	6,669	6,903	6,759	7,116	7,265
<b>Total expenses</b>		<b>105,028</b>	<b>106,419</b>	<b>109,471</b>	<b>112,109</b>	<b>114,901</b>	<b>117,680</b>
<b>Surplus / (deficit) for the year</b>		<b>19,929</b>	<b>3,947</b>	<b>3,704</b>	<b>4,440</b>	<b>4,965</b>	<b>5,485</b>
<b>Other comprehensive income</b>							
<b>Items that will not be reclassified to surplus or deficit in future periods</b>							
Net asset revaluation increment /(decrement)		-	-	-	-	-	-
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-	-
<b>Items that may be reclassified to surplus or deficit in future periods</b>		-	-	-	-	-	-
<b>Total comprehensive result</b>		<b>19,929</b>	<b>3,947</b>	<b>3,704</b>	<b>4,440</b>	<b>4,965</b>	<b>5,485</b>

## Comprehensive Income Statement Forward Estimates

For the five years ending 30 June 2034

	Forward Estimates				
	2029-30	2030-31	2031-32	2032-33	2033-34
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>					
Rates and charges	92,002	94,423	96,954	99,561	102,247
Statutory fees and fines	2,431	2,479	2,529	2,580	2,631
User fees	21,657	22,307	22,976	23,665	24,375
Grants - operating	6,613	6,811	7,015	7,226	7,443
Grants - capital	740	740	740	740	740
Contributions - monetary	120	124	127	131	135
Contributions - non-monetary	-	-	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	-	-	-	-
Fair value adjustments for investment property	-	-	-	-	-
Share of net profits/(losses) of associated and joint ventures	-	-	-	-	-
Other income	2,281	2,349	2,420	2,493	2,567
<b>Total income</b>	<b>125,844</b>	<b>129,233</b>	<b>132,761</b>	<b>136,396</b>	<b>140,138</b>
<b>Expenses</b>					
Employee costs	48,503	49,592	50,706	51,844	53,009
Materials and services	50,378	51,862	53,391	54,966	56,588
Bad and doubtful debts - allowance for impairment losses	-	-	-	-	-
Depreciation and amortisation	13,085	13,188	13,219	13,231	13,284
Amortisation - right of use assets	644	861	644	644	644
Borrowing costs	295	217	143	84	30
Finance costs - leases	39	40	41	43	44
Other expenses	7,587	7,617	8,087	8,349	8,619
<b>Total expenses</b>	<b>120,531</b>	<b>123,377</b>	<b>126,231</b>	<b>129,161</b>	<b>132,218</b>
<b>Surplus (deficit) for the year</b>	<b>5,313</b>	<b>5,856</b>	<b>6,530</b>	<b>7,235</b>	<b>7,920</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to surplus or deficit in future periods</b>					
Net asset revaluation increment /(decrement)	-	-	-	-	-
Share of other comprehensive income of associates and joint ventures	-	-	-	-	-
<b>Items that may be reclassified to surplus or deficit in future periods</b>	-	-	-	-	-
<b>Total comprehensive result</b>	<b>5,313</b>	<b>5,856</b>	<b>6,530</b>	<b>7,235</b>	<b>7,920</b>

## Balance Sheet

For the five years ending 30 June 2029

	Notes	Forecast Budget	Budget	Projections			
		2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000
<b>Current assets</b>							
Cash and cash equivalents		31,481	25,113	25,552	25,957	28,277	32,275
Trade and other receivables		7,497	6,622	6,791	6,993	7,192	7,390
Prepayments		-	-	-	-	-	-
Other financial assets		250	250	250	250	250	250
Non-current assets classified as held for sale		-	-	-	-	-	-
Other assets		32	32	32	32	33	33
<b>Total current assets</b>	4.2.1	39,260	32,017	32,625	33,232	35,752	39,948
<b>Non-current assets</b>							
Trade and other receivables		784	625	502	401	321	257
Other financial assets		5	5	5	5	5	5
Investments in associates and joint arrangement and subsidiaries		1,636	1,636	1,636	1,636	1,636	1,636
Property, infrastructure, plant & equipment		947,645	950,750	950,783	951,021	950,980	950,106
Right-of-use assets	4.2.4	1,993	1,323	913	1,724	1,432	1,618
Investment property		-	-	-	-	-	-
Intangible assets		-	-	-	-	-	-
<b>Total non-current assets</b>	4.2.1	952,063	954,339	953,839	954,787	954,374	953,622
<b>Total assets</b>		991,323	986,356	986,464	988,019	990,126	993,570
<b>Current liabilities</b>							
Trade and other payables		5,734	5,750	5,939	6,083	6,267	6,438
Trust funds and deposits		3,201	3,201	3,201	3,201	3,201	3,201
Provisions		9,493	9,648	9,262	8,403	8,564	8,728
Unearned grants and contract liabilities		2,735	233	111	111	111	111
Interest-bearing liabilities	4.2.3	2,601	2,731	2,848	2,786	2,572	1,503
Lease liabilities	4.2.4	450	321	809	679	764	683
<b>Total current liabilities</b>	4.2.2	24,214	21,884	22,170	21,263	21,479	20,664
<b>Non-current liabilities</b>							
Provisions		8,193	6,991	6,810	6,631	6,456	6,286
Interest-bearing liabilities	4.2.3	17,085	14,354	11,506	8,721	6,148	4,645
Lease liabilities	4.2.4	1,543	1,002	104	1,044	668	935
<b>Total non-current liabilities</b>	4.2.2	26,821	22,347	18,420	16,396	13,272	11,866
<b>Total liabilities</b>		51,035	44,231	40,590	37,659	34,751	32,530
<b>Net assets</b>		940,288	942,125	945,874	950,360	955,375	961,040
<b>Equity</b>							
Accumulated surplus		431,520	435,467	439,171	443,609	448,576	454,061
Reserves		508,767	506,657	506,703	506,750	506,798	506,978
<b>Total equity</b>		940,288	942,125	945,874	950,360	955,375	961,040

## Balance Sheet Forward Estimates

For the five years ending 30 June 2034

	Forward Estimates				
	2029-30	2030-31	2031-32	2032-33	2033-34
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Current assets</b>					
Cash and cash equivalents	36,893	41,527	46,880	52,588	58,667
Trade and other receivables	7,551	7,754	7,966	8,184	8,408
Prepayments	-	-	-	-	-
Other financial assets	250	250	250	250	250
Non-current assets classified as held for sale	-	-	-	-	-
Other assets	33	34	34	34	35
<b>Total current assets</b>	<b>44,727</b>	<b>49,565</b>	<b>55,130</b>	<b>61,056</b>	<b>67,360</b>
<b>Non-current assets</b>					
Trade and other receivables	206	164	132	105	84
Other financial assets	5	5	5	5	5
Investments in associates and joint arrangement and subsidiaries	1,636	1,636	1,636	1,636	1,636
Property, infrastructure, plant & equipment	949,630	949,541	949,914	950,764	952,050
Right-of-use assets	1,436	1,919	1,436	1,436	1,436
Investment property	-	-	-	-	-
Intangible assets	-	-	-	-	-
<b>Total non-current assets</b>	<b>952,913</b>	<b>953,265</b>	<b>953,123</b>	<b>953,946</b>	<b>955,211</b>
<b>Total assets</b>	<b>997,640</b>	<b>1,002,830</b>	<b>1,008,253</b>	<b>1,015,002</b>	<b>1,022,571</b>
<b>Current liabilities</b>					
Trade and other payables	6,628	6,794	6,999	7,192	7,395
Trust funds and deposits	3,201	3,201	3,201	3,201	3,201
Provisions	8,895	9,065	9,238	9,415	9,596
Unearned grants and contract liabilities	111	111	111	111	111
Interest-bearing liabilities	1,574	1,102	957	1,011	-
Lease liabilities	901	686	687	688	-
<b>Total current liabilities</b>	<b>21,310</b>	<b>20,959</b>	<b>21,193</b>	<b>21,618</b>	<b>20,303</b>
<b>Non-current liabilities</b>					
Provisions	6,119	5,958	5,802	5,650	5,670
Interest-bearing loans and borrowings	3,071	1,969	1,012	-	-
Lease liabilities	535	1,233	749	748	1,436
<b>Total non-current liabilities</b>	<b>9,725</b>	<b>9,160</b>	<b>7,563</b>	<b>6,397</b>	<b>7,106</b>
<b>Total liabilities</b>	<b>31,035</b>	<b>30,119</b>	<b>28,756</b>	<b>28,015</b>	<b>27,409</b>
<b>Net assets</b>	<b>966,605</b>	<b>972,711</b>	<b>979,497</b>	<b>986,987</b>	<b>995,162</b>
<b>Equity</b>					
Accumulated surplus	459,375	465,229	471,761	478,995	486,915
Reserves	507,230	507,482	507,736	507,991	508,247
<b>Total equity</b>	<b>966,605</b>	<b>972,711</b>	<b>979,497</b>	<b>986,986</b>	<b>995,162</b>

Statement of Changes in Equity

For the five years ending 30 June 2029

\* Balances at the end of the financial year may be subject to rounding differences.

	Notes	Total \$'000	Accum Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2024 Forecast Actual</b>					
Balance at beginning of the financial year		920,358	411,590	476,291	32,477
Impact of adoption of new accounting standards		-	-	-	-
Surplus / (deficit) for the year		19,929	19,929	-	-
Net asset revaluation increment / (decrement)		11,049	-	11,049	-
Transfer to other reserves		2,331	-	-	2,331
Transfer from other reserves		(13,380)	-	-	(13,380)
<b>Balance at end of the financial year</b>		<b>940,287</b>	<b>431,519</b>	<b>487,340</b>	<b>21,428</b>
<b>2025</b>					
Balance at beginning of the financial year		940,288	431,520	487,340	21,427
Surplus / (deficit) for the year		3,947	3,947	-	-
Net asset revaluation increment / (decrement)		-	-	-	-
Transfer to other reserves	4.3.1	2,331	-	-	2,331
Transfer from other reserves	4.3.1	(4,441)	-	-	(4,441)
<b>Balance at end of the financial year</b>	4.3.2	<b>942,125</b>	<b>435,467</b>	<b>487,340</b>	<b>19,317</b>
<b>2026</b>					
Balance at beginning of the financial year		942,125	435,467	487,340	19,317
Surplus / (deficit) for the year		3,704	3,704	-	-
Net asset revaluation increment / (decrement)		-	-	-	-
Transfer to other reserves		2,346	-	-	2,346
Transfer from other reserves		(2,300)	-	-	(2,300)
<b>Balance at end of the financial year</b>		<b>945,875</b>	<b>439,171</b>	<b>487,340</b>	<b>19,363</b>
<b>2027</b>					
Balance at beginning of the financial year		945,875	439,171	487,340	19,363
Surplus / (deficit) for the year		4,440	4,440	-	-
Net asset revaluation increment / (decrement)		-	-	-	-
Transfer to other reserves		2,347	-	-	2,347
Transfer from other reserves		(2,300)	-	-	(2,300)
<b>Balance at end of the financial year</b>		<b>950,362</b>	<b>443,611</b>	<b>487,340</b>	<b>19,410</b>
<b>2028</b>					
Balance at beginning of the financial year		950,362	443,611	487,340	19,410
Surplus / (deficit) for the year		4,965	4,965	-	-
Net asset revaluation increment / (decrement)		-	-	-	-
Transfer to other reserves		1,804	-	-	1,804
Transfer from other reserves		(1,756)	-	-	(1,756)
<b>Balance at end of the financial year</b>		<b>955,375</b>	<b>448,576</b>	<b>487,340</b>	<b>19,458</b>
<b>2029</b>					
Balance at beginning of the financial year		955,375	448,576	487,340	19,458
Surplus / (deficit) for the year		5,485	5,485	-	-
Net asset revaluation increment / (decrement)		-	-	-	-
Transfer to other reserves		587	-	-	587
Transfer from other reserves		(407)	-	-	(407)
<b>Balance at end of the financial year</b>		<b>961,040</b>	<b>454,061</b>	<b>487,340</b>	<b>19,638</b>

Statement of Changes in Equity Forward Estimates

For the five years ending 30 June 2034

\* Balances at the end of the financial year may be subject to rounding differences.

	Total \$'000	Accum Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2030</b>				
Balance at beginning of the financial year	961,040	454,061	487,340	19,638
Surplus / (deficit) for the year	5,313	5,313	-	-
Net asset revaluation increment / (decrement)	-	-	-	-
Transfer to other reserves	588	-	-	588
Transfer from other reserves	(336)	-	-	(336)
<b>Balance at end of the financial year</b>	<b>966,605</b>	<b>459,374</b>	<b>487,340</b>	<b>19,890</b>
<b>2031</b>				
Balance at beginning of the financial year	966,605	459,374	487,340	19,890
Surplus / (deficit) for the year	5,856	5,856	-	-
Net asset revaluation increment / (decrement)	-	-	-	-
Transfer to other reserves	589	-	-	589
Transfer from other reserves	(337)	-	-	(337)
<b>Balance at end of the financial year</b>	<b>972,713</b>	<b>465,230</b>	<b>487,340</b>	<b>20,142</b>
<b>2032</b>				
Balance at beginning of the financial year	972,713	465,230	487,340	20,142
Surplus / (deficit) for the year	6,530	6,530	-	-
Net asset revaluation increment / (decrement)	-	-	-	-
Transfer to other reserves	591	-	-	591
Transfer from other reserves	(337)	-	-	(337)
<b>Balance at end of the financial year</b>	<b>979,497</b>	<b>471,760</b>	<b>487,340</b>	<b>20,396</b>
<b>2033</b>				
Balance at beginning of the financial year	979,497	471,760	487,340	20,396
Surplus / (deficit) for the year	7,235	7,235	-	-
Net asset revaluation increment / (decrement)	-	-	-	-
Transfer to other reserves	592	-	-	592
Transfer from other reserves	(337)	-	-	(337)
<b>Balance at end of the financial year</b>	<b>986,987</b>	<b>478,995</b>	<b>487,340</b>	<b>20,651</b>
<b>2034</b>				
Balance at beginning of the financial year	986,987	478,995	487,340	20,651
Surplus / (deficit) for the year	7,920	7,920	-	-
Net asset revaluation increment / (decrement)	-	-	-	-
Transfer to other reserves	593	-	-	593
Transfer from other reserves	(337)	-	-	(337)
<b>Balance at end of the financial year</b>	<b>995,163</b>	<b>486,915</b>	<b>487,340</b>	<b>20,907</b>

**Statement Cash Flows**  
For the five years ending 30 June 2029  
\* Balances at the end of the financial year may be subject to rounding differences.

	Notes	Forecast Budget	Budget	Projections			
		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)
<b>Cash flows from operating activities</b>							
Rates and charges		82,826	81,085	82,983	85,423	87,812	90,177
Statutory fees and fines		2,297	2,172	2,183	2,247	2,315	2,367
User fees		17,319	18,726	19,234	19,809	20,404	21,016
Grants - operating		5,847	5,247	5,842	6,041	6,223	6,410
Grants - capital		9,821	(406)	634	730	730	730
Contributions - monetary		1,235	104	107	110	113	116
Interest received		800	1,250	1,288	1,326	1,366	1,407
Dividends received		-	-	-	-	-	-
Trust funds and deposits taken		-	-	-	-	-	-
Other receipts		705	718	740	761	784	808
Net GST refund / payment		-	-	-	-	-	-
Employee costs		(40,633)	(42,185)	(43,669)	(44,868)	(45,989)	(47,137)
Materials and services		(48,433)	(47,071)	(45,411)	(47,246)	(47,543)	(48,951)
Trust funds and deposits repaid		-	-	-	-	-	-
Other payments		(7,034)	(6,669)	(6,903)	(6,759)	(7,116)	(7,265)
<b>Net cash provided by / (used in) operating activities</b>	4.4.1	24,750	12,971	17,028	17,574	19,099	19,678
<b>Cash flows from investing activities</b>							
Payments for property, infrastructure, plant and equipment		(50,579)	(15,530)	(12,750)	(12,918)	(13,255)	(12,237)
Proceeds from sale of property, infrastructure, plant and equipment		280	222	168	91	480	294
Payments for investments		-	-	-	-	-	-
Proceeds from sale of investments		-	-	-	-	-	-
Loan and advances made		-	-	-	-	-	-
Payments of loans and advances		-	-	-	-	-	-
<b>Net cash provided by / (used in) investing activities</b>	4.4.2	(50,299)	(15,308)	(12,582)	(12,827)	(12,775)	(11,943)
<b>Cash flows from financing activities</b>							
Finance costs		(638)	(966)	(830)	(685)	(539)	(400)
Proceeds from borrowings		8,000	-	-	-	-	-
Repayment of borrowings		(1,894)	(2,601)	(2,731)	(2,848)	(2,786)	(2,572)
Interest paid - lease liability		(77)	(55)	(35)	(36)	(37)	(38)
Repayment of lease liabilities		(460)	(410)	(410)	(773)	(642)	(726)
<b>Net cash provided by / (used in) financing activities</b>	4.4.3	4,931	(4,032)	(4,006)	(4,342)	(4,004)	(3,736)
<b>Net increase / (decrease) in cash &amp; cash equivalents</b>		(20,618)	(6,369)	440	405	2,320	3,999
Cash and cash equivalents at the beginning of the financial year		52,099	31,481	25,113	25,552	25,957	28,277
<b>Cash and cash equivalents at the end of the financial year</b>		31,481	25,113	25,553	25,957	28,277	32,276

Statement of Cash Flows Forward Estimates

For the five years ending 30 June 2034

\* Balances at the end of the financial year may be subject to rounding differences.

	Forward Estimates				
	2029-30	2030-31	2031-32	2032-33	2033-34
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows /	Inflows /	Inflows /	Inflows /	Inflows /
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	91,924	94,301	96,817	99,412	102,088
Statutory fees and fines	2,423	2,469	2,518	2,569	2,620
User fees	21,649	22,297	22,965	23,654	24,364
Grants - operating	6,605	6,801	7,004	7,215	7,432
Grants - capital	732	730	729	729	729
Contributions - monetary	120	124	127	131	135
Interest received	1,449	1,493	1,537	1,583	1,631
Dividends received	-	-	-	-	-
Trust funds and deposits taken	-	-	-	-	-
Other receipts	832	856	883	910	936
Net GST refund / payment	-	-	-	-	-
Employee costs	(48,314)	(49,399)	(50,509)	(51,643)	(52,804)
Materials and services	(50,370)	(51,874)	(53,357)	(54,943)	(56,382)
Trust funds and deposits repaid	-	-	-	-	-
Other payments	(7,587)	(7,617)	(8,087)	(8,349)	(8,619)
<b>Net cash provided by / (used in) operating activities</b>	<b>19,463</b>	<b>20,181</b>	<b>20,627</b>	<b>21,268</b>	<b>22,130</b>
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(12,546)	(13,018)	(13,441)	(13,916)	(14,458)
Proceeds from sale of property, infrastructure, plant and equipment	181	164	97	83	137
Payments for investments	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-
Loan and advances made	-	-	-	-	-
Payments of loans and advances	-	-	-	-	-
<b>Net cash provided by / (used in) investing activities</b>	<b>(12,365)</b>	<b>(12,854)</b>	<b>(13,344)</b>	<b>(13,833)</b>	<b>(14,321)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(295)	(217)	(143)	(84)	(30)
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	(1,503)	(1,574)	(1,102)	(957)	(1,011)
Interest paid - lease liability	(39)	(40)	(41)	(43)	(44)
Repayment of lease liabilities	(644)	(861)	(644)	(644)	(644)
<b>Net cash provided by / (used in) financing activities</b>	<b>(2,481)</b>	<b>(2,692)</b>	<b>(1,930)</b>	<b>(1,728)</b>	<b>(1,729)</b>
<b>Net increase / (decrease) in cash &amp; cash equivalents</b>	<b>4,617</b>	<b>4,635</b>	<b>5,353</b>	<b>5,707</b>	<b>6,080</b>
Cash and cash equivalents at the beginning of the financial year	32,275	36,893	41,527	46,880	52,588
<b>Cash and cash equivalents at the end of the financial year</b>	<b>36,892</b>	<b>41,528</b>	<b>46,880</b>	<b>52,587</b>	<b>58,668</b>

Statement of Capital Works

For the five years ending 30 June 2029

	Notes	Forecast Budget	Budget	Projections			
		2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>							
Land		-	-	-	-	-	-
Land improvements		-	-	-	-	-	-
<b>Total land</b>		-	-	-	-	-	-
Buildings		8,941	610	520	550	590	630
Heritage buildings		-	-	-	-	-	-
Building improvements		-	-	-	-	-	-
Leasehold improvements		-	-	-	-	-	-
<b>Total buildings</b>		<b>8,941</b>	<b>610</b>	<b>520</b>	<b>550</b>	<b>590</b>	<b>630</b>
<b>Total property</b>		<b>8,941</b>	<b>610</b>	<b>520</b>	<b>550</b>	<b>590</b>	<b>630</b>
<b>Plant and equipment</b>							
Heritage plant and equipment		-	-	-	-	-	-
Plant, machinery and equipment		1,965	1,263	1,492	650	2,082	1,285
Fixtures, fittings and furniture		375	315	315	340	375	380
Computers and telecommunications		-	-	-	-	-	-
Library books		-	-	-	-	-	-
<b>Total plant and equipment</b>		<b>2,339</b>	<b>1,578</b>	<b>1,807</b>	<b>990</b>	<b>2,457</b>	<b>1,665</b>
<b>Infrastructure</b>							
Roads		9,091	2,850	3,005	3,055	3,070	3,120
Bridges		172	150	150	150	150	170
Footpaths and cycleways		801	630	630	655	680	700
Drainage		1,187	885	885	950	975	950
Recreational, leisure and community facilities		15,166	2,733	2,790	3,375	3,520	3,790
Waste management		7,232	4,111	1,763	1,763	1,219	-
Parks, open space and streetscapes		766	1,132	330	410	420	470
Aerodromes		-	-	-	-	-	-
Off street car parks		-	-	-	-	-	-
Other infrastructure		3,822	1,391	1,168	1,323	485	1,166
<b>Total infrastructure</b>		<b>38,237</b>	<b>13,882</b>	<b>10,721</b>	<b>11,681</b>	<b>10,519</b>	<b>10,366</b>
<b>Total capital works expenditure</b>	4.5.1	<b>49,518</b>	<b>16,070</b>	<b>13,048</b>	<b>13,220</b>	<b>13,565</b>	<b>12,661</b>
<b>Represented by:</b>							
New asset expenditure		11,065	932	145	145	150	160
Asset renewal expenditure		9,638	6,196	6,943	6,994	8,137	7,943
Asset expansion expenditure		2,708	684	700	650	680	680
Asset upgrade expenditure		26,108	8,258	5,260	5,431	4,599	3,878
<b>Total capital works expenditure</b>	4.5.1	<b>49,518</b>	<b>16,070</b>	<b>13,048</b>	<b>13,220</b>	<b>13,566</b>	<b>12,661</b>
<b>Funding sources represented by:</b>							
Grants		18,236	1,552	740	740	740	740
Contributions		1,131	-	-	-	-	-
Council cash		22,151	14,518	12,308	12,480	12,825	11,921
Borrowings		8,000	-	-	-	-	-
<b>Total capital works expenditure</b>	4.5.1	<b>49,518</b>	<b>16,070</b>	<b>13,048</b>	<b>13,220</b>	<b>13,565</b>	<b>12,661</b>

**Statement of Capital Works Forward Estimates**  
 For the five years ending 30 June 2034

	Forward Estimates				
	2029-30 \$'000	2030-31 \$'000	2031-32 \$'000	2032-33 \$'000	2033-34 \$'000
<b>Property</b>					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-
Buildings	650	775	800	840	845
Heritage buildings	-	-	-	-	-
Building improvements	-	-	-	-	-
Leasehold improvements	-	-	-	-	-
<b>Total buildings</b>	<b>650</b>	<b>775</b>	<b>800</b>	<b>840</b>	<b>845</b>
<b>Total property</b>	<b>650</b>	<b>775</b>	<b>800</b>	<b>840</b>	<b>845</b>
<b>Plant and equipment</b>					
Heritage plant and equipment	-	-	-	-	-
Plant, machinery and equipment	1,010	1,098	516	380	694
Fixtures, fittings and furniture	380	390	440	450	480
Computers and telecommunications	-	-	-	-	-
Library books	-	-	-	-	-
<b>Total plant and equipment</b>	<b>1,390</b>	<b>1,488</b>	<b>956</b>	<b>830</b>	<b>1,174</b>
<b>Infrastructure</b>					
Roads	3,010	2,810	2,895	2,975	3,125
Bridges	130	200	200	200	200
Footpaths and cycleways	700	770	770	800	850
Drainage	925	1,125	1,200	1,200	1,200
Recreational, leisure and community facilities	3,900	4,160	5,140	6,000	6,300
Waste management	-	-	-	-	-
Parks, open space and streetscapes	520	620	635	645	655
Aerodromes	-	-	-	-	-
Off street car parks	-	-	-	-	-
Other infrastructure	1,823	1,582	1,368	959	655
<b>Total infrastructure</b>	<b>11,008</b>	<b>11,267</b>	<b>12,208</b>	<b>12,779</b>	<b>12,985</b>
<b>Total capital works expenditure</b>	<b>13,048</b>	<b>13,531</b>	<b>13,964</b>	<b>14,450</b>	<b>15,004</b>
<b>Represented by:</b>					
New asset expenditure	150	160	165	175	175
Asset renewal expenditure	8,094	8,260	8,190	8,003	8,474
Asset expansion expenditure	625	645	730	740	740
Asset upgrade expenditure	4,179	4,466	4,879	5,532	5,615
<b>Total capital works expenditure</b>	<b>13,048</b>	<b>13,531</b>	<b>13,964</b>	<b>14,450</b>	<b>15,004</b>
<b>Funding sources represented by:</b>					
Grants	740	740	740	740	740
Contributions	-	-	-	-	-
Council cash	12,308	12,791	13,224	13,710	14,264
Borrowings	-	-	-	-	-
<b>Total capital works expenditure</b>	<b>13,048</b>	<b>13,531</b>	<b>13,964</b>	<b>14,450</b>	<b>15,004</b>

**Statement of Human Resources**  
 For the five years ending 30 June 2029

	Forecast Budget	Budget	Projections			
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>						
Employee costs - operating	39,641	41,132	42,263	43,425	44,511	45,624
<b>Total staff expenditure</b>	39,641	41,132	42,263	43,425	44,511	45,624
<b>Staff numbers</b>						
Permanent EFT numbers	323.80	329.85	329.85	329.85	329.85	329.85
Limited tenures	7.46	4.75	7.00	6.00	4.00	4.00
<b>Total staff numbers</b>	331.26	334.60	336.85	335.85	333.85	333.85

**Statement of Human Resources Forward Estimates**  
 For the five years ending 30 June 2034

	Forward Estimates				
	2029-30	2030-31	2031-32	2032-33	2033-34
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	46,764	47,816	48,892	49,992	51,117
<b>Total staff expenditure</b>	46,764	47,816	48,892	49,992	51,117
<b>Staff numbers</b>					
Permanent EFT numbers	329.85	329.85	329.85	329.85	329.85
Limited tenures	4.00	4.00	4.00	4.00	4.00
<b>Total staff numbers</b>	333.85	333.85	333.85	333.85	333.85

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Directorate	Budget 2024-25	Composition			
		Permanent Full time	Part time	Casual	Temp
				\$'000	\$'000
Operations	13,246	13,065	60	-	121
Planning, Environment and Strategy	8,755	7,928	827	-	-
Community Services	7,285	3,898	2,930	-	457
Culture and Performance	5,258	4,195	1,063	-	-
Governance, Communications and Community Safety	6,588	5,194	1,394	-	-
<b>Total expenditure</b>	<b>41,132</b>	<b>34,280</b>	<b>6,274</b>	-	<b>578</b>

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Directorate	Budget 2024-25	Composition		
		Permanent Full time	Part time	Temp
Operations	113.60	112.00	0.60	1.00
Planning, Environment and Strategy	68.92	61.00	7.92	-
Community Services	57.31	28.00	25.56	3.75
Culture and Performance	41.01	31.00	10.01	-
Governance, Communications and Community Safety	53.76	38.00	15.76	-
<b>Total staff</b>	<b>334.60</b>	<b>270.00</b>	<b>59.85</b>	<b>4.75</b>

**Summary of Planned Human Resources Expenditure**  
For the five years ending 30 June 2029

	Budget	Projections			
	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000
<b>Operations</b>					
Permanent - Full time	13,065	13,425	13,794	14,139	14,492
Female	4,140	4,254	4,371	4,480	4,592
Male	8,925	9,171	9,423	9,659	9,900
Self-described gender	-	-	-	-	-
Permanent - Part time	60	61	63	65	67
Female	-	-	-	-	-
Male	60	61	63	65	67
Self-described gender	-	-	-	-	-
<b>Total Operations</b>	<b>13,125</b>	<b>13,486</b>	<b>13,857</b>	<b>14,204</b>	<b>14,559</b>
<b>Planning, Environment and Strategy</b>					
Permanent - Full time	7,928	8,146	8,370	8,579	8,794
Female	4,218	4,334	4,453	4,564	4,678
Male	3,613	3,712	3,814	3,909	4,007
Self-described gender	97	100	103	106	109
Permanent - Part time	827	849	873	895	918
Female	732	752	773	792	812
Male	95	97	100	103	106
Self-described gender	-	-	-	-	-
<b>Total Planning, Environment and Strategy</b>	<b>8,755</b>	<b>8,995</b>	<b>9,243</b>	<b>9,474</b>	<b>9,712</b>
<b>Community Services</b>					
Permanent - Full time	3,898	4,006	4,116	4,219	4,324
Female	3,071	3,156	3,243	3,324	3,407
Male	705	725	745	764	783
Self-described gender	122	125	128	131	134
Permanent - Part time	2,930	3,011	3,094	3,171	3,250
Female	2,930	3,011	3,094	3,171	3,250
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
<b>Total Community Services</b>	<b>6,828</b>	<b>7,017</b>	<b>7,210</b>	<b>7,390</b>	<b>7,574</b>
<b>Culture and Performance</b>					
Permanent - Full time	4,113	4,226	4,342	4,451	4,562
Female	1,619	1,663	1,709	1,752	1,796
Male	2,494	2,563	2,633	2,699	2,766
Self-described gender	-	-	-	-	-
Permanent - Part time	1,145	1,176	1,208	1,238	1,269
Female	890	914	939	962	986
Male	255	262	269	276	283
Self-described gender	-	-	-	-	-
<b>Total Culture and Performance</b>	<b>5,258</b>	<b>5,402</b>	<b>5,550</b>	<b>5,689</b>	<b>5,831</b>
<b>Governance, Communications and Community Safety</b>					
Permanent - Full time	5,194	5,337	5,484	5,621	5,762
Female	3,982	4,092	4,205	4,310	4,418
Male	1,212	1,245	1,279	1,311	1,344
Self-described gender	-	-	-	-	-
Permanent - Part time	1,394	1,421	1,457	1,493	1,530
Female	957	984	1,011	1,036	1,062
Male	436	448	460	472	484
Self-described gender	-	-	-	-	-
<b>Total Governance, Communications and Community Safety</b>	<b>6,588</b>	<b>6,758</b>	<b>6,941</b>	<b>7,114</b>	<b>7,292</b>

## Summary of Planned Human Resources Expenditure

For the five years ending 30 June 2034

	Forward Estimates				
	2029-30 \$'000	2030-31 \$'000	2031-32 \$'000	2032-33 \$'000	2033-34 \$'000
<b>Operations</b>					
Permanent - Full time	14,855	15,189	15,530	15,880	16,237
Female	4,707	4,813	4,921	5,032	5,145
Male	10,148	10,376	10,609	10,848	11,092
Self-described gender	-	-	-	-	-
Permanent - Part time	69	71	73	75	77
Female	-	-	-	-	-
Male	69	71	73	75	77
Self-described gender	-	-	-	-	-
<b>Total Operations</b>	<b>14,924</b>	<b>15,260</b>	<b>15,603</b>	<b>15,955</b>	<b>16,314</b>
<b>Planning, Environment and Strategy</b>					
Permanent - Full time	9,014	9,217	9,424	9,637	9,854
Female	4,795	4,903	5,013	5,126	5,241
Male	4,107	4,199	4,293	4,390	4,489
Self-described gender	112	115	118	121	124
Permanent - Part time	941	962	983	1,006	1,029
Female	832	851	870	890	910
Male	109	111	113	116	119
Self-described gender	-	-	-	-	-
<b>Total Planning, Environment and Strategy</b>	<b>9,955</b>	<b>10,179</b>	<b>10,407</b>	<b>10,643</b>	<b>10,883</b>
<b>Community Services</b>					
Permanent - Full time	4,432	4,532	4,633	4,737	4,843
Female	3,492	3,571	3,651	3,733	3,817
Male	803	821	839	858	877
Self-described gender	137	140	143	146	149
Permanent - Part time	3,331	3,406	3,483	3,561	3,641
Female	3,331	3,406	3,483	3,561	3,641
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
<b>Total Community Services</b>	<b>7,763</b>	<b>7,938</b>	<b>8,116</b>	<b>8,298</b>	<b>8,484</b>
<b>Culture amd Performance</b>					
Permanent - Full time	4,676	4,781	4,888	4,998	5,110
Female	1,841	1,882	1,924	1,967	2,011
Male	2,835	2,899	2,964	3,031	3,099
Self-described gender	-	-	-	-	-
Permanent - Part time	1,301	1,331	1,361	1,392	1,423
Female	1,011	1,034	1,057	1,081	1,105
Male	290	297	304	311	318
Self-described gender	-	-	-	-	-
<b>Total Culture amd Performance</b>	<b>5,977</b>	<b>6,112</b>	<b>6,249</b>	<b>6,390</b>	<b>6,533</b>
<b>Governance, Communications and Community Safety</b>					
Permanent - Full time	5,906	6,039	6,175	6,314	6,456
Female	4,528	4,630	4,734	4,841	4,950
Male	1,378	1,409	1,441	1,473	1,506
Self-described gender	-	-	-	-	-
Permanent - Part time	1,585	1,621	1,657	1,695	1,733
Female	1,089	1,114	1,139	1,165	1,191
Male	496	507	518	530	542
Self-described gender	-	-	-	-	-
<b>Total Governance, Communications and Community Safety</b>	<b>7,491</b>	<b>7,660</b>	<b>7,832</b>	<b>8,009</b>	<b>8,189</b>

**Summary of Planned Human Resources Expenditure**  
For the five years ending 30 June 2029

	Budget	Projections			
	2024-25 FTE	2025-26 FTE	2026-27 FTE	2027-28 FTE	2028-29 FTE
<b>Operations</b>					
Permanent - Full time	112.00	112.00	112.00	112.00	112.00
Female	33.00	33.00	33.00	33.00	33.00
Male	79.00	79.00	79.00	79.00	79.00
Self-described gender	-	-	-	-	-
Permanent - Part time	0.60	0.60	0.60	0.60	0.60
Female	-	-	-	-	-
Male	0.60	0.60	0.60	0.60	0.60
Self-described gender	-	-	-	-	-
<b>Total Operations</b>	<b>112.60</b>	<b>112.60</b>	<b>112.60</b>	<b>112.60</b>	<b>112.60</b>
<b>Planning, Environment and Strategy</b>					
Permanent - Full time	61.00	61.00	61.00	61.00	61.00
Female	32.00	32.00	32.00	32.00	32.00
Male	28.00	28.00	28.00	28.00	28.00
Self-described gender	1.00	1.00	1.00	1.00	1.00
Permanent - Part time	7.92	7.92	7.92	7.92	7.92
Female	7.03	7.03	7.03	7.03	7.03
Male	0.89	0.89	0.89	0.89	0.89
Self-described gender	-	-	-	-	-
<b>Total Planning, Environment and Strategy</b>	<b>68.92</b>	<b>68.92</b>	<b>68.92</b>	<b>68.92</b>	<b>68.92</b>
<b>Community Services</b>					
Permanent - Full time	28.60	28.60	28.60	28.60	28.60
Female	21.60	21.60	21.60	21.60	21.60
Male	6.00	6.00	6.00	6.00	6.00
Self-described gender	1.00	1.00	1.00	1.00	1.00
Permanent - Part time	24.96	24.96	24.96	24.96	24.96
Female	24.96	24.96	24.96	24.96	24.96
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
<b>Total Community Services</b>	<b>53.56</b>	<b>53.56</b>	<b>53.56</b>	<b>53.56</b>	<b>53.56</b>
<b>Culture amd Performance</b>					
Permanent - Full time	31.00	31.00	31.00	31.00	31.00
Female	14.00	14.00	14.00	14.00	14.00
Male	17.00	17.00	17.00	17.00	17.00
Self-described gender	-	-	-	-	-
Permanent - Part time	10.01	10.01	10.01	10.01	10.01
Female	8.01	8.01	8.01	8.01	8.01
Male	2	2	2	2	2
Self-described gender	-	-	-	-	-
<b>Total Culture amd Performance</b>	<b>41.01</b>	<b>41.01</b>	<b>41.01</b>	<b>41.01</b>	<b>41.01</b>
<b>Governance, Communications and Community Safety</b>					
Permanent - Full time	38.00	38.00	38.00	38.00	38.00
Female	30.00	30.00	30.00	30.00	30.00
Male	8.00	8.00	8.00	8.00	8.00
Self-described gender	-	-	-	-	-
Permanent - Part time	15.76	15.76	15.76	15.76	15.76
Female	10.47	10.47	10.47	10.47	10.47
Male	5	5	5	5	5
Self-described gender	-	-	-	-	-
<b>Total Governance, Communications and Community Safety</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>

## Summary of Planned Human Resources Expenditure

For the five years ending 30 June 2034

Forward Estimates					
	2029-30	2030-31	2031-32	2032-33	2033-34
	FTE	FTE	FTE	FTE	FTE
<b>Operations</b>					
Permanent - Full time	112.00	112.00	112.00	112.00	112.00
Female	33.00	33.00	33.00	33.00	33.00
Male	79.00	79.00	79.00	79.00	79.00
Self-described gender	-	-	-	-	-
Permanent - Part time	0.60	0.60	0.60	0.60	0.60
Female	-	-	-	-	-
Male	0.60	0.60	0.60	0.60	0.60
Self-described gender	-	-	-	-	-
<b>Total Operations</b>	<b>112.60</b>	<b>112.60</b>	<b>112.60</b>	<b>112.60</b>	<b>112.60</b>
<b>Planning, Environment and Strategy</b>					
Permanent - Full time	61.00	61.00	61.00	61.00	61.00
Female	32.00	32.00	32.00	32.00	32.00
Male	28.00	28.00	28.00	28.00	28.00
Self-described gender	1.00	1.00	1.00	1.00	1.00
Permanent - Part time	7.92	7.92	7.92	7.92	7.92
Female	7.03	7.03	7.03	7.03	7.03
Male	0.89	0.89	0.89	0.89	0.89
Self-described gender	-	-	-	-	-
<b>Total Planning, Environment and Strategy</b>	<b>68.92</b>	<b>68.92</b>	<b>68.92</b>	<b>68.92</b>	<b>68.92</b>
<b>Community Services</b>					
Permanent - Full time	28.60	28.60	28.60	28.60	28.60
Female	21.60	21.60	21.60	21.60	21.60
Male	6.00	6.00	6.00	6.00	6.00
Self-described gender	1.00	1.00	1.00	1.00	1.00
Permanent - Part time	24.96	24.96	24.96	24.96	24.96
Female	24.96	24.96	24.96	24.96	24.96
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
<b>Total Community Services</b>	<b>53.56</b>	<b>53.56</b>	<b>53.56</b>	<b>53.56</b>	<b>53.56</b>
<b>Culture amd Performance</b>					
Permanent - Full time	31.00	31.00	31.00	31.00	31.00
Female	14.00	14.00	14.00	14.00	14.00
Male	17.00	17.00	17.00	17.00	17.00
Self-described gender	-	-	-	-	-
Permanent - Part time	10.01	10.01	10.01	10.01	10.01
Female	8.01	8.01	8.01	8.01	8.01
Male	2	2	2	2	2
Self-described gender	-	-	-	-	-
<b>Total Culture amd Performance</b>	<b>41.01</b>	<b>41.01</b>	<b>41.01</b>	<b>41.01</b>	<b>41.01</b>
<b>Governance, Communications and Community Safety</b>					
Permanent - Full time	38.00	38.00	38.00	38.00	38.00
Female	30.00	30.00	30.00	30.00	30.00
Male	8.00	8.00	8.00	8.00	8.00
Self-described gender	-	-	-	-	-
Permanent - Part time	15.76	15.76	15.76	15.76	15.76
Female	10.47	10.47	10.47	10.47	10.47
Male	5	5	5	5	5
Self-described gender	-	-	-	-	-
<b>Total Governance, Communications and Community Safety</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>	<b>53.76</b>

## 4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's Annual Budget.

As per the Act, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024-2025 the FGRS cap has been set at 2.75 percent. The cap applies to general rates and is calculated on the basis of council's average rates and charges.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, there will be a 2.75 percent rate cap applied to the average general rate.

Rates and charges are due on a quarterly instalment basis. The due dates for the 2024-2025 financial year will be:

- 30 September 2024,
- 30 November 2024,
- 28 February 2025 and
- 31 May 2025

(if any of these dates fall on a weekend, the due date will be the following Monday).

This will raise total rates and charges for 2024-2025 to \$80.23 million.

4.1.1 (a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000      %	
General rates	62,513	64,568	2,055	3.29
Waste management charge	14,014	15,059	1,045	7.46
Special rates and charges	295	295	-	-
Interest on rates and charges	284	306	22	7.65
<b>Total rates and charges</b>	<b>77,106</b>	<b>80,228</b>	<b>3,122</b>	<b>4.05</b>

*\* general rates includes rebates and estimated supplementary rates.*

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

Type or class of land	2023-24 Rate in Dollar	2024-25 Rate in Dollar	Change %
General	0.002487	0.002487	-
Farm Land	0.002114	0.002114	-
Commercial/Industrial	0.002885	0.002885	-
Vacant Land - Residential and Specified Low Density Residential Zones	0.003731	0.003731	-
Cultural and Recreational Land	0.000970	0.000970	-

*\* rate in the dollar values to be updated once total value of each type or class of land has been verified by the Valuer-General.*

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

Type or class of land	2023-24 \$'000	2024-25 \$'000	Change \$'000	%
General	58,297	60,190	1,893	3.25
Farm Land	567	591	24	4.23
Commercial/Industrial	2,915	3,031	116	3.98
Vacant Land - Residential and Specified Low Density Residential Zones	727	709	(18)	(2.48)
Cultural and Recreational Land	4	5	1	25.00
<b>Total amount to be raised by general rates</b>	<b>62,510</b>	<b>64,526</b>	<b>2,016</b>	<b>3.23</b>

*\* total rates by class may vary once valuations have been verified by the Valuer-General.*

4.1.1 (d) The number of assessments in relation to each type or class of land, compared with the previous financial year:

Type or class of land	2023-24 Number	2024-25 Number	Change Number	%
Residential	22,716	22,815	99	0.44
Farm Land	143	143	-	-
Commercial / Industrial	1,006	1,004	(2)	(0.20)
Vacant Land - Residential and Specified Low Density Residential Zones	262	244	(18)	(6.87)
Cultural and Recreational Land	2	2	-	-
<b>Total number of assessments</b>	<b>24,129</b>	<b>24,208</b>	<b>79</b>	<b>0.33</b>

The movement in the number of assessments has been primarily driven by the growth in rateable properties occurring across the Shire.

4.1.1 (e) The basis of valuation to be used is the Capital Improved Value (CIV), this is in compliance with the Fair Go Rates System and the Local Government Act.

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

Type or class of land	2023-24 \$'000	2024-25 \$'000	Change \$'000	%
Residential	23,440,567	23,554,018	113,451	0.48
Farm Land	268,125	272,125	4,000	1.49
Commercial / Industrial	1,010,410	1,022,410	12,000	1.19
Vacant Land - Residential and Specified Low Density Residential Zones	194,965	184,895	(10,070)	(5.17)
Cultural and Recreational Land	4,625	4,625	-	-
<b>Total value of land</b>	<b>24,918,692</b>	<b>25,038,073</b>	<b>119,381</b>	<b>0.48</b>

*\* total value by class may vary once valuations have been verified by the Valuer-General.*

4.1.1 (g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year per rateable property:

Type of Charge	2023-24 \$	2024-25 \$	Change \$	%
Waste Management - Standard service	616.40	658.35	41.95	6.81
Waste Management - 80 litre landfill bin	493.12	526.68	33.56	6.81
Waste Management - 2 x 120 litre landfill bin	862.96	921.69	58.73	6.81
Waste Management - 140 litre landfill bin	678.04	724.19	46.15	6.81
Waste Management - 120 litre landfill bin – weekly collection	1,109.52	1,185.03	75.51	6.81
Waste Management - Elderly persons units - bin	154.10	164.59	10.49	6.81

Council has proposed to increase the domestic waste service standard charge by 6.81%.

4.1.1 (h) The estimated total amount to be raised by each type of service rate or charge, compared with the previous financial year:

Type of Charge	2023-24 \$	2024-25 \$	Change \$	%
Waste Management - Residential - Standard Service	11,346,075	12,099,815	753,740	6.64
Waste Management - Residential - 80 Litre Red Bins	283,544	306,528	22,984	8.11
Waste Management - Residential - 2 Red Bins	1,766,479	1,942,001	175,522	9.94
Waste Management - Residential - 140 L (Fortnightly Garbage)	524,803	617,010	92,207	17.57
Waste Management - Residential - 120L (Weekly Garbage)	78,776	78,212	(564)	(0.72)
Waste Management - Elderly Persons Units - Bin	14,177	15,142	965	6.81

The movement in the projected income is reflective of the movement in assessments.

4.1.1 (i) The estimated total amount to be raised by all rates and charges compared with the previous financial year:

	2023-24 \$	2024-25 \$	Change \$	%
General rates	62,510,440	64,525,043	2,014,603	3.22
Service charges	14,013,854	15,058,708	1,044,854	7.46
<b>Total Rates and charges</b>	<b>76,524,294</b>	<b>79,583,751</b>	<b>3,059,456</b>	<b>4.00</b>

The above table only includes rates and charges generated and excludes any applicable rebates and special rates.

4.1.1 (j) Fair Go Rates System (FGRS) Compliance

Nillumbik Shire Council is fully compliant with the State Government's Fair Go Rates System

	2023-24	2024-25
Number of rateable properties	24,127	24,206
Base Average Rates	\$2,503.20	\$2,594.11
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
<b>Council Rate Cap Applied</b>	<b>3.50%</b>	<b>2.75%</b>
Capped Average Rate based on Council rate cap	\$2,590.71	\$2,665.44
Budgeted General Rates Revenue subject to FGRS	\$ 62,505,954	\$ 64,525,043

4.1.1 (k) Any significant changes that may affect the estimated amounts to be raised by rates and charges:

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

- The making of supplementary valuations;
- The variation of returned levels of value (e.g. valuation appeals);
- Changes of use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes of use of land such that residential land becomes business land.

#### 4.1.1 (l) Differential rates

##### **Rates to be levied**

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.2487 percent (0.2487 cents in the dollar of CIV) for all rateable residential properties and ordinary vacant land;
- A general rate of 0.2114 percent (0.2114 cents in the dollar of CIV) for all rateable farm land properties;
- A general rate of 0.2885 percent (0.2885 cents in the dollar of CIV) for all rateable commercial and industrial properties;
- A general rate of 0.3731 percent (0.3731 cents in the dollar of CIV) for all rateable vacant land - residential and specified low density residential zones; and
- A general rate of 0.09700 percent (0.09700 cents in the dollar of CIV) for all rateable cultural and recreational properties.

Rate in the dollar values will be updated once total value of each type or class of land has been verified by the Valuer-General in May.

Each differential rate will be determined by multiplying the Capital Improved Value (CIV) of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

##### **Commercial land - any land used for commercial purposes**

Occupied for the principal purpose of carrying out the trade in goods and services.

Unoccupied but zoned commercial under the State Planning Scheme.

##### **Industrial – any land used for industrial purposes**

Occupied for the principal purpose of carrying out the manufacture or production of goods and services.

Unoccupied but zoned industrial under the State Planning Scheme.

##### **Farm land**

Land not less than 2 hectares in area; that is used primarily for grazing (including agistment), dairying, pig-farming, poultry-farming, tree farming, bee-keeping, viticulture, horticulture, fruit-growing or the growing of crops of any kind or for any combination of those activities; that is used by a business.

Land that has a significant and substantial commercial purpose or character; and that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

##### **Farm land with Sustainable Agriculture Rebate land**

Used by the applicant for a single farm enterprise must comprise and aggregate of a minimum 30 hectares;

The property in respect of which the rebate is sought is classified as Farm Land; the applicant shall satisfy detailed criteria relating to sustainable farming practices and land care principles as developed by Council.

##### **Other land**

Unoccupied land which is not farm land, commercial/industrial land or vacant land - residential and specified low density residential zones.

##### **Vacant Land - Residential and Specified Low Density Residential Zones**

General Residential / Activity Centre Zone / Neighbourhood Residential Zones and Low Density Residential Zones (LDRZ) to which Development Planning Overlay 4 applies, on which no habitable dwelling exists.

Lots greater than 8,000 square metres in the Plenty LDRZ are excluded.

This is a higher differential to encourage construction of new dwellings in preferred locations across the Shire.

Rateable land under this definition includes Vic Roads land that is not used for transport or for residential properties.

On submission of a valid building or planning permit for a dwelling or occupiable building/s, the property rate type will revert to the general rate.

#### Cultural and Recreational Land

Council is required to determine an amount payable as rates in respect to recreational lands.

Recreational lands are described as lands which are:

- Vested in or occupied by any body corporate or unincorporate which exists for the purpose of providing or promoting cultural or sporting recreational facilities or objectives.
- Which applies its profits in promoting its objectives and prohibits the payment of dividend or amount to members used for outdoor sporting recreational or cultural purposes or similar outdoor activities.

#### 4.1.2 Statutory fees and fines

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
Animal infringements	3	3	-	-
Infringements & costs	671	683	12	1.79
Town planning fees	1,117	1,132	15	1.34
Building fees	250	310	60	24.00
<b>Total statutory fees and fines</b>	<b>2,041</b>	<b>2,128</b>	<b>87</b>	<b>4.26</b>

#### Statutory fees and fines (\$87,000 increase)

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include animal registrations, *Public*

A detailed listing of statutory fees is included in Appendix 1.

#### 4.1.3 User fees

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
Adult education	195	207	12	6.15
Building services	200	210	10	5.00
Child care/children's programs	439	485	46	10.48
Edendale farm	187	204	17	9.09
Environmental health	281	281	-	-
Hall & sports ground hire	423	394	(29)	(6.86)
Leisure centre and recreation	13,200	14,780	1,580	11.97
Pound release	25	25	-	-
Registration fees	855	855	-	-
Subdivision supervision	256	256	-	-
Waste management services	684	690	6	0.88
Other fees and charges	318	295	(23)	(7.23)
<b>Total user fees</b>	<b>17,063</b>	<b>18,682</b>	<b>1,619</b>	<b>9.49</b>

#### User fees (\$1.619 million decrease)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's

Revenue generated from user charges has increased driven by the increase in charges as listed in **Appendix 1** - Nillumbik Shire Council 2024-2025 Fees and Charges. There is an overall projected increase in revenue generated by 9.49 percent, driven by a change in facility related contracts.

#### 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000 %	
Grants were received in respect of the following:				
Summary of grants:				
Commonwealth funded grants	3,814	4,038	224	5.87
State funded grants	22,181	3,218	(18,963)	(85.49)
Total grants received	25,995	7,256	(18,739)	(72.09)
(a) Operating Grants				
Recurrent - Commonwealth Government				
Aged care	300	126	(174)	(58.00)
Family and children	235	237	2	0.85
Financial Assistance Grants	3,279	3,675	396	12.08
Recurrent - State Government				
Adult education	234	233	(1)	(0.43)
Aged care	38	-	(38)	(100.00)
Community health	87	17	(70)	(80.46)
Family and children	782	547	(235)	(30.05)
Maternal and child health	439	514	75	17.08
Recreation	21	-	(21)	(100.00)
School crossing supervisors	355	355	-	-
Total recurrent grants	5,770	5,704	(66)	(1.14)
Non-recurrent - Commonwealth Government				
Environment	19	-	(19)	(100.00)
Non-recurrent - State Government				
Community Development	105	-	(105)	(100.00)
Economic Development and Tourism	16	-	(16)	(100.00)
Emergency Management	646	-	(646)	(100.00)
Environment	559	-	(559)	(100.00)
Family and children	297	-	(297)	(100.00)
Library and Community Education	2	-	(2)	(100.00)
Recreation	151	-	(151)	(100.00)
Recycling and Waste Services	70	-	(70)	(100.00)
Pandemic response	14	-	(14)	(100.00)
Tourism and Business Support	110	-	(110)	(100.00)
Total non-recurrent grants	1,989	-	(1,989)	(100.00)
Total operating grants	7,759	5,704	(2,055)	(26.49)

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000 %	
(b) Capital Grants				
Non-recurrent - Commonwealth Government				
Buildings	155	-	(155)	(100.00)
Family and children	4	-	(4)	(100.00)
Footpaths	201	-	(201)	(100.00)
Recreational, leisure and community facilities	3,100	-	(3,100)	(100.00)
Roads	4,920	740	(4,180)	(84.96)
Non-recurrent - State Government				
Family and children	654	-	(654)	(100.00)
Recreational, leisure and community facilities	9,182	-	(9,182)	(100.00)
Environment	-	812	812	100.00
Other infrastructure	20	-	(20)	(100.00)
Total non-recurrent grants(capital)	18,236	1,552	(16,684)	(91.49)
Total capital grants	18,236	1,552	(16,684)	(91.49)
Total Grants	25,995	7,256	(18,739)	(72.09)

#### Grants - Operating (\$2.06 million decrease)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is expected to decrease by 26.49 percent or \$2.06 million. This is mainly due to a large number one-off non-recurrent grants received in 2023-2024.

#### Grants - Capital (\$19.55 million decrease)

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall, the level of capital grants has decreased by 75.21 percent or \$19.55 million mainly due to specific funding for large capital works projects in 2023-2024.

Section 4.5 Capital works program includes further detailed analysis of the grants and contributions expected to be received during the 2024-2025 year.

#### 4.1.5 Contributions

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000 %	
Monetary	1,235	104	(1,131)	(91.58)
<b>Total contributions</b>	<b>1,235</b>	<b>104</b>	<b>(1,131)</b>	<b>(91.58)</b>

#### Contributions (\$1.13 million decrease)

Contributions relate to monies paid by residents in regard to road construction schemes, developer contributions or monies paid by clubs for other minor capital works.

Contributions are projected to decrease \$1.13 million when compared to the 2023-2024 Budget forecast. This is mainly due to the one off receipt of contributions tied to capital projects in 2023-2024.

#### 4.1.6 Other income

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000      %	
Interest on investments	800	1,250	450	56.25
Other rent	295	314	19	6.44
Sale of valuations	20	15	(5)	(25.00)
WorkCover insurance recoveries	150	150	-	-
Reimbursements	57	57	-	-
Other	183	182	(1)	(0.55)
<b>Total other income</b>	<b>1,505</b>	<b>1,968</b>	<b>463</b>	<b>30.76</b>

#### Other income (\$463,000 increase)

Other revenue is showing a slight increase of 30.76 percent compared to the prior financial year mainly due to anticipated interest on investments.

#### 4.1.7 Employee costs

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000      %	
Casual staff	388	496	108	27.84
Fringe benefits tax and WorkCover	150	150	-	-
Oncost recoveries	8,553	8,986	433	5.06
Wages and salaries	31,710	32,725	1,015	3.20
<b>Total employee costs</b>	<b>40,801</b>	<b>42,357</b>	<b>1,556</b>	<b>3.81</b>

#### Employee benefits (\$1.56 million increase)

Employee costs include all labour related expenditure including; wages and salaries and on-costs for both casual employees and permanent employees. Salaries and wages have been increased based on the estimate used in the Strategic Resource Plan of 2.75 percent and is reflective of budgeted positions. The superannuation rate has been increased to 11.50 percent to reflect changes in the superannuation guarantee legislation.

#### 4.1.8 Materials and services

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000      %	
Contract payments:				
Audit	244	246	2	0.82
External labour hire	104	52	(52)	(50.00)
HACC contracts	240	249	9	3.75
Leisure	12,709	13,865	1,156	9.10
Other	1,918	1,897	(21)	(1.09)
Valuations	55	55	-	-
Waste services	8,169	7,871	(298)	(3.65)
Materials and Services:				
Building maintenance	398	391	(7)	(1.76)
Communications	215	200	(15)	(6.98)
Corporate information	69	71	2	2.90
Corporate support	108	114	6	5.56
Emergency management	265	267	2	0.75
Fleet operations	1,004	983	(21)	(2.09)
Insurances	1,456	1,709	253	17.38
IT & telephone	2,094	2,584	490	23.40
Materials, maintenance & equip	10,163	8,327	(1,836)	(18.07)
Other	545	498	(47)	(8.62)
Planning & building services	29	29	-	-
Stationery, printing & postage	373	344	(29)	(7.77)
Subscriptions, Publications & Memberships	228	347	119	52.19
Utilities	1,106	1,112	6	0.54
Waste services	2,200	2,311	111	5.05
<b>Total materials and services</b>	<b>43,692</b>	<b>43,522</b>	<b>(170)</b>	<b>(0.39)</b>

#### Materials and services (\$0.17 million decrease)

Materials and services include the purchases of consumables, payments to contractors for the provision of services and utility costs. There is an overall projected increase in expenditure mainly attributable to a change in facility related contracts.

#### 4.1.9 Depreciation and amortisation

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000      %	
Property	2,226	472	(1,754)	(78.80)
Plant & equipment	582	1,222	640	109.97
Infrastructure	9,518	10,746	1,228	12.90
<b>Total depreciation and amortisation</b>	<b>12,326</b>	<b>12,440</b>	<b>114</b>	<b>0.92</b>

#### Depreciation and amortisation (\$0.11 million increase)

Depreciation is an accounting measure which attempts to allocate the value of Council's property, plant and equipment including infrastructure such as roads and drains assets over their useful life.

#### 4.1.10 Amortisation - Right of use assets

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Plant & equipment	460	410	(50)	(10.87)
<b>Total amortisation - right of use assets</b>	<b>460</b>	<b>410</b>	<b>(50)</b>	<b>(10.87)</b>

#### 4.1.11 Other expenses

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Aged & family services	745	35	(710)	(95.30)
Arts and cultural services	444	444	-	-
Community development	405	210	(195)	(48.15)
Council support	4	4	-	-
Councillors' allowances	295	323	28	9.49
Economic development	393	393	-	-
Environmental works	68	78	10	14.71
Leisure & education services	7	9	2	28.57
Library contributions (Yarra Plenty Regional Library)	3,188	3,270	82	2.57
Municipal laws	53	53	-	-
Short-term lease hire	98	148	50	51.02
Other	951	1,345	394	41.43
Payment agents & bank fees	200	189	(11)	(5.50)
Planning & building	97	97	-	-
Strategic planning	84	68	(16)	(19.05)
Youth services	2	3	1	50.00
<b>Total other expenses</b>	<b>7,034</b>	<b>6,669</b>	<b>(365)</b>	<b>(5.19)</b>

#### Other expenses (\$0.37 million decrease)

Other expenses are forecast to decrease by 5.19 percent or \$0.37 million. This is mainly as a result of reductions in aged and family services related expenditure.

## 4.2 Balance Sheet

### 4.2.1 Assets

#### Current Assets (\$7.2 million decrease)

Cash and cash equivalents include cash and investments such as cash held in the bank and the value of investments in deposits with short term maturities of twelve months or less.

Trade and other receivables are monies owed to Council primarily by ratepayers. Short and long term debtors are not expected to change significantly and continue to be monitored by Council.

Other assets includes items such as prepayments for expenses, inventories in Council's services and other revenues due to be received in the next 12 months.

The movement is reflective of the draw down of grant monies received for specific purposes.

#### Non-Current Assets (\$2.28 million increase)

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles and equipment. The increase in this balance is attributable to the net result of the capital works program, and ongoing commitments to maintain and improve community facilities.

### 4.2.2 Liabilities

#### Current Liabilities (\$2.33 million decrease)

The decrease is driven by the recognition of unearned grants and contract liabilities under Australian Accounting Standard.

#### Non Current Liabilities (\$4.47 million decrease)

The increase in non-current liabilities is mainly due to timing interest-bearing liabilities and provision movements.

#### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2023-24	2024-25
	\$	\$
Amount borrowed as at 30 June of the prior year	13,580	19,686
Amount proposed to be borrowed	8,000	-
Amount projected to be paid	(1,894)	(2,601)
<b>Amount of borrowings as at 30 June</b>	<b>19,686</b>	<b>17,085</b>

#### 4.2.4 Leases by category

As a result of the introduction of AASB 16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast 2023-24	Budget 2024-25
	\$'000	\$'000
<b>Right-of-use assets</b>		
Plant and equipment	1,993	1,323
<b>Total right-of-use assets</b>	<b>1,993</b>	<b>1,323</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Plant and equipment	450	321
<b>Total current lease liabilities</b>	<b>450</b>	<b>321</b>
<b>Non-current lease liabilities</b>		
Plant and equipment	1,543	1,002
<b>Total non-current lease liabilities</b>	<b>1,543</b>	<b>1,002</b>
<b>Total lease liabilities</b>	<b>1,993</b>	<b>1,323</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities.

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

##### 4.3.1 (a) Statutory reserves (\$0.14 million increase)

These funds must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. The decrease projected is illustrating the use of funds received for specific purposes.

##### 4.3.1 (b) Discretionary reserves (\$2.25 million decrease)

These funds are not tied to a specific purpose. In this case Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds are to be used for those purposes. The decisions about future use of these funds has been reflected in Council's Budget.

#### **4.3.2 Equity**

##### **Equity (\$1.84 million increase)**

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

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

The movement in other reserves reflects the net position of usage of investment cash reserves to partly fund the capital works program or operating project expenditure and additional transfers to reserves from transactions like developer contributions and asset sales.

#### **4.4 Statement of Cash Flows**

##### **4.4.1 Net cash flows provided by/used in operating activities (\$11.78 million decrease)**

The decrease is driven by one off capital works funding through external contributions received and in materials and services.

##### **4.4.2 Net cash flows provided by/used in investing activities (\$34.99 million decrease)**

The overall decrease is a reflection of timing of cash flows associated with the capital works program for the 2024-2025 year. The statement of capital works provides a full detail of projects for the 2024-2025 year.

##### **4.4.3 Net cash flows provided by/used in financing activities (\$8.96 million decrease)**

Council continues to make repayments on existing loans.

## 4.5 Capital works program

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

### 4.5.1 Summary

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000      %	
Property	8,941	610	(8,331)	(93.18)
Plant and equipment	2,339	1,578	(761)	(32.53)
Infrastructure	38,238	13,882	(24,356)	(63.70)
<b>Total</b>	<b>49,518</b>	<b>16,070</b>	<b>(33,448)</b>	<b>(67.55)</b>

\* Forecast includes capital works projects carried forward from 2022-2023 - \$25.18 million

#### 4.5.1 (a) Property (\$0.610 million)

The property class comprises buildings and building improvements including community facilities, municipal offices, sports facilities and pavilions.

#### 4.5.1 (b) Plant and equipment (\$1.58 million)

Plant and equipment includes plant, machinery and equipment, computers and telecommunications.

The more significant projects include ongoing cyclical replacement of the plant and vehicle fleet (\$1.26 million).

#### 4.5.1 (c) Infrastructure (\$13.88 million)

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other structures.

For the 2024-2025 year, \$2.85 million will be expended on road projects. The more significant projects include:

- Road and carpark renewal (\$1.64 million) and
- Road upgrades (\$0.8 million).

\$1.56 million will be expended on recreational, leisure and community facilities, key projects being:

- Ryan's Reserve Rejuvenation (\$0.36 million);
- Carpark upgrades (\$0.379 million) and
- Trails renewal (\$0.3 million).

\$1.13 million will be expended on parks, open space and streetscapes, key projects being:

- NE Link Tree Offset Program (\$0.81 million) and
- Public open space infrastructure renewal and upgrades (\$0.3 million).

\$0.63 million will be expended on footpath construction and renewal program projects.

\$0.89 million will be expended on drainage renewal and upgrade projects.

\$4.1 million will be expended on waste management in relation to the rehabilitation of the Kangaroo Ground landfill site.

\$0.15 million will be expended on bridge works.

Other infrastructure expenditure includes

- Major roads street lighting lamp replacement (\$0.35 million)
- Street tree planting (\$0.13 million) and
- Disability access upgrade works (\$0.1 million).

Asset Class	Project Cost	Asset expenditure types			
		Renewal	Upgrade	Expansion	New
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	2,433	1,538	795	-	100
Plant and equipment	1,578	1,458	120	-	-
Infrastructure	12,059	7,311	3,232	684	832
<b>Total</b>	<b>16,070</b>	<b>10,307</b>	<b>4,147</b>	<b>684</b>	<b>932</b>

A distinction is made between expenditure on new assets, asset renewal, upgrade and expansion. Expenditure on asset renewal is expenditure on an existing asset, or on replacing an existing asset that returns the service of the asset to its original capability. Expenditure on new assets does not have any element of expansion or upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal.

Asset Class	Project Cost	Summary of Funding Sources			
		Grants	Contrib. and Other Funding	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	2,433	-	-	2,433	-
Plant and equipment	1,578	-	-	1,578	-
Infrastructure	12,059	1,552	-	10,507	-
<b>Total</b>	<b>16,070</b>	<b>1,552</b>	<b>-</b>	<b>14,518</b>	<b>-</b>

#### Grants - Capital (\$1.55 million)

Capital grants include all monies received from State and Federal governments for the purposes of funding the capital works program. Significant grants budgeted to be received for 2024-2025 include funding for NE Link Tree Offset Program, road and carpark renewal and carpark upgrades. A list of projects with their funding source is provided below in 4.5.2.

#### Council Cash (\$14.52 million)

It is expected that in 2024-2025, \$14.52 million of rates revenue will be used to fund various capital projects including the Kangaroo Ground landfill rehabilitation (\$4.11 million).

#### 4.5.2 Capital works program

For the year ending 30 June 2025

\* The below is a schedule of proposed and planned works for the 2024-2025 financial year. It is not a list of Council assets.

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
<b>PROPERTY</b>					
<b>LAND</b>	-	-	-	-	-
<b>LAND IMPROVEMENTS</b>	-	-	-	-	-
<b>BUILDINGS</b>					
<b>Asset renewal expenditure</b>					
Buildings renewal (including public toilets)	1,538	-	-	1,538	-
Total asset renewal expenditure - buildings	1,538	-	-	1,538	-
<b>Asset upgrade expenditure</b>					
Alistair Knox Park changing places amenity upgrades	285	-	-	285	-
Buildings upgrade	400	-	-	400	-
Climate Action Fund	110	-	-	110	-
Total asset upgrade expenditure - buildings	795	-	-	795	-
<b>New asset expenditure</b>					
Nillumbik Youth Hub - furniture and IT costs	100	-	-	100	-
Total new asset expenditure - buildings	100	-	-	100	-
<b>TOTAL BUILDINGS</b>	2,433	-	-	2,433	-
<b>BUILDING IMPROVEMENTS</b>	-	-	-	-	-
<b>LEASEHOLD IMPROVEMENTS</b>	-	-	-	-	-
<b>HERITAGE BUILDINGS</b>	-	-	-	-	-
<b>TOTAL PROPERTY</b>	2,433	-	-	2,433	-
<b>PLANT AND EQUIPMENT</b>					
<b>PLANT, MACHINERY AND EQUIPMENT (PM&amp;E)</b>					
<b>Asset renewal expenditure</b>					
Fleet replacement	447	-	-	447	-
Major plant replacement	816	-	-	816	-
Total asset renewal expenditure - PM&E	1,263	-	-	1,263	-
<b>TOTAL PLANT, MACHINERY &amp; EQUIPMENT</b>	1,263	-	-	1,263	-
<b>FIXTURES, FITTINGS AND FURNITURE (FF&amp;F)</b>					
<b>Asset renewal expenditure</b>					
Playground renewal	195	-	-	195	-
Total asset renewal expenditure - FF&F	195	-	-	195	-
<b>Asset upgrade expenditure</b>					
Playground upgrade	120	-	-	120	-
Total asset upgrade expenditure - FF&F	120	-	-	120	-
<b>TOTAL FIXTURES, FITTINGS AND FURNITURE</b>	315	-	-	315	-
<b>COMPUTERS AND TELECOMMUNICATIONS</b>	-	-	-	-	-
<b>HERITAGE PLANT AND EQUIPMENT</b>	-	-	-	-	-
<b>LIBRARY BOOKS</b>	-	-	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	1,578	-	-	1,578	-

Capital Works Area	Summary of funding sources				
	Project Cost \$'000	Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE</b>					
<b>ROADS</b>					
<b>Asset renewal expenditure</b>					
Road and carpark renewal	1,640	140	-	1,500	-
Total asset renewal expenditure - roads	1,640	140	-	1,500	-
<b>Asset upgrade expenditure</b>					
Road upgrade	800	600	-	200	-
Total asset upgrade expenditure - roads	800	600	-	200	-
<b>Asset expansion expenditure</b>					
Road safety	390	-	-	390	-
Total asset expansion expenditure - roads	390	-	-	390	-
<b>New asset expenditure</b>					
Bus shelters new	20	-	-	20	-
Total new asset expenditure - roads	20	-	-	20	-
<b>TOTAL ROADS</b>	<b>2,850</b>	<b>740</b>	<b>-</b>	<b>2,110</b>	<b>-</b>
<b>BRIDGES</b>					
<b>Asset renewal expenditure</b>					
Bridge renewal	150	-	-	150	-
Total asset renewal expenditure - bridges	150	-	-	150	-
<b>TOTAL BRIDGES</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>150</b>	<b>-</b>
<b>FOOTPATHS AND CYCLEWAYS</b>					
<b>Asset renewal expenditure</b>					
Footpath renewal	350	-	-	350	-
Total asset renewal expenditure - footpaths	350	-	-	350	-
<b>Asset expansion expenditure</b>					
Footpaths new	280	-	-	280	-
Total asset expansion expenditure - footpaths	280	-	-	280	-
<b>TOTAL FOOTPATHS AND CYCLEWAYS</b>	<b>630</b>	<b>-</b>	<b>-</b>	<b>630</b>	<b>-</b>
<b>DRAINAGE</b>					
<b>Asset renewal expenditure</b>					
Drainage (reactive)	385	-	-	385	-
Total asset renewal expenditure - drainage	385	-	-	385	-
<b>Asset upgrade expenditure</b>					
Drainage (proactive)	500	-	-	500	-
Total asset upgrade expenditure - drainage	500	-	-	500	-
<b>TOTAL DRAINAGE</b>	<b>885</b>	<b>-</b>	<b>-</b>	<b>885</b>	<b>-</b>

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
<b>RECREATIONAL, LEISURE AND COMMUNITY FACILITIES</b>					
<b>Asset renewal expenditure</b>					
Trails renewal	300	-	-	300	-
Sports infrastructure renewal	225	-	-	225	-
Total asset renewal expenditure - RL&CF	525	-	-	525	-
<b>Asset upgrade expenditure</b>					
Trail upgrades	100	-	-	100	-
Carpark upgrades	350	-	-	350	-
Sports Infrastructure upgrade	220	-	-	220	-
Ryan's Reserve Rejuvenation	362	-	-	362	-
Total asset upgrade expenditure - RL&CF	1,032	-	-	1,032	-
<b>TOTAL RECREATIONAL, LEISURE AND COMMUNITY FACILITIES</b>	1,557	-	-	1,557	-
<b>PARKS, OPEN SPACE AND STREETSCAPES (POSS)</b>					
<b>Asset renewal expenditure</b>					
Public open space infrastructure renewal	150	-	-	150	-
Total asset renewal expenditure - POSS	150	-	-	150	-
<b>Asset upgrade expenditure</b>					
Panton Hill bushland reserves management plan implementation	20	-	-	20	-
Public open space infrastructure upgrade	150	-	-	150	-
Total asset upgrade expenditure - POSS	170	-	-	170	-
<b>New asset expenditure</b>					
NE Link Tree Offset Program	812	812	-	-	-
Total new asset expenditure - POSS	812	812	-	-	-
<b>TOTAL PARKS, O/SPACE &amp; STREETSCAPES</b>	1,132	812	-	320	-
<b>WASTE MANAGEMENT</b>					
<b>Asset renewal expenditure</b>					
Landfill rehabilitation	4,111	-	-	4,111	-
Total asset renewal expenditure - Waste Management	4,111	-	-	4,111	-
<b>TOTAL WASTE MANAGEMENT</b>	4,111	-	-	4,111	-
<b>AERODROMES</b>	-	-	-	-	-
<b>OFF STREET CAR PARKS</b>	-	-	-	-	-
<b>OTHER INFRASTRUCTURE</b>					
<b>Asset upgrade expenditure</b>					
Street trees	130	-	-	130	-
Signage (non-regulatory) upgrade	70	-	-	70	-
Townships and streetscapes	80	-	-	80	-
Disability access works upgrade	100	-	-	100	-
Major roads street lighting lamp replacement	350	-	-	350	-
Total asset upgrade expenditure - Other Infrastructure	730	-	-	730	-

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
<b>Asset expansion expenditure</b>					
Fire fighting water storage tanks	14	-	-	14	-
Total asset expansion expenditure - Other Infrastructure	14	-	-	14	-
<b>TOTAL OTHER INFRASTRUCTURE</b>	<b>744</b>	-	-	744	-
<b>TOTAL INFRASTRUCTURE</b>	<b>12,059</b>	1,552	-	10,507	-
<b>TOTAL CAPITAL WORKS 2023-2024</b>	<b>16,070</b>	1,552	-	14,518	-

## 2. Summary

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
Asset renewal expenditure	10,307	140	-	10,167	-
Asset upgrade expenditure	4,147	600	-	3,547	-
Asset expansion expenditure	684	-	-	684	-
New asset expenditure	932	812	-	120	-
<b>TOTAL CAPITAL WORKS</b>	<b>16,070</b>	1,552	-	14,518	-

### 5a. Targeted performance indicators

The following table highlights Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed financial performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

#### Targeted performance indicators - Service

Indicator	Measure	Notes	Actual 2022/23	Forecast Actual 2023/24	Target 2024/25	Target Projections			Trend
						2025/26	2026/27	2027/28	+/-
<b>Governance</b>									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	69.3	69.7	70.1	70.6	71.0	71.4	+
<b>Roads</b>									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	95.28%	95.35%	95.43%	95.50%	95.58%	95.65%	+
<b>Statutory planning</b>									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	55.99%	54.53%	53.12%	51.74%	50.39%	49.08%	-
<b>Waste management</b>									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	72.24%	72.43%	72.62%	72.80%	72.99%	73.18%	+

#### Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual 2022/23	Forecast Actual 2023/24	Target 2024/25	Target Projections			Trend
						2025/26	2026/27	2027/28	+/-
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	5	171.16%	162.14%	146.30%	147.16%	156.29%	166.45%	+
<b>Obligations</b>									
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	6	88.42%	290.00%	116.19%	96.94%	98.38%	99.05%	-

<b>Stability</b>										
Rates concentration	Rate revenue / adjusted underlying revenue	7	72.66%	73.11%	73.80%	73.88%	73.89%	73.85%		o
<b>Efficiency</b>										
Expenditure level	Total expenses/ no. of property assessments	8	\$4,566.63	\$4,338.57	\$4,396.03	\$4,497.95	\$4,581.86	\$4,671.15		o

**Key to Target Trend:**

- + increase in Council's overall targets
- o maintaining Council's overall targets
- decrease in Council's overall targets

**Notes to indicators**

**5a**

**1. Satisfaction with community consultation and engagement**

Based on current trends, we expect this measure to continue to improve over time, driven by actions under Council's Community Engagement Strategy.

**2. Sealed local roads below the intervention level**

We anticipate that this measure will continue to improve in future years as the condition of our local roads are improved as part of Council's road maintenance program.

**3. Planning applications decided within the relevant required time**

This measure is reflective of current trends, with the result decreasing over time due to demand exceeding current resourcing.

**4. Kerbside collection waste diverted from landfill**

Based on recent trends in this measure, we expect diversion levels to continue to increase steadily over the coming financial years. Nillumbik remains well above the state diversion targets.

**5. Working Capital**

The proportion of current liabilities represented by current assets. The working capital forecast remains steady, Council will continue to maintain the ability to service short term obligations.

The working capital indicator is showing Council will be able to service its projected short-term obligations into the future. The result also considers specific purpose grant funding which contributes to the trend.

**6. Asset renewal**

A strong focus is placed on Council's capital works program with asset renewal playing a significant role. The trend indicates Council will maintain an adequate level of renewal spending over the next ten years.

**7. Rates concentration**

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. The trend indicates Council will have a continual reliance on rate revenue compared to all other revenue sources.

No significant changes are projected to Council operations, with the reliance on rates projected to remain consistent indicating no significant growth in rateable assessments.

**8. Expenditure level**

Forecast results show the positive relationship between the growth in rateable properties across the Shire and corresponding growth in expenditure.

## 5b. Financial performance indicators

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

Indicator	Measure	Notes	Forecast 2023-24	Budget 2024-25	Strategic Resource Plan Projections			Trend +/-
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	0.4%	2.1%	2.5%	3.1%	3.5%	+
Liquidity								
Unrestricted cash	Unrestricted cash / current liabilities	2	49.7%	35.5%	35.6%	37.5%	46.5%	-
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	25.5%	21.3%	17.3%	13.5%	9.9%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		3.3%	4.4%	4.3%	4.1%	3.8%	+
Indebtedness	Non-current liabilities / own source revenue		27.4%	21.7%	17.3%	15.0%	11.8%	+
Stability								
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.31%	0.32%	0.33%	0.34%	0.35%	o
Efficiency								
Revenue level	Residential rate revenue / no. of residential property assessments		\$3,171	\$3,287	\$3,337	\$3,397	\$3,465	o
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		13.9%	10.0%	10.0%	10.0%	10.0%	o

**Key to Forecast Trend:**

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

**Notes to indicators**

**1. Adjusted underlying result**

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance expected over the period.

Council is projecting to achieve surpluses and projected financial sustainability remains a priority and challenge for Council.

**2. Unrestricted cash**

The trend is reflective of Council's ongoing reliance on grant funding to deliver projects / programs.

This further highlights the need for Council to explore other revenue generating streams to maintain financial sustainability in the longer term.

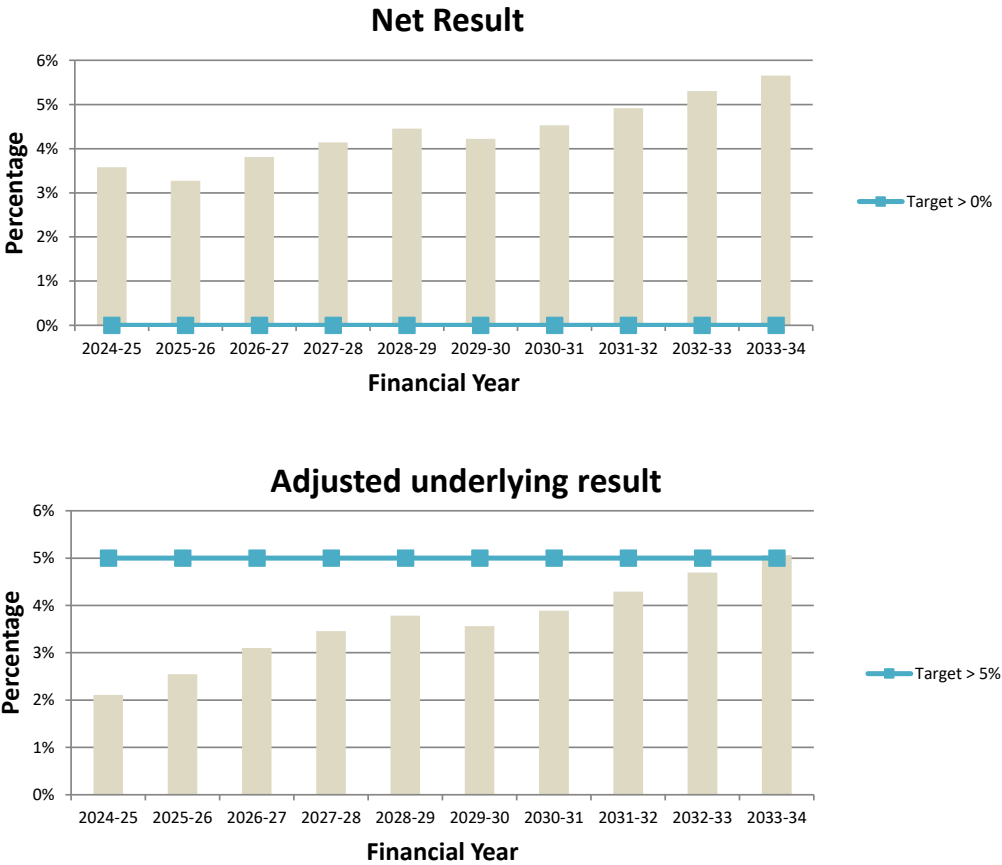
**3. Debt compared to rates**

The results illustrate Council's commitment to pay down existing loans.

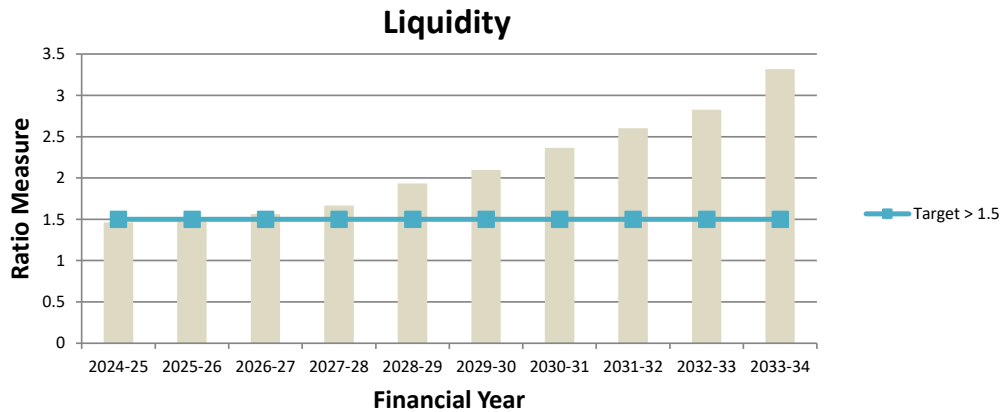
Financial Sustainability Performance

This appendix outlines Council's performance against the adopted financial sustainability plan indicators for the period 2024-25 to 2033-34

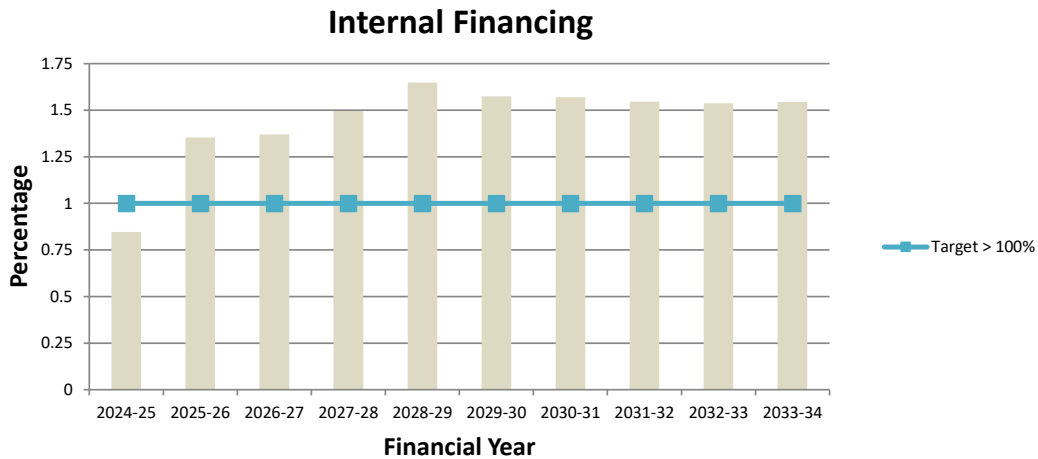
Financial Sustainability Plan indicators



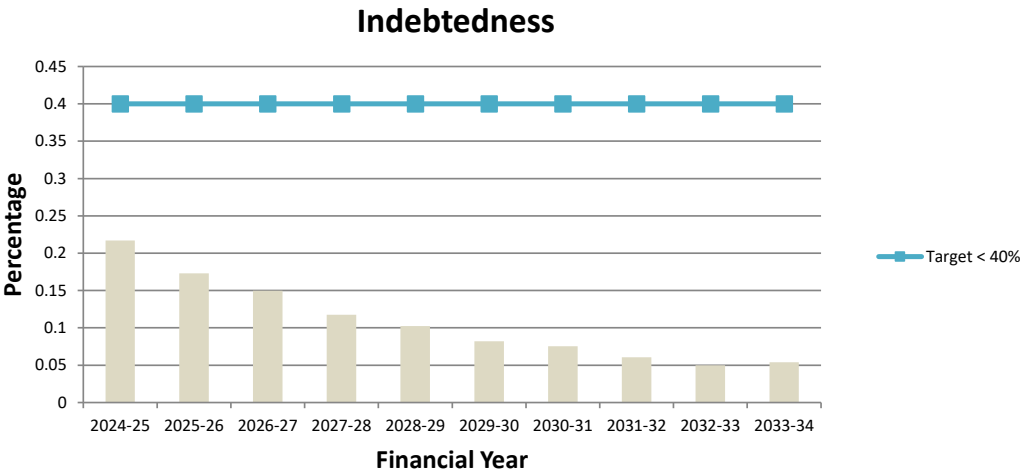
The net result projects that an operating surplus is expected to be achieved in each of the forecast years. The forecast underlying surplus results reflect limited growth in own-source revenue and continued maintenance of operational expenditure in line with service levels. The trend demonstrates the reliance on external funding sources, such as grants from other levels of government to achieve the target.



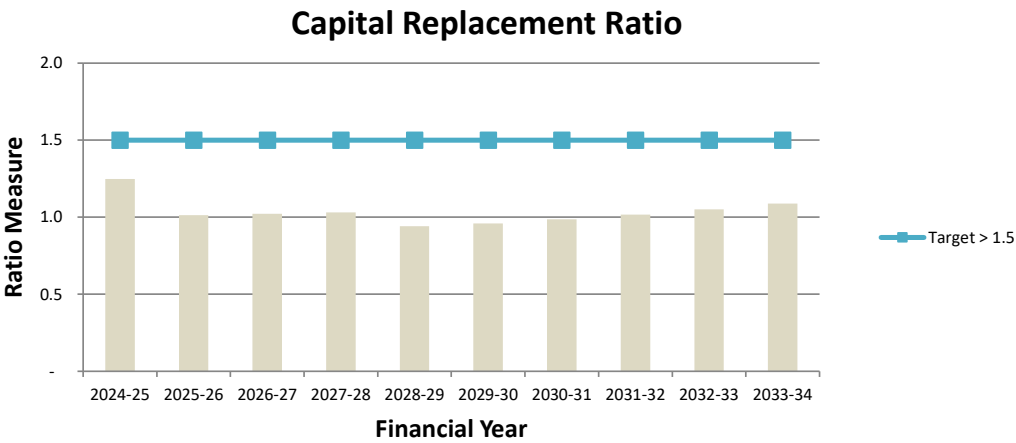
Council's liquidity forecasts is showing an improving trend and reflects liabilities, including borrowing maturities and a greater proportion of the provision for landfill rehabilitation becoming current, with cash balances lowering as capital projects are completed. Council does not budget for non-recurrent grant funding.



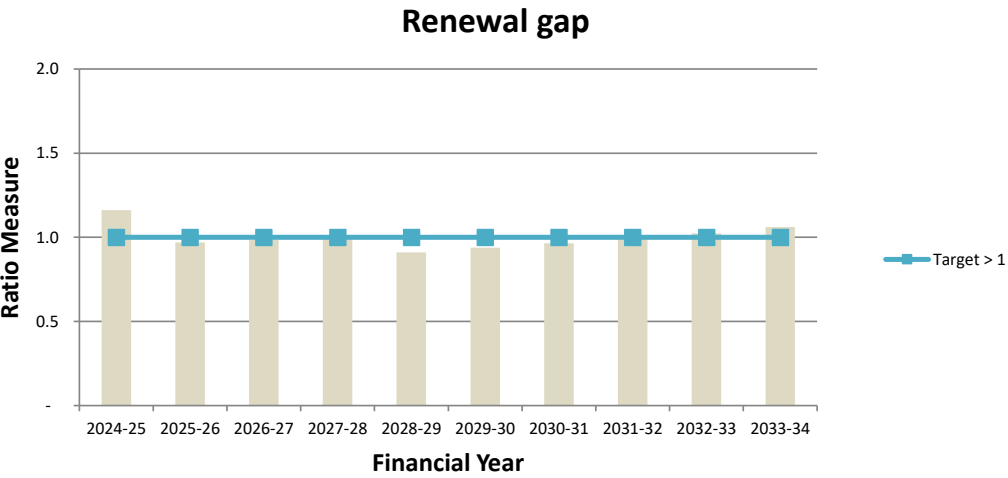
The internal financing forecasts Council's ability to finance capital works from generated cash flow. The trend is driven by the forecast capital works program, reflecting known funding sources.



Council continues to repay its existing loans and borrowings and is not anticipating taking out any loans in 2024-2025. This is offset by borrowing maturities scheduled to occur each year, resulting in the declining overall debt balance and trend.



Council is highly reliant on external funding sources in order to achieve the desired level of capital outlay, as demonstrated in the forecast results.



Council continues to invest in public infrastructure and community asset renewal with an underlying focus on ensuring the renewal gap targets are met, to ensure Council's responsibility remains at a manageable level. The forecast results mirror the capital works program currently scheduled and in future years. The trend highlights the reliance on external funding and pressure on Council to maintain it's assets.

Appendix 1

Fees and Charges

Nillumbik Shire Council 2024-25 DRAFT Fees & Charges

Note: \* indicates Statutory Fee

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
Waste Management					
	Bin tows	Each	Y	30.00	31.50
	120 litre green waste bin	Each	Y	80.00	83.50
	240 litre green waste bin	Each	Y	95.00	99.00
	80 litre landfill bin	Each	Y	70.00	73.00
	120 litre landfill bin	Each	Y	80.00	83.50
	140 litre landfill bin	Each	Y	85.00	89.00
	120 litre recycling bin	Each	Y	80.00	83.50
	240 litre recycling bin	Each	Y	95.00	99.00
Recycling & Recovery Centre					
	Recycling & Recovery Centre - NSC Resident				
	Minimum charge	1	Y	27.50	27.50
	Car boot	1	Y	54.50	54.50
	Station wagon	1	Y	67.00	67.00
	Small utility / van	1	Y	82.50	82.50
	Medium utility / van	1	Y	123.50	123.50
	Large ute	1	Y	130.00	130.00
	Large van	1	Y	151.00	151.00
	6 x 4 trailer	1	Y	105.00	105.00
	6 x 4 trailer high side	1	Y	153.00	153.00
	7 x 5 trailer	1	Y	128.00	128.00
	7 x 5 trailer high side	1	Y	151.00	151.00
	8 x 6 tandem trailer	1	Y	157.50	157.50
	8 x 6 tandem trailer high side	1	Y	173.00	173.00
	White goods - refrigerator, air-conditioners, freezer etc.	1	Y	49.00	49.00
	Mattress - king / queen / double	1	Y	52.50	52.50
	Mattress - single / baby	1	Y	37.50	37.50
	Car tyre	1	Y	21.00	21.00
	Car tyre with rim	1	Y	24.00	24.00
	4WD tyre	1	Y	25.00	25.00
	4WD tyre with rim	1	Y	28.50	28.50
	Motor bike tyre	1	Y	18.00	18.00
	Motor bike tyre with rim	1	Y	18.00	18.00
	Truck tyre	1	Y	46.00	46.00
	Truck tyre with rim	1	Y	52.50	52.50
	Large tractor tyre	1	Y	187.50	187.50
	Motor oil	Per litre		No charge	No charge
	Car battery	1		No charge	No charge
	Scrap metal (including stoves and washing machines)	1		No charge	No charge
	Household recycling - paper, cardboard & containers	1		No charge	No charge
	E-waste	1		No charge	No charge
	Recycling & Recovery Centre - Non-NSC Resident				
	Minimum charge	1	Y	New	42.00
	Car boot	1	Y	New	82.00
	Station wagon	1	Y	New	100.00
	Small utility / van	1	Y	New	125.00
	Medium utility / van	1	Y	New	185.00
	Large ute	1	Y	New	195.00
	Large van	1	Y	New	225.00
	6 x 4 trailer	1	Y	New	155.00
	6 x 4 trailer high side	1	Y	New	225.00
	7 x 5 trailer	1	Y	New	190.00
	7 x 5 trailer high side	1	Y	New	230.00
	8 x 6 tandem trailer	1	Y	New	235.00
	8 x 6 tandem trailer high side	1	Y	New	260.00
	White goods - refrigerator, air-conditioners, freezer etc.	1	Y	New	75.00
	Mattress - king / queen / double	1	Y	New	75.00
	Mattress - single / baby	1	Y	New	57.00
	Car tyre	1	Y	New	32.00
	Car tyre with rim	1	Y	New	36.00
	4WD tyre	1	Y	New	38.00

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
	4WD tyre with rim	1	Y	New	43.00
	Motor bike tyre	1	Y	New	27.00
	Motor bike tyre with rim	1	Y	New	27.00
	Truck tyre	1	Y	New	70.00
	Truck tyre with rim	1	Y	New	80.00
	Large tractor tyre	1	Y	New	280.00
	Motor oil	Per litre	Y	New	4.00
	Car battery	1	Y	New	5.00
	Scrap metal (including stoves and washing machines)	1	Y	New	5.00
	Household recycling - paper, cardboard & containers	Car boot	Y	New	50.00
	E-waste	Per item	Y	New	5.00
Infrastructure					
*	Dispensations	Building over easement		As advised by State Government	As advised by State Government
*	Subdivision supervision and plan checking	3.25% of actual costs of works - fees set by Subdivision Act plus GST (Fee rate set by requirements of the Subdivision Act)	Y	As per Subdivision Act	As per Subdivision Act
*	Subdivision plan checking resubmission fee	3.25% of actual costs of works - fees set by Subdivision Act plus GST (Fee rate set by requirements of the Subdivision Act)	Y	As per Subdivision Act	As per Subdivision Act
	Minor drainage supervision and plan checking	Flat rate (scaled for number of allotments)	Y	1-3 lots: \$682.00 + BPI 4-10 lots: \$963.00 + BPI >10 lots: 3.25% of estimated cost of works	1-3 lots: \$682.00 + BPI 4-10 lots: \$963.00 + BPI >10 lots: 3.25% of estimated cost of works
	Minor drainage plan checking resubmit fee	Flat rate	Y	154.00 + BPI	154.00 + BPI
	Copy of additional approved engineering plans	Flat rate	Y	143.00 + BPI	143.00 + BPI
	Pit opening - excluding traffic management	Per hour	Y	105.00 + BPI	105.00 + BPI
Capital Works					
*	Storm water and drainage information			155.30	As per Building Control Commission Rates (TBA)
Road opening permits - works (other than minor works detailed below) :					
*	Arterial road - conducted on any part of the roadway, shoulder or pathway	Per site		686.90	Monetary fee unit
*	Arterial road - not conducted on any part of the roadway, shoulder or pathway	Per site		480.20	Monetary fee unit
*	Local road where maximum speed limit at anytime is more than 50 kph - conducted on any part of the roadway, shoulder or pathway	Per site		685.30	Monetary fee unit
*	Local road where maximum speed limit at anytime is more than 50 kph - not conducted on any part of the roadway, shoulder or pathway	Per site		373.70	Monetary fee unit
*	Local road where maximum speed limit at anytime is not more than 50 kph - conducted on any part of the roadway, shoulder or pathway	Per site		373.70	Monetary fee unit
*	Local road where maximum speed limit at anytime is not more than 50 kph - not conducted on any part of the roadway, shoulder or pathway	Per site		95.40	Monetary fee unit
Minor works conducted by utilities or public transport provider that are traffic impact works :					
*	Arterial road - conducted on any part of the roadway, shoulder or pathway	Per site		254.40	Monetary fee unit
*	Arterial road - not conducted on any part of the roadway, shoulder or pathway	Per site		151.10	Monetary fee unit
*	Local road where maximum speed limit at anytime is more than 50 kph - conducted on any part of the roadway, shoulder or pathway	Per site		147.90	Monetary fee unit
*	Local road where maximum speed limit at anytime is more than 50 kph - not conducted on any part of the roadway, shoulder or pathway	Per site		95.40	Monetary fee unit
*	Local road where maximum speed limit at anytime is not more than 50 kph - conducted on any part of the roadway, shoulder or pathway	Per site		147.90	Monetary fee unit
*	Local road where maximum speed limit at anytime is not more than 50 kph - not conducted on any part of the roadway, shoulder or pathway	Per site		95.40	Monetary fee unit
	Vehicle crossing	Per site		316.50	331.00
*	Landscaping of nature strip	Per site		95.40	Monetary fee unit
Stormwater drainage connection:					
	- Easement or connection not requiring road opening	Per site		97.00	101.50
	- Connection requiring road opening	Per site		150.00	157.00
Reinstatement costs					
	Asset reinstatements	Council claims actual cost of works plus a 30% surcharge plus GST	Y	Actual cost of works plus a 30% surcharge plus GST	Actual cost of works plus a 30% surcharge plus GST
	Road pavements	2m² to 10m² (per m²)	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
		Greater than 10m² (per m²)	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
Footpath & crossovers - minimum charge of 2 m² or 2 lineal metres. These rates are charged for all reinstatements unless prior agreement to alternative arrangements (eg. cost plus 30%):					
	- Footpaths	Asphalt, 75mm concrete, pitcher or flag type (per m²)	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
	- Crossovers	150mm concrete (per m²)	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
	Industrial vehicular crossing	Up to 175mm reinforced concrete (per m²)	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
	Kerb and channel	Concrete, dish gutters and spoon drains concrete kerb (per lineal m)	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
	Saw cutting	Per lineal metre	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
	Traffic control	Per controller (per hour)	Y	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
Following surcharges will apply for all concrete reinstatements works:					
	Under 10m² - 30% surcharge on invoice price				
	Under 20m² - 15% surcharge on invoice price				
	Above 20 m² - no surcharge applied				

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
Traffic and Transport					
	Endorse Traffic Guidance Scheme <i>(not applicable to community run events)</i>	Per traffic guidance scheme	Y	165.00	165.00
Building Services					
	Building permit (within Nillumbik)	Value of works between \$1 - \$5,000	Y	POA - minimum \$800 (includes maximum of 2 inspections)	POA - minimum \$850 (includes maximum of 2 inspections)
	Building permit (within Nillumbik)	Value of works between \$5,001 - \$15,000	Y	POA - minimum \$1,050 (includes a maximum of 2 inspections)	POA - minimum \$1,100 (includes a maximum of 2 inspections)
	Building permit (within Nillumbik)	Value of works between \$15,001 - \$50,000	Y	POA - minimum \$1,150 (includes a maximum of 3 inspections)	POA - minimum \$1,200 (includes a maximum of 3 inspections)
	Building permit (within Nillumbik)	Value of works between \$50,001 - \$100,000	Y	POA - minimum \$1,575 (includes a maximum of 3 inspections)	POA - minimum \$1,600 (includes a maximum of 3 inspections)
	Building permit (within Nillumbik)	Value of works between \$100,001 - \$150,000	Y	POA - minimum \$1,675 (includes a maximum of 4 inspections)	POA - minimum \$1,800 (includes a maximum of 4 inspections)
	Building permit (within Nillumbik)	Value of works between \$150,001 - \$200,000	Y	POA - minimum \$1,935 (includes a maximum of 4 inspections)	POA - minimum \$2,000 (includes a maximum of 4 inspections)
	Building permit (within Nillumbik)	Value of works between \$200,001 - \$300,000	Y	POA - minimum \$2,085 (includes a maximum of 4 inspections)	POA - minimum \$2,200 (includes a maximum of 4 inspections)
	Building permit (within Nillumbik)	Value of works between \$300,001 - \$400,000	Y	POA - minimum \$2,345 (includes a maximum of 4 inspections)	POA - minimum \$2,500 (includes a maximum of 4 inspections)
	Building permit (within Nillumbik)	Value of works between \$400,001 - \$1,000,000	Y	POA - minimum \$2,445 (includes a maximum of 4 inspections)	POA - minimum \$2,600 (includes a maximum of 4 inspections)
	Building permit (within Nillumbik)	Value of works \$1,000,001 and over	Y	POA	POA
	Building permit (within Nillumbik) - additional inspections	Fee per additional inspection (beyond quantity provided for in permit contract)	Y	POA - minimum \$165 (maximum 1 hour)	POA - minimum \$170 (maximum 1 hour)
	Building inspection (within Nillumbik) - commercial	Per hour	Y	165.00	170.00
	Building inspection (outside Nillumbik boundaries)	Per hour	Y	255.00	260.00
	Multiple dwelling application (within Nillumbik)	Per application (excludes apartment building applications - considered under commercial)	Y	POA	POA
	Building permit (within Nillumbik) - demolition permit	Per demolition permit application	Y	POA - minimum \$800 (includes a maximum of 2 inspections)	POA - minimum \$950 (includes a maximum of 2 inspections)
	Building permit (within Nillumbik) - sheds, carports, non masonry garages, verandas (\$15,000 - \$30,000)	Per building permit application	Y	990.00	1,000.00
	Building permit amendment	Fee in addition to relevant Building Permit fee, depending on the complexity of the application and extent of assistance/effort/time required to process the application	Y	380.00	400.00
	Building permit (outside Nillumbik boundaries)	Fee per building permit application	Y	POA	POA
	Multiple dwelling application (outside Nillumbik boundaries)	Per application (Excludes apartment building applications - considered under commercial)	Y	POA	POA
*	Section 29A consent	Per request		91.40	As advised.
	Requesting adjoining neighbours comments	Per request		120.00	120.00
*	Report & consents (dispensations)	As set by Victorian Building Authority (VBA)		311.80	As advised.
	Report (dispensations)	Per clause	Y	450.00	455.00
	Extension of time	Per application for extension of time	Y	310.00	315.00
	Above ground swimming pool (within Nillumbik)	Per application	Y	POA - minimum \$875 (includes a maximum of 2 inspections)	POA - minimum \$880 (includes a maximum of 2 inspections)
	Certificate of pool and spa barrier compliance	Per application	Y	\$350 (includes 1 inspection and a 2nd minor re inspection, any additional required inspection to be charged at a rate of \$150 per inspection)	\$355 (includes 1 inspection and a 2nd minor re inspection, any additional required inspection to be charged at a rate of \$155 per inspection)
*	Lodgement fee for registration of pools and spas	Per application	N	34.20	As advised
*	Pools and spas search fee	Per application - Not applicable if the application to register a swimming pool with Council includes a copy of CFI or Building permit that confirms date of construction of the swimming pool/spa	N	50.70	As advised
*	Lodgement of certificate of swimming pool and spa barrier compliance	Per application	N	21.90	As advised
*	Pool registration and Form 23 built after 1/11/2020	Per application	N	53.95	As advised
*	Failure to lodge pool/spa compliance certificate	1	N	1,849.20	10 penalty units
*	Lodgement of pool and spa barrier noncompliance certificate	1	N	413.40	26 Fee units
	Building inspection for selected private building surveyor (within Nillumbik)	Per building inspection	Y	250.00	250.00
	Building inspection for selected private building surveyor (outside Nillumbik boundaries)	Per building inspection	Y	300.00	300.00
	Permission to retain illegal structures	Value of works	Y	POA	POA
*	Property Information Regulation 51(1)	Per property information request - Building form 10, As advised by VBA		50.70	As advised
*	Property Information Regulation 51(2)	Per property information request - Building form 10, As advised by VBA		50.70	As advised
	Property Information Regulation 51(1) or 51(2) Fast track fee	Per priority request - additional charge for priority property information request	Y	120.00	125.00
*	Property Information Regulation 51(3)	Certificate of building permit		50.70	As advised
	Building permit - copy	Occupancy permit, certificate of final inspection	Y	75.00	80.00
	Building miscellaneous	Certificate of domestic work insurance	Y	75.00	80.00

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
*	Building miscellaneous	Plans / computations / reports - plans (includes \$50 non-refundable search fee)	Y	260.00	260.00
	Building miscellaneous	Plans / computations / reports - soil report (includes \$50 non-refundable search fee)	Y	150.00	155.00
	Building miscellaneous	Plans / computations / reports - truss computations (includes \$50 non-refundable search fee)	Y	150.00	155.00
	Building miscellaneous	All available commercial permit information	Y	POA	POA
	Building miscellaneous	Per permit for commercial & industrial plans (Depends on number of plans - electronic copies only)	Y	200.00	265.00
	Copy document fee	A4 paper (black and white per page)	Y	0.30	0.30
	Copy document fee	A3 paper (black and white per page)	Y	0.80	0.80
	Copy document fee	A0 paper (black and white per page)	Y	5.50	5.55
	Section 30 lodgement fee	Per external lodgement - (Set by VBA)		125.80	As advised
	Building surveying consultancy	Consultancy service/advice per hour - General building surveying advice, pre-application advice. Applications which require additional work, effort or technical advice will attract consultancy charges. Any application where priority service is requested will attract a consultancy charge.	Y	220.00	220.00
	Liquor licence inspection and report fee	Per inspection and report request	Y	800.00	850.00
	Bushfire attack level	Per request and assessment	Y	325.00	330.00
	Report and consent- Regulation 116	Per application		304.00	As advised
	Hoarding permit (street occupation)	Per occupied area, or minimum fee	Y	\$5 per m2 per week or min \$100 per day	\$5 per m2 per week or min \$100 per day
	Hoarding permit (road closure)	Per occupied area, or minimum fee	Y	641.00	645.00
	Commercial building permits	Works within Nillumbik	Y	POA (fees to be determined at a rate of \$220 per hour for Building Surveying support, \$80 per hour for administrative support, and \$165 per required inspection)	POA (fees to be determined at a rate of \$220 per hour for Building Surveying support, \$80 per hour for administrative support, and \$170 per required inspection)
	Commercial building permits	Works outside Nillumbik	Y	POA (fees to be determined at a rate of \$220 per hour for Building Surveying support, \$80 per hour for administrative support, and \$255 per required inspection)	POA (fees to be determined at a rate of \$225 per hour for Building Surveying support, \$80 per hour for administrative support, and \$225 per required inspection)
	Commercial building inspection (within Nillumbik)	Per inspection	Y	165.00	170.00
	Commercial building inspection (outside Nillumbik)	Per inspection	Y	220.00	225.00
	Occupancy permit inspection fee - place of public entertainment (POPE)	Event conducted by Council or community based organisation with less than 5,000 attendees at any one time - site inspection outside business hours.		225.00	230.00
	Occupancy permit - place of public entertainment (POPE)	Event conducted through Council or community based organisation with greater than 5,000 attendees at any one time	Y	475.00	480.00
	Occupancy permit - place of public entertainment (POPE)	Event conducted by a natural person or body corporate (business) with less than 5,000 attendees at any one time	Y	785.00	800.00
	Occupancy permit - place of public entertainment (POPE)	Event conducted by a natural person or body corporate (business) with greater than 5,000 attendees at any one time	Y	1,525.00	1,600.00
	Occupancy permit inspection fee - Place of public entertainment (POPE)	Inspection fee per hour if an inspection is required outside standard business hours - for event conducted by a natural person or body corporate (business)	Y	205.00	225.00
	Occupancy permit - place of public entertainment (POPE) - events held within a building	Event conducted within a building	Y	POA	POA
	Siting of temporary structures	Per siting request/application approval	Y	340.00	350.00
	Siting of temporary structures	Inspection fee per hour if an inspection is required outside standard business hours	Y	205.00	225.00
	Asset Protection or Out of Hours Work Fee	Per site	Y	480.00	480.00
	SITE PROPERTY SIGN	Per sign	Y	-	Actual cost of SIGN plus a 10% surcharge plus GST
	Replacement of Street Tree	Per tree	Y	-	Actual cost of works plus a 30% surcharge plus GST
	Streer sweeper rental with Operator per hour	Per hour	Y	-	Actual cost of works plus a 30% surcharge plus GST
Environmental Health					
Initial registration of food premises	Class one premises		950.00	993.00	
Initial registration of food premises	Class two premises		850.00	888.00	
Initial registration of food premises	Class three premises		500.00	522.50	
Plans approval fee of premises	Premises		185.00	193.50	
Initial registration of food premises	Community group - class 2		425.00	444.00	
Initial registration of food premises	Community group - class 3		250.00	261.00	
Notification of food premises	Class four premises		-	0.00	
Renewal registration of food premises	Class one premises		750.00	784.00	
Renewal registration of food premises	Class two premises		685.00	716.00	
Renewal registration of food premises	Class three premises		430.00	449.50	
Renewal registration of food premises	Community group - class 2		340.00	355.00	
Renewal registration of food premises	Community group - class 3		215.00	225.00	
Food premises additional inspection	Other than mandatory inspection and 1 follow up		200.00	209.00	
Food premises associated activity	Where a proprietor chooses to register fixed premises and associated mobile premises together this additional fee applies to the mobile premises (instead of individual street-trader fees)		127.00	133.00	
Temporary food premises permit	Single event		90.00	94.00	
Temporary food premises permit	Community group single event		45.00	47.00	
Pre purchase Inspection	Food or health premises		200.00	209.00	
Failed sampling result	2nd and subsequent sampling results		190.00	198.50	

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
	Street-trader registration	Class two premises		580.00	606.00
	Street-trader registration	Class three premises		430.00	449.50
	Street-trader registration	Community group - class 2		180.00	188.00
	Street-trader registration	Community group - class 3		130.00	136.00
	Additional component	Per additional component (eg bakery, butcher, deli) to main activity		158.00	165.00
	Additional staff	Additional charge per staff EFT over 5 for all premises		11.00	11.00
	Hairdresser registration - initial only	1		280.00	292.50
	Beauty therapy registration	1		310.00	324.00
	Beauty therapy renewal	1		212.00	221.50
	Skin penetration registration	1		350.00	365.50
	Skin penetration renewal	1		258.00	270.00
	Prescribed accommodation - renewal	Fee for < 10 beds		300.00	313.50
		Fee for 10 - 20 beds		480.00	501.50
		Fee for > 20 beds		610.00	637.50
	Prescribed accommodation - registration	Fee for < 10 beds		460.00	480.50
		Fee for 10 - 20 beds		640.00	669.00
		Fee for > 20 beds		770.00	804.50
	Aquatic facility registration	Category 1 aquatic facility		285.00	298.00
	Aquatic facility renewal	Category 1 aquatic facility		285.00	298.00
	Health - colonic irrigation registration	1		210.00	219.50
	Health - colonic irrigation renewal	1		210.00	219.50
	Health - Transfer	1		180.00	188.00
	Scare Gun permit	1		180.00	188.00
Domestic Wastewater Management (cost recovery)					
*	Septic application	1		777.19	48.88 fee units
*	Minor alteration to OWMS	1		592.27	37.25 fee units
*	Transfer a permit	1		157.88	9.93 fee units
*	Amend a permit	1		165.04	10.38 fee units
*	Renew a permit	1		132.13	8.31 fee units
*	Exemption	1		233.25	14.67 fee units
*	Report and consent	1		311.80	19.61 fee units
	Search for septic plans	1		50.00	52.00
	Application to retain septic system in reticulated area	Includes site inspection, records search and one water sample analysis		777.19	48.88 fee units
Statutory Planning					
	Planning miscellaneous - history	Per request - general planning information (permits & dates etc.)	Y	155.00	162.00
	Planning miscellaneous - written planning advice	Per request - for written planning information/advice	Y	180.00	188.00
	Planning miscellaneous - copy of permit	Copy of permit (price per permit, without endorsed plans)		73.50	77.00
	Planning miscellaneous - permit information (1 Permit)	Planning permit details (copies of permits, including endorsed plans, price per permit). One permit	Y	150.00	156.50
	Planning miscellaneous - permit information (2 Permits)	Planning permit details (copies of permits, including endorsed plans, price per permit) Search last permit. Two permits	Y	255.00	266.50
	Planning miscellaneous - multiple permit information	Planning permit details (copies of permits, including endorsed plans, price per permit) Search all permits	Y	380.00	397.00
	Planning - miscellaneous consents	Miscellaneous consents (eg. S173)	Y	470.00	491.00
	Planning - fast track miscellaneous consent	Miscellaneous consent fast track (eg. S173 for up to 2 trees)		770.00	804.50
	Planning - extension of time (1st)	Request for extension of time to permit - first request	Y	360.00	395.00
	Planning - extension of time (Subsequent)	Request for extension of time to permit - subsequent requests	Y	475.00	510.00
*	Planning - amendment to application	Request for amendment to application - after notice		Variable - 40% of original fee	Variable - 40% of original fee
Permit application class:					
*	Planning	Class 1		1,415.10	1,415.10 + CPI
*	Planning	Class 2		214.70	214.70 + CPI
*	Planning	Class 3		675.80	675.80 + CPI
*	Planning	Class 4		1,383.30	1,383.30 + CPI
*	Planning	Class 5		1,494.60	1,494.60 + CPI
*	Planning	Class 6		1,605.90	1,605.90 + CPI
*	Planning	Class 7		214.70	214.70 + CPI
*	Planning	Class 8		461.10	461.10 + CPI
*	Planning	Class 9		214.70	214.70 + CPI
*	Planning	Class 10		214.70	214.70 + CPI
*	Planning	Class 11		1,232.30	1,232.30 + CPI
*	Planning	Class 12		1,661.60	1,661.60 + CPI
*	Planning	Class 13		3,665.00	3,665.00 + CPI
*	Planning	Class 14		9,341.30	9,341.30 + CPI
*	Planning	Class 15		27,546.80	27,546.80 + CPI
*	Planning	Class 16		61,914.60	61,914.60 + CPI
*	Subdivision	Class 17		1,415.10	1,415.10 + CPI
*	Subdivision	Class 18		1,415.10	1,415.10 + CPI
*	Subdivision	Class 19		1,415.10	1,415.10 + CPI
*	Subdivision	Class 20		1,415.10	1,415.10 + CPI

Description of Fee	Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
* Subdivision	Class 21		1,415.10	1,415.10 + CPI
* Planning	Class 22		1,415.10	1,415.10 + CPI
Request for amendment to permit class:				
* Planning	Class 1		1,415.10	1,415.10 + CPI
* Planning	Amendment to change permit preamble or conditions (other than for a single dwelling)		1,415.10	1,415.10 + CPI
* Planning	Class 2		214.70	214.70 + CPI
* Planning	Class 3		675.80	675.80 + CPI
* Planning	Class 4		1,383.30	1,383.30 + CPI
* Planning	Class 5		1,494.60	1,494.60 + CPI
* Planning	Class 6		1,494.60	1,494.60 + CPI
* Planning	Class 7		214.70	214.70 + CPI
* Planning	Class 8		461.10	461.10 + CPI
* Planning	Class 9		214.70	214.70 + CPI
* Planning	Class 10		214.70	214.70 + CPI
* Planning	Class 11		1,232.30	1,232.30 + CPI
* Planning	Class 12		1,661.60	1,661.60 + CPI
* Planning	Class 13		3,665.00	3,665.00 + CPI
* Planning	Class 14		3,665.00	3,665.00 + CPI
* Planning	Class 15		3,665.00	3,665.00 + CPI
* Planning	Class 16		3,665.00	3,665.00 + CPI
* Subdivision	Class 17		1,415.10	1,415.10. CPI
* Subdivision	Class 18		1,415.10	1,415.10 CPI
* Subdivision	Class 19		1,415.10	1,415.10 + CPI
* Subdivision	Class 20		1,415.10	1,415.10 + CPI
* Subdivision	Class 21		1,415.10	1,415.10 + CPI
* Planning	Class 22		1,415.10	1,415.10 + CPI
* Certification	Certification of subdivision (per 100 lots)		187.60	187.60 + CPI
* Certification	Alteration of plan		119.30	119.30 + CPI
* Certification	Amendment to certified plan		151.10	151.10 + CPI
* Certification	Recertification of a plan of subdivision		151.10	151.10 + CPI
* Planning - satisfaction matter	Satisfaction matter		349.80	349.80 + CPI
* Planning - certificate of compliance	Certificate of compliance		349.80	349.80 + CPI
* Planning - section 173 change	For an agreement to amend or end a Section 173 Agreement - consent request		707.60	707.60 + CPI
PS copying/scanning (not including written objections)	A3 copies	Y	5.00	5.00
PS copying/scanning (not including written objections)	A4 copies	Y	5.00	5.00
PS copying/scanning (not including written objections)	A1 copies	Y	20.00	20.00
Digitisation of hard copy submissions	A4 and A3	Y	55.00	57.50
Digitisation of hard copy submissions	Larger than A3	Y	110.00	115.00
Advertising	Mail out up to 10 notices	Y	200.00	240.00
Advertising	Additional notices	Y	12.00	15.00
Advertising	1 site notice	Y	75.00	75.00
Advertising	2 site notices	Y	100.00	100.00
Advertising	3 site notices	Y	125.00	125.00
Advertising	4+ site notices	Y	150.00	150.00
Advertising	Additional sign/s - installation service	Y	58.40	61.00
Advertising	Planning notice installation service	Y	209.65	219.00
Advertising	Notice in local paper	Y	Cost plus 10% administration charge	Cost plus 10% administration charge
Plans to satisfy permit conditions	First submission of plans to satisfy Condition 1 of planning permit	Y	-	-
Plans to satisfy permit conditions	Resubmission of plans to satisfy Condition 1 of planning permit	Y	200.00	209.00
Removal of trees < 2 (Arborist) - fast-track - associated with a dwelling	Per application (must be charged in conjunction with appropriate statutory application fee)	Y	300.00	313.50
Removal of trees < 2 (Arborist) - fast-track - non - other development	Per application (must be charged in conjunction with appropriate statutory application fee)	Y	300.00	313.50
Application to remove up to two trees on private land under the local law	Per application and includes a Council arborist assessment in this fee (arborist report not required by the applicant).	Y	350.00	514.70
Application to remove more than two trees on private land under the local law	Per application, the customer to provide the arborist report.	Y	300.00	400.00
Extension of time to extend a local laws tree removal permit	Per application		250.00	250.00 + CPI
Request for secondary consent approval	Changes associated with a single dwelling, including outbuildings and DPUs associated with a single dwelling	y	385.00	385.00
Request for secondary consent approval	Changes associated with 2 - 5 Dwellings	y	535.00	585.00
Request for secondary consent approval	All other requests, including changes to multiple dwellings (6 or more), changes to commercial/industrial developments, changes to other non-residential approvals	y	-	685.00
Pre-lodgement application and document check and review	Per request	Y	115.00	115.00 + CPI
Major pre-application meeting request with written planning advice	Per request	y	250.00	250.00 + CPI
Draft Section 173 Agreement - review by officers	Per request	Y	-	220.00
Planning Scheme Amendments				+ CPI
* Planning	Planning Scheme amendment (stage 1)		3,275.40	3,275.40 + CPI
* Planning	Planning Scheme amendment (stage 2 - < 10 submissions)		16,233.90	16,233.90 + CPI
* Planning	Planning Scheme amendment (stage 2 - 11-20 submissions)		32,436.00	32,436.00 + CPI
* Planning	Planning Scheme amendment (stage 2 - > 20 submissions)		43,359.30	43,359.30 + CPI
* Planning	Planning Scheme amendment (stage 3)		516.80	516.80 + CPI

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
* Planning		Planning Scheme amendment (stage 4)		516.80	516.80 + CPI
Council Over the Counter native vegetation offset program					
	General habitat unit (GHU) - over the counter native vegetation offset	Per unit		141,885.00	141,885.00
	Species habitat unit (SHU) - over the counter native vegetation offset	Per unit		147,000.00	147,000.00
Community Safety					
	Impounding livestock	Labour - ordinary per hour		55.00	57.00
	Impounding livestock	Labour - time and a half per hour		84.00	86.00
	Impounding livestock	Labour - double time per hour		109.00	112.00
	Impounding livestock	Trespass sheep/goat/pig per head		29.00	30.00
	Impounding livestock	Trespass other cattle per head		34.00	35.00
	Impounding livestock	Transport - Monday to Saturday		External contractors rate	External contractors rate
	Impounding livestock	Transport - Sunday/public holidays		External contractors rate	External contractors rate
	Impounding small livestock	Sustenance - chicken/rabbit/ferret/bird per day		7.00	8.00
	Impounding medium livestock	Sustenance - sheep/goat/pig per day		24.00	25.00
	Impounding large livestock	Sustenance – cattle/horse per day		29.00	30.00
	Impounding livestock	Pound fees		24.00	25.00
	Impounding livestock	Posting notice		35.00	36.00
	Impounding livestock	Insertion of notice in newspapers		At cost + 10% administration fee	At cost + 10% administration fee
	Impounding livestock	Advertisement cost		At cost + 10% administration fee	At cost + 10% administration fee
	Dog pound - release	Release same day	Y	59.00	61.00
	Dog pound - release	Release - one day	Y	93.00	96.00
	Dog pound - sustenance	Sustenance per day	Y	34.00	35.00
	Animal registration	Dog maximum fee		205.00	210.00
	Animal registration	Dog reduced fee (Micro chipped only. Excludes new registrations)		105.00	108.00
	Animal registration	Dog minimum fee (Desexed)		54.00	55.00
	Animal registration	Cat maximum fee		307.00	315.00
	Animal registration	Cat reduced fee (Micro chipped only)		105.00	107.00
	Animal registration	Cat minimum fee (Desexed)		54.00	55.00
	Animal registration	Transfer		12.00	13.00
	Animal registration	Replacement tag	Y	13.00	14.00
	Animal registration	Pensioner registration of any animal		1/2 standard fee	1/2 standard fee
	Animal registration	Domestic animal business		399.00	408.00
	Animal registration	Dangerous/restricted breed		399.00	408.00
	Animal registration	Microchipping service		36.00	37.00
	Local law permits	More than animals specified in Local Law		114.00	117.00
	Local law bonds	Cat cage holding fee (refundable)		51.00	53.00
	Local law permits	Outdoor eating facilities - 1st table		198.00	200.00
		- Thereafter		104.00	106.00
	Local law permits	Temporary signs and A frames		125.00	128.00
	Local law permits	Temporary real estate signage (multiple signs/year)		522.00	530.00
	Local law permits	Goods/furniture on footpaths		209.00	214.00
	Local law permits	Repair and sale of vehicle		50.00	50.00
	Local law permits	Fireworks		200.00	205.00
	Local law permits	Charitable collection		10.00	10.00
	Local law permits	Clothing bin		80.00	82.00
	Local law permits	Busking per day		21.00	21.00
	Local law permits	Storage on roads per day		49.00	50.00
	Local law permits	Skips		49.00	50.00
	Local law permits	Skip bin - annual consent		568.00	580.00
	Local law permits	Use of motorised toy vehicles on private property		112.00	114.00
	Local law permits	Road side vending (per day)		189.00	193.00
	Local law permits	Road side vending (half day = 4hrs)		99.00	100.00
	Local law permits	Road side vending (per annum)		1,435.00	1450.00
	Local law permits	Road side vending (pro rata/month)		Pro rata annual fee	Pro rata annual fee
	Local law permits	Caravans, boats and trailers		110.00	112.00
	Local law releases	Shopping trolleys per item	Y	125.00	128.00
	Local law releases	Charity bins per item	Y	425.00	435.00
	Local law releases	Skips per item	Y	790.00	800.00
	Local law releases	Caravans, boats and trailers	Y	425.00	435.00
	Local law releases	A frames and signs	Y	129.00	132.00
	Local law releases	Miscellaneous small items	Y	111.00	113.00
	Local law releases	Miscellaneous medium items	Y	269.00	275.00
	Local law releases	Miscellaneous large items	Y	430.00	440.00
	* Parking fines	Section 87(4) of the Road Safety Act 1986 60% of one penalty unit		0.6 penalty units	0.6 penalty units
	* Parking fines	Infringement court fees (as advised)		As advised	As advised
	* Parking fines	Witness fees (as awarded)		As awarded	As awarded
	Derelect vehicles	Release	Y	224.00	229.00
	Derelect vehicles	Towing	Y	188.00	192.00
	Derelect vehicles	Storage per additional day - motor vehicles, caravans, trailers	Y	28.00	29.00
	Parking permits	Private parking permits		24.00	25.00
	Parking permits	Eltham Traders Permit Scheme - annual permit		107.00	109.00
	Parking permits	Eltham Traders Permit Scheme - casual permit		2.50	2.50
	Parking permits	Trade/builders parking permit / day		56.00	57.00
	Filming permits	Application fee - filming		215.00	220.00
	Filming permits	Application fee - stills photography		107.00	109.00
	Filming permits	Use of Council reserve / facility - per day		753.00	770.00
	Filming permits	Use of Council reserve / facility - half day		377.00	386.00
	Filming permits	Parking - car / day		43.00	45.00
	Filming permits	Parking - truck / day		86.00	88.00

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
	Filming permits	Low impact permit fee (in addition to application fee)		162.00	166.00
	Filming permits	High impact permit fee (in addition to application fee)		538.00	550.00
Emergency management					
	Compulsory clearance	Per Fire Prevention Notice	Y	As per contract rates	As per contract rates
	Compulsory clearance - administration fee	Per Fire Prevention Notice	Y	190.00	195.00
Community Programs					
	Social support group				
	- Low	Per session (means tested)		10.00	12.50
	Occasional child care				
	Child care for booked users - Eltham	1 child per session		82.00	83.00
	Child care for booked users - Panton Hill	1 child per session		78.00	81.00
	Child care for casual users - Eltham	1 child per session		89.00	90.00
	Child care for casual users - Panton Hill	1 child per session		85.00	88.00
	Preschool				
	Centralised preschool enrolments 3 year old only	Per child - 3 year old preschool		40.00	41.00
	Centralised preschool enrolments 4 year old only	Per child - 4 year old preschool		40.00	41.00
	Centralised preschool enrolments combined 3 and 4 year old application	Per child - combined 3 and 4 year old preschool		48.00	50.00
Community transport					
	Community transport	Per trip (one way)		2.40	3.00
	One on one transport	Per trip inside shire boundary - one way		7.15	8.00
	One on one transport	Per trip outside shire boundary - one way		11.40	12.00
	Community bus hire	Full day	Y	135.00	135.00
	Community bus hire	Half day	Y	79.00	79.00
Arts & Culture					
	Nillumbik prize for contemporary writing entry fee	"Open" per entry (max 3 entries)	Y	25.00	25.00
	Nillumbik prize for contemporary writing entry fee	"Local" per entry (max 3 entries)	Y	10.00	10.00
	Nillumbik prize for contemporary art entry fee	"Open" per entry	Y	25.00	25.00
	Nillumbik prize for contemporary art entry fee	"Local" per entry	Y	10.00	10.00
Community Halls Network					
	Eltham Community & Reception Centre (ECRC)				
		Friday Saturday & Sunday			
	Event (one room)	- Standard rate	Y	1,800.00	1,800.00
		- Community rate	Y	897.00	999.00
		Rate per event/day			
	Event (one room)	- Standard rate	Y	960.00	960.00
		- Community rate	Y	672.00	672.00
		Rate per event/day			
	Event (entire ECRC)	- Standard rate	Y	1,440.00	1,440.00
		- Community rate	Y	1,008.00	1,008.00
		Rate per event/day			
	ECRC function weekends (entire ECRC)	- Standard rate	Y	1,925.00	1,925.00
		- Community rate	Y	1,345.00	1,345.00
		Rate per hour			
	1 x hall weekdays (one room)	- Standard rate	Y	63.50	63.50
		- Community rate	Y	44.50	44.50
		Rate per hour			
	1 x hall week evenings Mon-Thur (one room)	- Standard rate	Y	95.00	95.00
		- Community rate	Y	66.50	95.00
		Rate per hour			
	ECRC weekdays (entire ECRC)	- Standard rate	Y	95.00	95.00
		- Community rate	Y	66.50	66.50
		Rate per hour			
	ECRC week evenings (entire ECRC)	- Standard rate	Y	132.00	132.00
		- Community rate	Y	93.00	132.00
		Rate per hour			
	Additional hours	- Standard rate	Y	165.00	165.00
		- Community rate	Y	93.00	165.00
		Rate per hour			
	Eltham Performing Arts Centre	- Standard rate	Y	39.00	39.00
		- Community rate	Y	27.50	27.50
		Performance rate			
		- Standard rate	Y	591.00	591.00
		- Community rate	Y	413.50	413.50
	Eltham Library Multi Purpose Room	Rate per hour			
		- Standard rate	Y	39.00	39.00
		- Community rate	Y	27.50	27.50
		Rate per hour			
		- Standard rate	Y	26.50	26.50
		- Community rate	Y	19.00	19.00
		- Private Functions (minimum booking 4 hours)	Y	37.50	37.50
		School concerts			
		- Standard rate	Y	264.00	264.00
		- Community rate	Y	185.00	185.00

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
	The Emergency Operations Centre/ Kangaroo Ground Hall				
		Rate per hour			
		- Standard rate	Y	36.00	36.00
		- Community rate	Y	25.50	25.50
		Function			
		- Standard rate	Y	591.00	591.00
	Hurstbridge Hall	- Community rate	Y	414.00	414.00
		Rate per hour			
		- Standard rate	Y	36.00	36.00
		- Community rate	Y	25.50	25.50
		Function			
	Eltham North Hall	- Standard rate	Y	591.00	591.00
		- Community rate	Y	413.50	413.50
		Rate per hour			
		- Standard rate	Y	39.00	39.00
		- Community rate	Y	27.50	27.50
	North Warrandyte Family Centre	Function			
		- Standard rate	Y	591.00	591.00
		- Community rate	Y	413.50	413.50
		Rate per hour			
		- Standard rate	Y	36.00	36.00
	Senior citizens - Eltham	- Community rate	Y	25.50	25.50
		Function			
		- Standard rate	Y	591.00	591.00
		- Community rate	Y	413.50	413.50
		Rate per hour			
	Annexe	- Standard rate	Y	55.71	55.71
		1 day hire - community rate	Y	39.00	39.00
		1/2 day hire	Y	28.57	28.57
		1/2 day hire - community rate	Y	20.00	20.00
		Hourly rate	Y	14.29	14.29
		Hourly rate - community rate	Y	10.00	10.00
	Large hall	1 day hire	Y	102.14	102.14
		1 day hire - community rate	Y	71.50	71.50
		1/2 day hire	Y	51.43	51.43
		1/2 day hire - community rate	Y	36.00	36.00
		Hourly rate	Y	25.71	25.71
		Hourly rate - community rate	Y	18.00	18.00
	Diamond Creek East community building - Coniston St				
	Facility hire charge		Y	11.50	11.50
	Weekend function		Y	105.50	105.50
	Eltham North Maternal & Child Health Centre				
	Facility hire charge		Y	11.50	11.50
	Hurstbridge Community Hub				
	Community room	Rate per hour			
		Standard rate	Y	69.50	69.50
		Community benefit	Y	34.75	34.75
		Community group	Y	20.85	20.85
	Training room	Rate per hour			
		Standard rate	Y	48.00	48.00
		Community benefit	Y	24.00	24.00
		Community group	Y	14.40	14.40
	Meeting room 1	Rate per hour			
		Standard rate	Y	25.00	25.00
		Community benefit	Y	12.50	12.50
		Community group	Y	7.50	7.50
	Meeting room 2	Rate per hour			
		Standard rate	Y	37.50	37.50
		Community benefit	Y	18.75	18.75
		Community group	Y	11.25	11.25
	Community kitchen	Rate per hour			
		Standard rate	Y	48.00	48.00
		Community benefit	Y	24.00	24.00
		Community group	Y	14.40	14.40
	Community lounge (available after-hours only)	Rate per hour			
		Standard rate	Y	48.00	48.00
		Community benefit	Y	24.00	24.00
		Community group	Y	14.40	14.40
	Allied health room	Rate per hour			
		Standard rate	Y	31.00	31.00
		Community benefit	Y	15.50	15.50
		Community group	Y	9.30	9.30
	Nillumbik Youth Hub (previously Senior Citizens - Diamond Creek)				
	Program Room 1 (previously (Hall/large meeting room)	Rate per hour			
		Standard rate	Y	25.71	25.00
		Community benefit	Y	18.00	12.50
		Community partnership	Y	-	0.00
	Program Room 2 (previously small meeting room)	Rate per hour			
		Standard rate	Y	14.29	15.00
		Community benefit	Y	10.00	7.50
		Community partnership	Y	-	0.00

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
	Meeting Room (previously small meeting room)	Rate per hour			
		Standard rate	Y	14.29	15.00
		Community benefit	Y	10.00	7.50
		Community partnership	Y	-	0.00
	Outdoor performance stage	Rate per hour			
		Standard rate	Y		20.00
		Community benefit	Y		10.00
		Community partnership	Y		0.00
	Kitchen	Rate per hour			
		Standard rate	Y	-	20.00
		Community benefit	Y	-	10.00
		Community partnership	Y	-	0.00
	Consulting Room 1	Rate per hour			
		Standard rate	Y	-	15.00
		Community benefit	Y	-	7.50
		Community partnership	Y	-	0.00
	Consulting Room 2	Rate per hour			
		Standard rate	Y	-	15.00
		Community benefit	Y	-	7.50
		Community partnership	Y	-	0.00
Edendale Farm Community Environment Centre					
School program fees					
School program (excursion)		Per child / session	Y	Fee for service	Fee for service
Preschool program (excursion)		Per child / session	Y	Fee for service	Fee for service
Incursions		Per child / session	Y	Fee for service	Fee for service
School visit / talk		Per child / session	Y	Fee for service	Fee for service
Workshops		Workshop fees to be calculated taking into account officer time, materials and contractor fees Fees will be adjusted to take into consideration the target group and delivery of council plans	Y	Fee for service	Fee for service
Other fees					
Festival and event entry		Per person	Y	Fee for service	Fee for service
Admission		per person	Y	Voluntary donation	Voluntary donation
Farm tours (minimum 10 participants)					
Farm animal tour		Per child	Y	10.00	11.00
Farm tour		Per adult	Y	12.00	13.00
Farm tour		Adult concession	Y	10.00	11.00
Room hire - standard (Mummery room)					
Any day		Per hour (min. 2 hours) (includes setup and pack up time)	Y	53.00	56.00
Room hire - community, local small business, not for profit, NSC (Mummery Room)					
Any day		Per hour (min. 2 hours) (includes setup and pack up time)	Y	37.00	39.00
Room hire - standard (Macey room)					
Any day		Per hour (min. 2 hours) (includes setup and pack up time)	Y	53.00	50.00
Room hire - community, local small business, not for profit, NSC (Macey Room)					
Any day		Per hour (min. 2 hours) (includes setup and pack up time)	Y	37.00	35.00
Room hire - standard (Homestead rooms)					
Any day		Per hour (min. 2 hours) (includes setup and pack up time)	Y	40.00	42.00
Room hire - community, local small business, not for profit and NSC (Homestead Rooms)					
Any day		Per hour (min. 2 hours) (includes setup and pack up time)	Y	30.00	30.00
Additional room hire and event services					
Kitchen use charge (up to 20 people)		Per day (incl tea/ coffee / cups)	Y	47.00	49.00
Kitchen use charge (21-60 people)		Per day (incl tea/ coffee / cups)	Y	94.00	99.00
Additional Crockery and cutlery fee		Per usage	Y	Fee for service	Fee for service
Discretionary Kitchen Bond		Per session	Y	100.00	100.00
Cleaning levy		Per event (if required)	Y	185.00	194.00
Staff lock up fee		Night time	Y	174.00	183.00
PA Hire (speaker / microphone)		Per session	Y	58.00	61.00
Set up fee		Per session	Y	55.00	58.00
Fire Place (Mummery)		Per session	Y	-	110.00
Additional Edendale Staff - Weekday business hours		\$/hour/staff	Y	-	65.00
Additional Edendale Staff - Weekday after hours and Saturdays		\$/hour/staff	Y	-	100.00
Additional Edendale Staff - Sundays		\$/hour/staff	Y	-	130.00
Additional waste bins		Per bin	Y	Fee for Service	Fee for service
Additional toilet clean		Per clean	Y	-	150.00
Shelter hire outdoor spaces					
Ironbark shelter		Exclusive group with public liability insurance			
Birthday party shelter hire		Per hour (min. 2 hours)	Y	82.00	86.00
Peppercorn & sheoak shelter		Exclusive group with public liability insurance			
Birthday party shelter hire		Per hour (min. 2 hours)	Y	42.00	44.00
Acacia, dam & spiral shelter		Exclusive group with public liability insurance			
Birthday party shelter hire		Per hour (min. 2 hours)	Y	34.00	36.00
Optional birthday party services					
Birthday party self guided farm tour		Per session	Y	69.00	72.00
Birthday party guinea pigs patting (mini party)		Per session	Y	90.00	95.00
Birthday party farm tour		Per session	Y	195.00	205.00
Hire of other spaces					
Hire of amphitheatre		Per hour (min. 2 hours)	Y	50.00	53.00

Description of Fee	Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$
Hire of designated lawn area for parties (not events)	Per hour (min. 2 hours)	Y	42.00	44.00
Hire of bottom paddock for events	Per event	Y	-	\$250 - \$750
Hire of whole site	Exclusive use	Y	2,000.00 - 6,000.00	2,000.00 - 6,000.00
Event bond	Per event	Y	250.00 - 1,000.00	250.00 - 1,000.00
Event infrastructure				
Marquee hire	Per marquee	Y	105.00	110.00
Bike parking	Per event	Y	200.00 - 1,000.00	200.00 - 1,000.00
Power stepdown box	Per box	Y	53.00	55.00
Nursery services				
Delivery fee	per delivery	Y		Fee for service
Living & Learning Nillumbik				
Fee for service courses	Total direct costs of course divided by minimum number of enrolments: Direct costs (e.g.) - tutor - materials, marketing - equipment - venue hire - catering Plus Indirect Costs - administration. All costs take into account GST where applicable. Fees will take into consideration the target group i.e. holders of concession cards	Y	POA	POA
Co-ops (untutored self-help interest groups)	Per session	Y	Fees calculated as fee for service	Fees calculated as fee for service
Government funded training	As per ministerial directive	Y	Fees calculated as fee for service	Fees calculated as fee for service
Corporate, business and institutional course delivery	Per course or per attendee, depending on delivery model	Y	POA	POA
Living & Learning Nillumbik Eltham				
Pavilion - Minimum 2 hours hire	Up to 25 people for meeting; includes kitchenette facilities - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	67.00 37.00 33.50 15.00	73.00 40.00 29.00 15.00
Sunroom - Minimum 2 hours hire	Up to 15 people; includes kitchenette facilities (access needs to be arranged) - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	53.50 29.50 24.50 15.00	60.00 33.00 24.00 15.00
Kitchen	Up to 12 people (exclusive use) - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	28.00 22.50 15.00	50.00 27.50 20.00 15.00
Art studio 2 (small) - Minimum 2 hours hire	Up to 20 people; includes kitchenette facilities - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	53.00 29.50 21.50 15.00	55.00 30.00 22.00 15.00
Clay studio	Additional individual bookings by current class participants - Standard rate (per hour) - Community rate (per hour)	Y Y	53.00 21.50	55.00 22.00
Training room - Minimum 2 hours hire	Up to 14 people; includes kitchenette facilities - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	53.50 24.79 15.30	55.00 30.00 22.00 15.00
War memorial hall	Up to 25 people for meeting; includes kitchen facilities - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	67.00 37.00 33.50 15.00	67.00 37.00 27.00 15.00
Living & Learning Nillumbik Panton Hill				
Banksia/Eucalyptus - Community Room	Up to 25 people - standard rate; kitchenette facilities - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	39.00 27.50 15.00	50.00 25.00 20.00 15.00
Sunroom	Up to 10 people; kitchenette facilities - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	33.00 22.00 15.00	34.00 17.00 15.00
Kitchen	Up to 15 people - Standard rate (per hour) - Local small business - Community rate (per hour) - Unfunded voluntary group	Y Y Y Y	39.00 27.50 15.00	44.00 22.00 17.50 15.00
Living & Learning Nillumbik Diamond Creek				
Downstairs classroom - Ecualypt Room	Up to 15 people for meeting; includes kitchenette facilities - Standard rate (per hour) - Local small business	Y Y	33.00 0.00	48.00 24.00
Downstairs classroom - Ecualypt Room	- Community rate (per hour)	Y	22.00	19.50
	- Unfunded voluntary group	Y	15.00	15.00

Description of Fee		Unit of Measure	Taxable Supply	Adopted Fee (GST Inclusive) 2023-24 \$	Proposed Fee (GST Inclusive) 2024-25 \$	
	Upstairs classroom - Peppercorn Room	Up to 25 people; includes kitchen facilities				
		- Standard rate (per hour)	Y	39.00	50.00	
		- Local small business	Y	30.00	25.00	
		- Community rate (per hour)	Y	28.00	20.00	
		- Unfunded voluntary group	Y	15.00	15.00	
	Computer room - Bunya room	Up to 11 people; includes kitchenette facilities				
		- Standard rate (per hour)	Y	28.00	45.00	
		- Local small business	Y	22.50	22.50	
		- Community rate (per hour)	Y	22.00	18.00	
		- Unfunded voluntary group	Y	15.00	15.00	
Leisure Centre Facilities						
Eltham Leisure Centre	Per contract	Y	Per contract	Per contract		
Diamond Valley Sports and Fitness Centre	Per contract	Y	Per contract	Per contract		
Diamond Creek Pool	Per contract	Y	Per contract	Per contract		
Yarrambat Golf Course	Per contract	Y	Per contract	Per contract		
Diamond Creek Community Centre	Per contract	Y	Per contract	Per contract		
Community Bank Stadium	Per contract	Y	Per contract	Per contract		
Hurstbridge Sports Stadium	Per contract	Y	Per contract	Per contract		
Leisure & Recreation						
	Summer					
	A grade	Per team	Y	963.00	1,006.50	
	B grade	Per team	Y	837.00	875.00	
	C grade	Per team	Y	711.00	743.00	
	D grade	Per team	Y	578.00	604.00	
	Winter					
	A grade	Per team	Y	1,641.00	1,715.00	
	B grade	Per team	Y	1,515.50	1,584.00	
	C grade	Per team	Y	1,373.00	1,435.00	
	D grade	Per team	Y	1,242.00	1,298.00	
	Pavilion use					
	Use of pavilion in conjunction with ground hire	Per season	Y	211.00	220.50	
	Eltham High	Per use	Y	20.00	21.00	
	Eltham High floodlight use	Per hour	Y	64.50	67.50	
	Ground use discounts for under-represented groups					
	Clubs demonstrating initiative or events for LGBTQI+, CALD or First Nations people - 5%					
	Clubs accredited with good sports - 5%					
	Junior or veteran teams - 50%					
	Teams for people with a disability - 90%					
	Female teams - 90%					
	Casual ground use					
	Commercial hire	Per day	Y	438.00	458.00	
	Commercial hire	Per 1/2 day	Y	263.00	275.00	
	Commercial hire	Additional hourly charge	Y	126.00	132.00	
	Community Use	Per day	Y	131.00	137.00	
	Community Use	Per 1/2 day	Y	78.00	81.50	
	Community Use	Additional hourly charge	Y	28.50	30.00	
	School fees					
	Schools within Nillumbik	Per hour	Y	29.50	31.00	
	Schools outside Nillumbik	Per hour	Y	46.00	48.00	
	Zone events	Per day	Y	281.00	294.00	
	Zone events	Per 1/2 day	Y	143.50	150.00	
	Synthetic soccer pitch					
	Local club use	Per hour	Y	50.50	53.00	
	School use	Per hour	Y	69.00	72.00	
	Other user groups	Per hour	Y	75.50	79.00	
	Academy programs		Y	92.00	96.00	
	Floodlight use (casual users only)	Per hour	Y	64.50	67.50	
	Personal training / group fitness					
	Monthly hire	Recurring	Y	137.00	143.00	
	Casual hire	Half day	Y	213.50	223.00	
	Casual hire	Full day	Y	328.50	343.50	
	Finance					
		Printing of duplicate rate notices	Per notice	Y	16.00	16.00
	*	Land information certificate	Per application		28.90	As advised
		Dishonoured cheque fee (Australia Post)	Per dishonoured cheque		25.00	25.00
	Direct debit dishonour fee	Per payment		10.00	10.00	
	Legal collection fee	Per assessment		As per agency schedule of fees	As per agency schedule of fees	
	Merchant fees			0.40%	0.40%	
Freedom of information						
*	Freedom of information - application fee	Per application		31.80	31.80 + CPI	
*	Search time	Per hour		23.85	23.85 + CPI	
*	Photocopy fee	Per A4 page		0.20	As advised	
*	Supervision of document inspections	Per 15 minutes		5.96	5.96 + CPI	
Shire maps						
	Colour map (aerial photos)	A1	Y	33.00	33.00	
		A2	Y	27.50	27.50	
		A3	Y	16.60	16.60	
		A4	Y	11.00	11.00	
	Custom mapping	Per hour	Y	78.00	78.00	

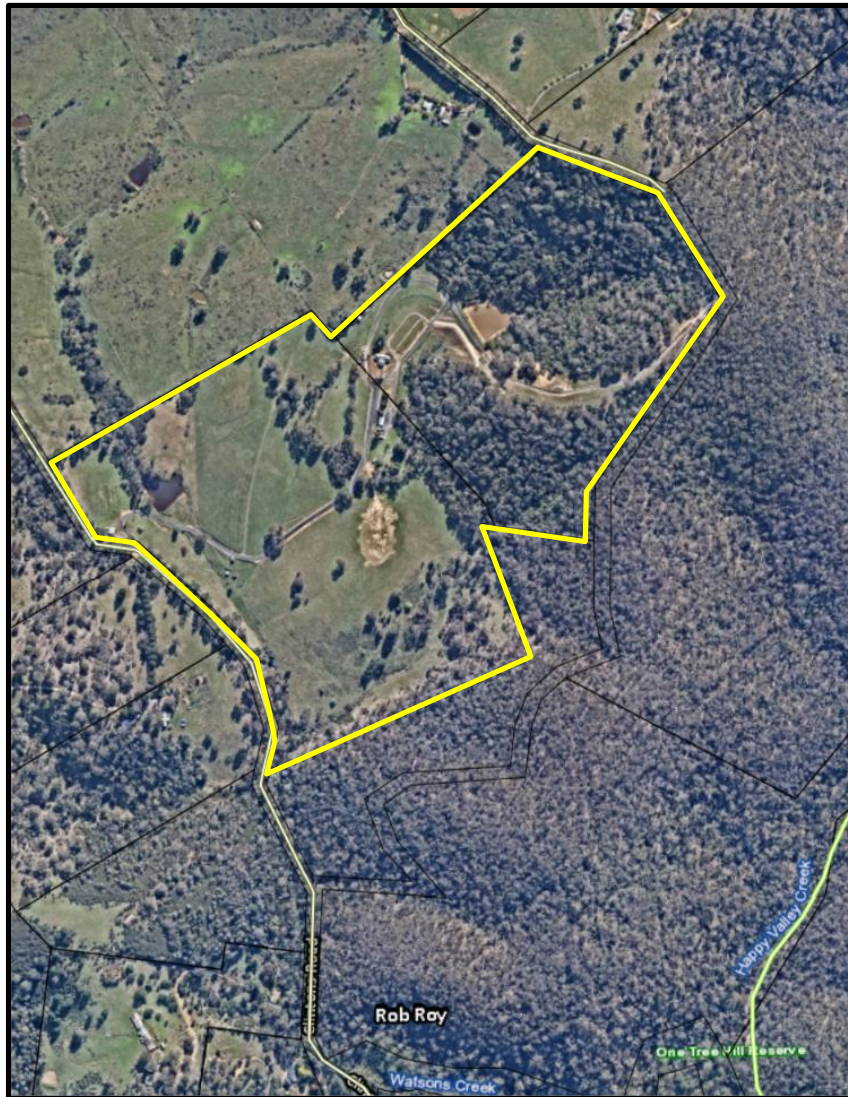
Appendix 2

**Notice of intention to lease land**

In accordance with its Community Engagement Policy and Section 115 of the *Local Government Act 2020*, Nillumbik Shire Council (**Council**) gives notice that it proposes to enter into a lease with the MG Car Club Victoria ACN 004 503 084 in respect of part of the land in Crown Allotment 46 and 47, Section B Parish of Queenstown located at 375 Clintons Road, Smith Gully and 10 Rob Roy Road, Smiths Gully (**Land**).

The Land is the land shown outlined yellow on the plan below.

**Land at 375 Clintons Road, Smiths Gully and 10 Rob Roy Road, Smiths Gully**



The lease is proposed to be granted on the following terms and conditions:

- **Term of Lease:** Twenty One (21) years
- **Commencement Date:** The Date Council receives the Minister for Department of Energy, Environment and Climate Change or their delegate's written approval to the grant and purpose of the lease.
- **Rent Amount:** \$1,000 per annum (plus GST) Fixed rate for the lease term.
- **Permitted use:** Hill Climb Race Track and ancillary activities, including activities to raise funds for this purpose.
- **Outgoings:** The tenant is responsible for all outgoings including structure and maintenance of all assets on the leased land, building and public liability insurance, utility supply and usage charges.

If you have any queries on the lease proposal please contact Council's Coordinator Property on 9433 3204.

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# Financial Report

## 31 December 2023



Financial Report - 31 December 2023

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## Financial Report - 31 December 2023

### Income Statement

For the financial year to date 31 December 2023

	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
<b>Income</b>					
Rates	62,452,380	62,651,307	198,927	0.32	63,104,370
Waste management charge	14,013,862	14,084,101	70,239	0.50	14,013,862
Government grants-recurrent	1,735,526	1,933,515	197,989	11.41	5,770,188
Government grants-non-recurrent	13,521,762	13,786,295	264,533	1.96	17,899,672
User charges	6,982,251	7,260,823	278,572	3.99	17,062,999
Statutory fees and fines	1,053,080	1,053,144	64	0.01	2,040,640
Reimbursements	57,031	58,698	1,667	2.92	57,031
Interest income	516,162	641,111	124,949	24.21	800,000
Capital contributions	-	181,847	181,847	100.00	866,628
Other revenue-recurrent	198,651	385,503	186,852	94.06	651,671
Other revenue-non-recurrent	-	3,984	3,984	100.00	-
Contributions	64,502	90,559	26,057	40.40	103,500
Net gain on disposal of property, infrastructure, plant and equipment	-	-	-	-	-
<b>Total income</b>	<b>100,595,207</b>	<b>102,130,887</b>	<b>1,535,680</b>	<b>1.53</b>	<b>122,370,561</b>
<b>Expenses</b>					
Employee benefits	20,318,005	19,492,011	825,994	4.07	40,798,069
External contracts	9,636,098	10,249,927	(613,829)	(6.37)	23,411,924
Materials and related costs	9,424,350	10,138,554	(714,204)	(7.58)	16,955,344
Bad and doubtful debts	-	-	-	-	-
Other expenditure	3,415,846	3,535,449	(119,603)	(3.50)	7,578,249
Interest expenditure	301,384	304,015	(2,631)	(0.87)	638,156
Financial year projects allocation	1,319,346	1,416,068	(96,722)	(7.33)	3,193,576
<b>Total expenses</b>	<b>44,415,029</b>	<b>45,136,024</b>	<b>(720,995)</b>	<b>(1.62)</b>	<b>92,575,318</b>
<b>Earnings before Depreciation</b>	<b>56,180,178</b>	<b>56,994,863</b>	<b>814,685</b>	<b>1.45</b>	<b>29,795,243</b>
Depreciation	6,159,000	6,159,000	-	-	12,318,000
<b>Net Surplus</b>	<b>50,021,178</b>	<b>50,835,863</b>	<b>814,685</b>	<b>1.63</b>	<b>17,477,243</b>

## Financial Report - 31 December 2023

### Balance Sheet

For the financial year to date 31 December 2023

	31-Dec-23	30-Jun-23
	\$	\$
<b>ASSETS</b>		
<b>Current assets</b>		
Cash assets	39,294,833	47,099,000
Other Financial Assets	5,000,000	5,000,000
Receivables	53,814,172	13,424,000
Accrued income	130,000	332,000
Prepayments	185,197	1,509,000
Inventories	42,288	31,000
<b>Total current assets</b>	<b>98,466,490</b>	<b>67,395,000</b>
<b>Non-current assets</b>		
Investments in associates	1,635,976	1,636,000
Other Financial Assets	5,000	5,000
Property, infrastructure, plant & equipment		
At cost	1,175,893,098	1,176,082,000
Accumulated depreciation	(277,688,979)	(271,530,000)
Work in progress	16,393,372	6,949,000
Right of use assets	1,382,720	1,383,000
<b>Total non-current assets</b>	<b>917,621,187</b>	<b>914,525,000</b>
<b>TOTAL ASSETS</b>	<b>1,016,087,677</b>	<b>981,920,000</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Creditors	5,995,336	2,587,000
Trust funds	1,773,874	3,201,000
Prepaid income	260,018	172,000
Unearned Income	-	13,575,000
Accrued expenses	3,500	4,476,000
Provisions	7,827,722	12,600,000
Borrowings	957,751	1,894,000
Lease liabilities	401,937	402,000
<b>Total current liabilities</b>	<b>17,220,138</b>	<b>38,907,000</b>
<b>Non-current liabilities</b>		
Provisions	14,959,627	9,939,000
Borrowings	11,685,838	11,686,000
Lease liabilities	1,029,895	1,030,000
<b>Total non-current liabilities</b>	<b>27,675,360</b>	<b>22,655,000</b>
<b>TOTAL LIABILITIES</b>	<b>44,895,498</b>	<b>61,562,000</b>
<b>NET ASSETS</b>	<b>971,192,179</b>	<b>920,358,000</b>
<b>Presented by:</b>		
Accumulated surplus	411,590,172	408,653,000
YTD surplus/(deficit)	50,833,863	2,938,000
Asset revaluation reserve	476,291,726	476,292,000
Other reserves	32,476,418	32,475,000
<b>TOTAL EQUITY</b>	<b>971,192,179</b>	<b>920,358,000</b>

## Financial Report - 31 December 2023

### Statement of Cash Flows

For the financial year to date 31 December 2023

	31-Dec-23 YTD \$	30-Jun-23 * \$
<b>Inflows from operating activities</b>		
Rates	36,433,253	73,727,000
Statutory fees & fines	1,053,144	2,263,000
User charges	7,260,823	14,593,000
Grants	2,282,170	17,184,000
Contributions	337,046	1,037,000
Interest	641,111	1,566,000
Other receipts	448,185	6,215,000
<b>Total inflows from operating activities</b>	<b>48,455,732</b>	<b>116,585,000</b>
<b>Outflows from operating activities</b>		
Payments to suppliers	(21,307,848)	(51,947,000)
Payments to employees	(19,492,011)	(37,017,000)
Trust	(1,427,126)	(457,000)
Other payments	(3,535,449)	(7,253,000)
<b>Total outflows from operating activities</b>	<b>(45,762,434)</b>	<b>(96,674,000)</b>
<b>Movement in operating activities</b>	<b>2,693,298</b>	<b>19,911,000</b>
<b>Inflows from investing activities</b>		
Proceeds from sale of assets	189,443	1,382,000
Proceeds from investments	-	38,565,000
<b>Outflows from investing activities</b>		
Payments for property, infrastructure, P&E	(9,445,978)	(18,083,000)
Payments for investments	-	-
<b>Movement in investing activities</b>	<b>(9,256,535)</b>	<b>21,864,000</b>
<b>Inflows from financing activities</b>		
Proceeds from borrowings	-	-
<b>Outflows from financing activities</b>		
Repayment of borrowings	(936,577)	(3,342,000)
Borrowing costs	(304,015)	(763,000)
Interest paid - lease liabilities	-	(47,000)
Repayment of lease liabilities	(338)	(284,000)
<b>Movement in financing activities</b>	<b>(1,240,930)</b>	<b>(4,436,000)</b>
<b>TOTAL CASH MOVEMENT FOR PERIOD</b>	<b>(7,804,167)</b>	<b>37,339,000</b>
<b>Opening bank balance</b>	47,099,000	9,760,000
Net increase/(decrease) in cash and cash equivalents	(7,804,167)	37,339,000
<b>CLOSING BANK BALANCE</b>	<b>39,294,833</b>	<b>47,099,000</b>

\*Comparative reflective of annual report which has been rounded to the nearest thousand

## Financial Report - 31 December 2023

### 1. Income Statement Variance Analysis

#### a. Operating Income year to date

	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
<b>Income</b>					
Rates	62,452,380	62,651,307	198,927	0.32	63,104,370
Waste management charge	14,013,862	14,084,101	70,239	0.50	14,013,862
Government grants-recurrent	1,735,526	1,933,515	197,989	11.41	5,770,188
Government grants-non-recurrent	13,521,762	13,786,295	264,533	1.96	17,899,672
User charges	6,982,251	7,260,823	278,572	3.99	17,062,999
Statutory fees and fines	1,053,080	1,053,144	64	0.01	2,040,640
Reimbursements	57,031	58,698	1,667	2.92	57,031
Interest income	516,162	641,111	124,949	24.21	800,000
Capital contributions	-	181,847	181,847	100.00	866,628
Other revenue-recurrent	198,651	385,503	186,852	94.06	651,671
Other revenue-non-recurrent	-	3,984	3,984	100.00	-
Contributions	64,502	90,559	26,057	40.40	103,500
<b>Total Operating Income</b>	<b>100,595,207</b>	<b>102,130,887</b>	<b>1,535,680</b>	<b>1.53</b>	<b>122,370,561</b>

#### Significant variance commentary:

##### Rates and Waste Management Charge \$269,166.

- Reflective of additional properties and timing of supplementary valuations.

##### Recurrent Government Grants \$197,989.

- Additional funding received from:
  - Department of Government Services \$60,000
  - Department of Education, Skills and Employment \$52,898
  - Department of Transport \$25,874
  - Department of Health (Vic) \$20,105
  - Department of Health (Cwth) \$11,509.

##### Non-Recurrent Government Grants \$264,533.

- New funding received from:
  - Department of Energy, Environment and Climate Action \$99,288
  - VicHealth \$40,000
- Additional funding received from:
  - Department of Energy, Environment and Climate Action \$29,869.

##### User Charges \$278,572.

- Leisure facilities income \$187,692.
- Playhouse childcare fee income \$38,049.
- Living and Learning community program fee income \$36,198.
- Recycling and Recovery Centre gate fees \$20,847.
- Living and Learning centre venue hire income \$12,839.
- Eltham Community Reception Centre venue hire income (\$21,092).

##### Interest Income \$124,949.

- Interest earned on investments \$177,433.

##### Capital Contributions \$181,847.

- Climate credits \$252,093.
- Special charge scheme returns (\$70,246)

##### Other Revenue - Recurrent \$186,852.

- Rental (non-residential) income \$54,985.
- Insurance claim settlement refunds \$36,932.
- Workcover salary refunds \$71,869.

## Financial Report - 31 December 2023

### b. Operating Expenditure year to date

	YTD Budget \$	YTD Actuals \$	YTD Variance \$	%	Annual Budget \$
<b>Expenditure</b>					
Employee benefits	20,318,005	19,492,011	825,994	4.07	40,798,069
External contracts	9,636,098	10,249,927	(613,829)	(6.37)	23,411,924
Materials and related costs	9,424,350	10,138,554	(714,204)	(7.58)	16,955,344
Bad and doubtful debts	-	-	-	-	-
Other expenditure	3,415,846	3,535,449	(119,603)	(3.50)	7,578,249
Interest expenditure	301,384	304,015	(2,631)	(0.87)	638,156
Financial year projects allocation	1,319,346	1,416,068	(96,722)	(7.33)	3,193,576
<b>Total operating expenditure</b>	<b>44,415,029</b>	<b>45,136,024</b>	<b>(720,995)</b>	<b>(1.62)</b>	<b>92,575,318</b>

#### Significant variance commentary:

##### Employee Benefits \$825,994.

- Year to date variances resulting from position vacancies, partly offset by agency staff backfilling periods of vacancy.

##### External Contracts (\$613,829).

- Leisure facilities expenditure (\$296,180).
- Agency and temporary staff engaged to backfill vacant roles (\$324,591).

##### Materials & Related Costs (\$714,204).

- Insurance policy premiums higher than budgeted due to insurance market conditions (\$251,433).
- Increased demand for specialist legal advice and services (\$233,583).
- Contractors engaged for:
  - Provision of mowing services (\$141,608)
  - Maintenance and beautification of high use sites throughout the Shire (\$69,209).
  - Maintenance of VicRoads medians and roundabouts (\$22,376).
- Major patching of road surfaces (\$82,931).
- Licence fees for provision of financial systems (\$56,214).
- Graffiti removal (\$30,775).
- Street lighting payments on hold whilst charges are under review \$170,477.

##### Other Expenditure (\$119,603).

- Lease trial of cleansing equipment (\$90,880).
- Sportsground repairs and maintenance (\$22,015).
- Parking overstay detection sensor lease costs (\$20,117).
- Early Years workforce planning funded project \$14,068.

##### Financial Year Projects (\$96,722).

- Essential maintenance works on Diamond Creek Trail (\$32,343).
- Unplanned community works (\$30,600).
- Expenditure associated with unexpected grant funded digital planning reform project (\$26,400).
- Maintenance works as part of environmental offset programs (\$11,869).

## Financial Report - 31 December 2023

### 2. Statement of Capital Works

For the financial year to date 31 December 2023

Asset Class	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
Bridges	42,750	44,442	(1,692)	(3.96)	172,473
Children's playground equipment	231,436	232,498	(1,062)	(0.46)	375,025
Commercial centres/major streetscapes	74,514	74,959	(445)	(0.60)	303,941
Digital transformation projects	-	65,997	(65,997)	(100.00)	88,937
Drainage	181,713	181,641	72	0.04	1,187,416
Footpaths	204,636	204,479	157	0.08	758,478
Landfill closure/regional park	909,232	909,240	(8)	(0.00)	7,232,369
Major leisure centres & community halls	15,735	15,737	(2)	(0.01)	264,685
Other council buildings	3,748,110	3,939,411	(191,301)	(5.10)	8,451,536
Other infrastructure	169,834	184,048	(14,214)	(8.37)	262,089
Plant & vehicle replacement	505,181	505,181	-	-	1,964,605
Public open space	115,248	120,647	(5,399)	(4.68)	874,186
Recreation, leisure & community	575,443	606,904	(31,461)	(5.47)	6,078,461
Recreation trails	112,687	112,690	(3)	(0.00)	4,245,761
Roads	1,494,044	1,560,049	(66,005)	(4.42)	6,582,456
Special charge schemes	-	272	(272)	(100.00)	113,199
Sportsfields & pavilions	319,012	289,675	29,337	9.20	6,560,064
Traffic works	186,473	185,692	781	0.42	593,885
Various/miscellaneous capital	129,695	211,130	(81,435)	(62.79)	598,643
<b>Total</b>	<b>9,015,743</b>	<b>9,444,689</b>	<b>(428,946)</b>	<b>(4.76)</b>	<b>46,708,209</b>
Renewal	2,514,774	2,578,374	(63,600)	(2.53)	8,085,615
New	1,034,657	1,093,288	(58,631)	(5.67)	11,318,725
Upgrade	5,317,122	5,592,457	(275,335)	(5.18)	24,439,483
Expansion	149,190	180,570	(31,380)	(21.03)	2,864,386
<b>Total</b>	<b>9,015,743</b>	<b>9,444,689</b>	<b>(428,946)</b>	<b>(4.76)</b>	<b>46,708,209</b>

#### Commentary:

The 2023-24 annual capital works program is underway and is tracking well, with a total spend variance of 4.76% percent ahead of budget. This remains within annual budget projections. The variance is predominantly attributable to:

• Additional works required for:

- Kangaroo Ground War Memorial Caretakers Cottage
- Local Roads and Community Infrastructure Phase 4
- House demolitions works
- Web transformation
- Ironbark Road blackspot works
- Purchase of artworks
- Diamond Creek Youth Hub

The overall financial position of the capital works portfolio spend continues to be closely monitored.

## Financial Report - 31 December 2023

### 3. Treasury

#### a. Loans

Financial Institution	Start date	Term (years)	End date	Principal \$	Interest Rate %	Current Balance \$
NAB	28/06/2007	20	28/06/2027	2,200,000	6.96%	608,322
NAB	27/06/2008	20	27/06/2028	3,647,000	7.87%	1,343,855
TCV	22/06/2022	7	22/06/2029	7,000,000	4.42%	5,675,592
NAB	10/06/2011	20	10/06/2031	2,120,000	7.91%	1,190,999
NAB	21/06/2021	10	21/06/2031	3,303,000	2.03%	2,477,250
ANZ	29/06/2012	20	29/06/2032	2,373,000	5.88%	1,347,570
<b>Total</b>						<b>12,643,588</b>

#### b. Investment activities

Council carries out investment activities according to Section 143 of the Victorian Local Government Act 1989. All Council funds are invested with Authorised Deposit Taking Institutions (ADI's), in either cash, at call or term deposits. The following tables provide our investment portfolio by maturity and rating type.

Financial Institution	Green Investment	S & P Rating	Investment Type	Principal \$	Maturity Date	Term (days)	Interest Rate %
CBA		A1+	11:00am	551,130			4.35%
Macquarie		A1	11:00am	2,047,854			4.71%
Westpac		A1+	Term Deposit	3,000,000	9/01/2024	92	4.74%
AMP		A2	Term Deposit	3,000,000	10/01/2024	91	4.85%
NAB		A1+	Term Deposit	1,000,000	10/01/2024	90	4.85%
Westpac		A1+	Term Deposit	1,100,000	12/01/2024	92	4.74%
Bendigo	Yes	A2	Term Deposit	2,000,000	16/01/2024	92	4.50%
AMP		A2	Term Deposit	1,500,000	19/01/2024	120	4.40%
NAB		A1+	Term Deposit	2,500,000	5/02/2024	60	4.60%
NAB		A1+	Term Deposit	3,000,000	6/02/2024	119	4.90%
NAB		A1+	Term Deposit	2,000,000	20/02/2024	92	5.00%
Westpac		A1+	Term Deposit	1,000,000	23/02/2024	92	5.00%
NAB		A1+	Term Deposit	3,000,000	28/02/2024	90	5.00%
NAB		A1+	Term Deposit	3,000,000	4/03/2024	91	5.00%
BOQ		A2	Term Deposit	2,000,000	6/03/2024	91	5.05%
Westpac		A1+	Term Deposit	2,000,000	6/03/2024	91	4.95%
Westpac		A1+	Term Deposit	2,000,000	18/03/2024	102	4.95%
BOQ		A2	Term Deposit	2,000,000	2/04/2024	124	5.20%
BOQ		A2	Term Deposit	5,000,000	7/06/2024	366	5.30%
<b>Total</b>				<b>41,698,984</b>	<b>Weighted average</b>		<b>4.90%</b>

Financial Institution Rating	Investment	Portfolio
A1+	24,151,130	57.92%
A1	2,047,854	4.91%
A2	15,500,000	37.17%
<b>Total</b>	<b>41,698,984</b>	<b>100%</b>

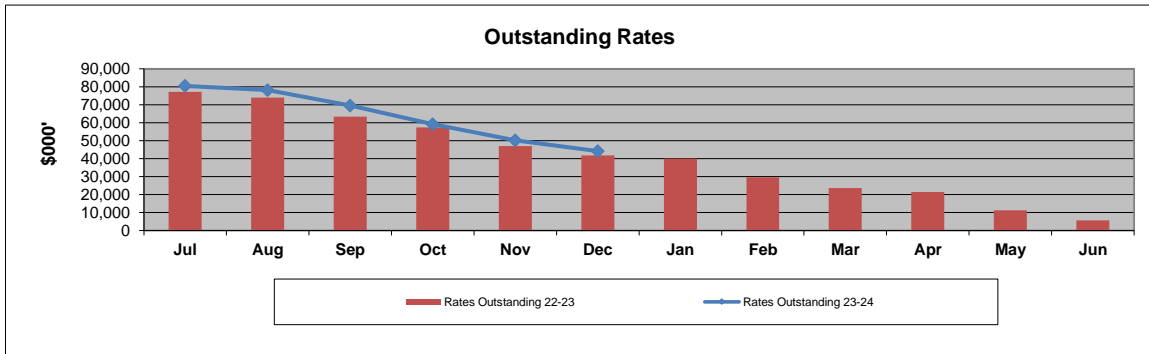
Council's current average rate of return on investments for the 2023-24 financial year is 4.90 percent and is compliant with Council's investment policy.

The portion of investment portfolio currently invested with green institutions is 4.80 percent.

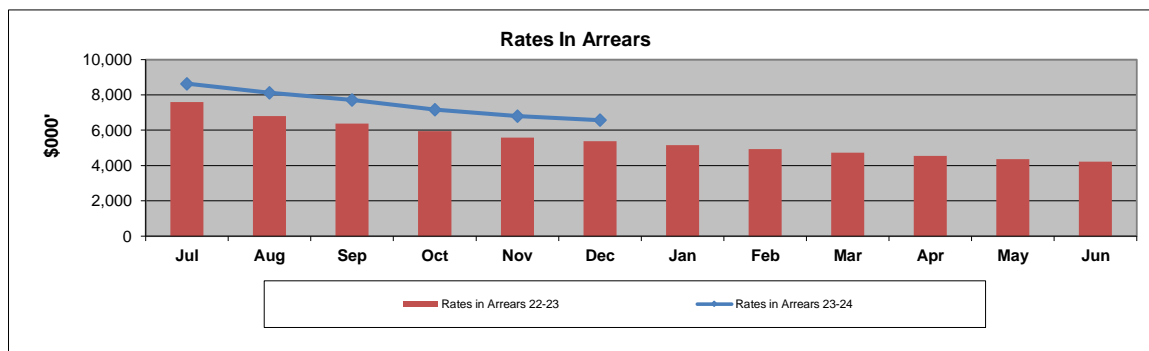
## Financial Report - 31 December 2023

### 4. Rates Analysis

	YTD Actual 31-Dec-22 \$000'	YTD Actual 31-Dec-23 \$000'	Variance \$000'	Variance %
Rates Outstanding	41,830	44,197	(2,367)	(5.66)
Rates in Arrears (prior years)	5,376	6,570	(1,194)	(22.21)



When Council adopts the budget, rates are levied on properties and the full amount due is treated as income at that point.



### Supplementary Valuations

Between the annual revaluation cycle, supplementary valuations are conducted to:

- record changes made to properties that affect property value,
- record changes to the rateability status, and
- consider any planning amendments made within the cycle.

Growth in the number of rateable assessments predominantly occurs as a result of developments within the Shire, creating assessments through subdivision of land and/or buildings.

Rateable properties at 1 July 2023	24,129
2023-24 growth	79
Rateable properties at 31 December 2023	<u>24,208</u>

## Financial Report - 31 December 2023

### 5. Grant Activity

The following table provides a summary of grant funding, greater than \$50,000, received for Council activities during the period 1 July 2023 to 31 December 2023.

Project Description	2022-23 Actuals YTD \$	Funding Body
<b>Recurrent</b>		
Best Start	65,276	Department of Education and Training (Vic)
Panton Hill Childcare rebates	78,233	Department of Education, Skills and Employment (Cw/ith)
Eltham Childcare rebates	87,156	Department of Education, Skills and Employment (Cw/ith)
Council COVID-19 Rapid Antigen Test program	60,000	Department of Government Services
Home & Community Care - transport	100,660	Department of Health (Cw/ith)
Aged Care Regional Assessment Service funding	93,255	Department of Health (Vic)
Maternal & Child Health universal funding	182,114	Department of Health (Vic)
Learner driver mentor program	59,475	Department of Transport
School crossing supervision	380,450	Department of Transport
<b>Total Recurrent</b>	<b>1,106,619</b>	
<b>Non-Recurrent</b>		
<b>Council Plan / Grant Funded Initiatives</b>		
PWMP Rivers to Ranges 2022-25	52,500	Department of Environment, Land, Water and Planning
Digital planning reform	99,288	Department of Environment, Land, Water and Planning
Disaster resilient Nillumbik	178,592	Department of Justice and Community Safety
<b>Capital Works</b>		
Ironbark Road blackspot works	70,100	Department of Transport
<b>Total Non-Recurrent</b>	<b>400,480</b>	

## Financial Report - 31 December 2023

### 6. Defined Benefit Superannuation Update

Council has an obligation to contribute to any funding shortfalls within the Local Authorities Superannuation Fund (LASF) Defined Benefit Plan.

The Australian Prudential Regulation Authority (APRA) standard SPS160 uses the Vested Benefits Index (VBI) as its primary measure of fund solvency. The VBI measures the market value of assets in a defined benefit portfolio against the benefits that members would have been entitled to if they had all resigned on the same day.

The independent Actuary to the fund calculates the VBI at 30 June each year. It is necessary for the VBI to be 100% or greater at 30 June each year.

Vision Super produces interim quarterly VBI estimates based on actual quarterly assets and membership.

The recent history of the LASF VBI is shown below:

#### Estimated Vested Benefit Index

Year	30 Sept (estimated) %	31 Dec (actual) %	31 Mar (actual) %	30 Jun (actual) %
2023/24	102.30	**		
2022/23	101.50	101.70	104.20	104.10
2021/22	109.90	111.20	108.50	102.20
2020/21	104.50	109.60	111.50	109.70

\*\* The 31 December 2023 estimated figure is not yet available from Vision Super.

To enable Council to monitor this risk, reliance is placed on the actuarial reviews conducted on the fund on a periodic basis. The most recent actuarial review was completed at 30 June 2023 and the fund actuary found that the LASF Defined Benefit Plan was in a satisfactory financial position.

2023-2024 MID-YEAR (JANUARY 2024) LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK (LGPRF) PERFORMANCE SUM

* as defined by the LGPRF guidelines set by the Victorian Government												
SERVICE AREA	INDICATOR	MEASURE DESCRIPTION	EXPECTED RANGE*	January 2022	July 2022	January 2023	July 2023	January 2024	SIMILAR COUNCILS	PERFORMANCE V SIMILAR COUNCILS	NILLUMBIK WITHIN EXPECTED RANGE*	MID-YEAR COMMENTARY
Animal Management	Timeliness	Time taken to action animal management requests	1 to 10 days	2.01 days	1 day	2.2 days	1 day	2 days	3.1 days	✓	✓	Time taken to action animal management requests remains steady. There were 345 animal management requests from July to December 2023, which on average were responded to within two business days of receipt.
	Service standard	Animals reclaimed from Council	30% to 90%	92.30%	78.70%	95.23%	81.25%	82.65%	42.20%	✓	✓	Of 98 animals impounded from July to December 2023, 81 were reclaimed. This is an increase of 1.4% in the past 6 months which is a positive result.
	Service cost	Cost of animal management service per population	\$10 to \$70	NM	\$17.30	NM	\$14.25	NA	\$8.94	NA	NA	This measure is calculated on an annual basis, and therefore no new data in this reporting period.
	Health and Safety	Animal management prosecutions	50-100%	NM	100%	NM	100%	NA	97.90%	NA	NA	No animal management prosecution matters were raised within the last 6 months.
Aquatic Facilities	Service standard	Health inspections of aquatic facilities	1 to 4 inspections	3	2	2	2	2	3.2	✗	✓	Microbiological testing was performed at Eltham Leisure Centre in December 2023 and at the Diamond Creek Outdoor Pool in October 2023.
	Service cost	Cost of aquatic facilities per visit	-\$3 to \$10	(\$14.75)	(\$2.82)	(\$8.81)	(\$0.44)	(\$4.15)	\$1.70	✗	✗	When seasonality is considered, there is considerable uplift from last year (\$14.75) due to stronger and more consistent participation numbers as we head further away from the challenges of COVID-19.
	Utilisation	Number of visits to aquatic facilities per head of municipal population	1 to 10 visits	0.45 visits	5.2 visits	6.75 visits	11.22 visits	6.25 visits	4.8 visits	✓	✓	Visits continue to remain high. Improved access to technology has been implemented to capture attendance data at the two aquatic facilities.
Food Safety	Timeliness	Time taken to action food complaints	1 to 10 days	1.7 days	1.68 days	1.78 days	1.93 days	1.31 days	1.7 days	✓	✓	A continued focus on implementing new procedures since 2018 has seen the time taken to action food-related complaints maintained.
	Service standard	Percentage of required food safety assessments undertaken	50% to 100%	98.82%	98.83%	100.00%	100.00%	100.00%	86.10%	✓	✓	100% of Class 1 and 2 premises received a food safety assessment in the 2022 reporting period.
	Service cost	Cost of food safety service per premises	\$300 to \$1,200	\$484.22	\$461.55	\$461.55	\$208.94	\$208.94	\$323.55	✓	✗	This measure is calculated on an annual (calendar year) basis.
	Health and Safety	Percentage of critical and major non-compliance outcome notifications followed up by Council	60% to 100%	94.40%	94.44%	95.00%	100.00%	100.00%	86.30%	✓	✓	100% of critical and major non-compliant inspection outcomes were followed up within the reporting period.
	Transparency	Council decisions made at meetings closed to the public	0% to 30%	2.80%	2.33%	1.85%	1.98%	1.86%	7.70%	✓	✓	Council made 107 resolutions at 11 Council and Delegated Committee meetings, of which two were made in a meeting closed to the public under section 66(2) of the Local Government Act 2020 .  As required by the Act, the reasons why a meeting was closed to the public are recorded in the public version of the minutes.
	Consultation and Engagement	Community satisfaction with community consultation and engagement	40 to 70 out of 100	NA	62.1/100	NA	69.3/100	NA	59.0/100	NA	NA	This measure is updated on an annual basis only as the result is taken from the Annual Community Survey conducted in February.

Service Area	Indicator	Measure Description	Expected Range*	January 2022	July 2022	January 2023	July 2023	January 2024	Similar Councils	Performance v Similar Councils	Nilumbik within Expected Range*	Mid-Year Commentary
Governance	Attendance	Councillor attendance at Council meetings	80% to 100%	96.10%	95.24%	91.84%	89.29%	100.00%	90.90%	✓	✓	Council held 6 Council meetings and one Extraordinary Council meeting in the first 6 months of the 2023-2024 reporting period.  No absences were recorded for these meetings.
	Service cost	Cost of elected representation	\$30,000 to \$80,000	\$22,974.43	\$53,468.00	\$24,149.40	\$51,175.19	\$29,976.67	\$97,912.00	✓	✓	The cost of governance includes training, conference and seminar costs, travel, mayoral vehicle, mobile, internet, Councillor allowances and other miscellaneous expenditure.
	Satisfaction	Community satisfaction with Council decisions	40 to 70 out of 100	NA	62.6/100	NA	67.7/100	NA	59.0/100	NA	NA	This measure is updated on an annual basis only as the result is taken from the Annual Community Survey conducted in February.
Libraries	Utilisation	Physical library collection usage	1 to 9 items	1.15 items	6.72 items	2.04 items	8.45 items	2.59 items	5.7 items	✓	✓	A slight decrease in the number of loans compared to last quarter, however this number reflects a small increase in the number of loans in comparison to the October-December 2022 quarter.
	Resource standard	Proportion of library resources less than 5 years old	40% to 90%	42.31%	91.83%	91.46%	91.14%	83.43%	78.80%	✓	✓	With the rising cost of collection and associated costs, the number of new items added will decrease. In response, YPRL has implemented sustainable collection retention practices. This has resulted in a decrease to the percentage of the collection less than 5 years old.
	Participation	Active library members in municipality	10% to 40%	7.39%	25.24%	13.78%	25.83%	46.20%	10.00%	✓	✓	The number of registered library members is increasing with a focus on a membership drive in Nilumbik branch libraries and reflects an increase in the use of the Hurstbridge Hub.
Maternal and Child Health (MCH)	Satisfaction	Participation in 4-week key age and stage visit	90% to 110%	95.78%	98.98%	98.52%	97.02%	98.96%	96.90%	✓	✓	The participation rates in Maternal Child Health programs have remained consistently high in 2023-2024. This demonstrates the number of families who elected to engage in the service.
	Service standard	Infant enrolments in the MCH service	90% to 110%	101.81%	101.87%	101.85%	101.12%	100.76%	101.30%	✗	✓	The high-service standard for infant enrolments in the Maternal and Child Health service is measured by the ratio of infants enrolled (from birth notifications received) to the total number of birth notifications received.
	Service cost	Cost of the MCH service	\$50 to \$200	\$78.36	\$73.74	\$73.74	\$72.22	\$72.02	\$83.04	✓	✓	The cost of service has remained steady in recent years. This figure is calculated on an annual basis.
	Participation	Participation in the MCH service	70% to 100%	45.94%	80.08%	70.10%	79.87%	67.74%	66.50%	✓	✗	High participation in the Maternal and Child Health service is determined by the ratio of the number of children who attend the service at least once in a year to the total number of children enrolled in the MCH service.  This indicator reflects the level of engagement and utilisation of the MCH service. Participation has declined following the COVID-19 pandemic..
	Participation	Participation in the MCH service by Aboriginal children	60% to 100%	44.44%	81.63%	71.79%	73.17%	65.79%	77.10%	✗	✓	Participation in MCH services by First Nations children has declined. Addressing barriers such as cultural sensitivity, geographic isolation, and historical distrust is continually addressed to improve participation and ensure equitable healthcare for First Nations children.
	Satisfaction	Sealed local road requests per 100km of sealed local roads	10 to 120 requests	96 requests	73.46 requests	32 requests	57.91 requests	25.67 Requests	85.4 requests	✓	✓	There are 487km of sealed local roads in the Shire. There were 125 customer requests logged in relation to sealed local roads between July to December 2023.

Service Area	Indicator	Measure Description	Expected Range*	January 2022	July 2022	January 2023	July 2023	January 2024	Similar Councils	Performance v Similar Councils	Nilumbik within Expected Range*	Mid-Year Commentary
Roads	Condition	Sealed local roads maintained to condition standards	80% to 100%	88.07%	95.10%	N/A	95.28%	N/A	96.70%	NA	✓	These figures are calculated and provided on an annual basis only.
	Service cost	Cost of sealed local road reconstruction per square metre	\$20 to \$200	\$177.89	\$132.73	N/A	\$166.73	N/A	\$124.80	NA	✓	These figures are calculated and provided on an annual basis only.
	Service cost	Cost of sealed local road resealing per square metre	\$4 to \$30	\$13.47	\$10.70	N/A	\$14.90	N/A	\$29.71	NA	✓	These figures are calculated and provided on an annual basis only.
	Satisfaction	Community satisfaction with sealed local roads	50 to 100 out of 100	NA	60/100	N/A	68.5/100	N/A	57.0/100	NA	✓	These figures are calculated and provided on an annual basis only.
Statutory Planning	Timeliness	Time taken to decide planning applications	30 to 110 days	87 days	100 days	105 days	102 days	84 days	115.3 days	✓	✓	Council is committed to reducing decision timeframes. Over the 6 month period, the planning team has had a greater focus on returning incomplete applications, encouraging pre-application meetings and reducing multiple requests for further information.
	Service standard	Planning applications decided within required timeframes	40% to 100%	65.01%	60.36%	56.90%	55.99%	68.83%	56.00%	✓	✓	Council is committed to reducing decision timeframes. Over the 6 month period, Council has made a significant improvement in the number of applications decided within statutory timeframes.
	Service cost	Cost of statutory planning service per planning application	\$500 to \$4,000	\$2,885.45	\$2,989.05	\$2,989.05	\$2,788.89	\$2,788.89	\$3,569.91	✓	✓	This measure is calculated on an annual basis only.
	Decision making	Council planning decisions upheld at VCAT	30% to 100%	73.00%	64.00%	55.00%	46.15%	62.50%	47.60%	✓	✓	This measure improved from the previous result. Of the 8 decisions referred to VCAT, 5 were upheld.
	Service standard	Kerbside collection bins missed per 10,000 households	1 to 20 bins	6.97 bins	6.46 bins	4.13 bins	4.56 bins	3.15 bins	6.9 bins	✓	✓	The number of missed bins has decreased compared to the previous report in July 2023 and also compared to January 2023. With additional waste collections also taking place during the reporting period, this is a positive result.
	Service cost	Cost of kerbside garbage bin collection service per bin	\$40 to \$150	\$46.02	\$103.21	\$49.51	\$96.96	\$45.23	\$141.95	✓	✓	There has been a slight decrease in the cost of the service per bin due to slightly lower garbage tonnes and dividing the cost by the actual number of bins serviced rather than by the number of households (as previously reported).
	Service cost	Cost of kerbside recyclables collection service per bin	\$10 to \$80	\$51.18	\$100.35	\$49.41	\$102.52	\$41.00	\$67.24	✓	✓	There has been a decrease in the cost of the service per bin due to lower recycling processing costs and a change to dividing the cost by the actual number of bins services rather than by the number of households (as previously reported).
	Waste diversion	Kerbside collection waste diverted from landfill	20% to 60%	75.00%	72.69%	75.00%	72.24%	72.00%	47.90%	✓	✗	Nilumbik residents diverted more than 8,300 tonnes of kerbside material from landfill from July to December 2023. The diversion rate is slightly lower than the July to December period in the past few years primarily due to 10 per cent less green waste tonnes.



Council Plan 2021-2025 – Year 3 Action Plan (FY 2023-2024); Quarter 2 (October - December 2023) Update

Theme	Action	Responsibility	Progress Commentary - End of December 2023	Status
Community and connection - to encourage inclusion and participation to support health and wellbeing and ensure that all our residents have equitable access to services, programs, events and initiatives				
Equity & Inclusion	We actively work towards reconciliation and the process of healing with the Wurundjeri Woi Wurrung people and recognise them as the Traditional Owners of the land and waterways of Nillumbik			
	Develop a Reflect Reconciliation Action Plan, and continue to work towards reconciliation with the Wurundjeri and other First Nations communities	Communities	<p>Development of the Reflect Reconciliation Action Plan (RAP) is on track for endorsement before the 2024 Election Caretaker period, and submission to Reconciliation Australia.</p> <p>The RAP will be Council's formal commitment to supporting First Nations peoples' rights, culture, heritage, needs and aspirations. It will outline the approach Council will take to progress reconciliation and work alongside Aboriginal and Torres Strait Islander people in all Council services.</p> <p>The RAP Working Group (RWG) and Terms of Reference have been established and the first meeting took place in December 2023. The RWG includes key internal staff, external stakeholders and community members. The RWG have begun review and refinement of the draft RAP , which is a significant milestone.</p> <p>The Corporate Development Manager from Mob Jobs continues to work as a consultant to support the RAP development and review of the Aboriginal Partnerships Officer role. Based on advice from Mob Jobs, recruitment to the Aboriginal Partnerships Officer role has been postponed until 2024.</p> <p>Aboriginal Cultural Safety training was delivered to the Executive Leadership Team and Managers in November 2023.</p> <p>Monthly cultural consultations continue to occur with the Wurundjeri Woi-Wurrung Traditional Owners. These meetings provide an opportunity for teams across Council to present their projects, plans and initiatives to the Traditional Owners for feedback, input and/or approval.</p>	ON TRACK
Health & Wellbeing	We address the social, environmental and economic factors of health to improve health and wellbeing outcomes for our communities			
	Implement annual actions in the Nillumbik Health and Wellbeing Plan 2021-2025	Communities	<p>The Nillumbik Health and Wellbeing Plan 2021-2025 outlines our commitment to address health and wellbeing priorities and reduce inequalities. It reflects the priorities of our community, and our health and wellbeing partners.</p> <p>Implementation of the Year 3 Action Plan for the Nillumbik Health and Wellbeing Plan is underway and on track. The action plan includes 113 actions.</p> <p>Of these, 5 are complete and 99 are on track. Three actions are experiencing minor issues. These actions are in the initial stages, with the issues being mainly delays caused by taking the time to effectively plan and develop relationships.</p> <p>One action is experiencing major issues; there are delays to the youth-focused climate action project due to resourcing barriers for the partnering schools. There are 5 actions where reporting is yet to be commence.</p>	ON TRACK
Ages & Stages	We work towards creating an age-friendly community where all people regardless of their age or ability can live a good quality of life			
	Continue to implement the Youth Strategy 2022-2026 in partnership with our Youth Council	Communities	<p>The Youth Strategy 2022-2026 provides young people with a new voice in the decision-making of Council. Key actions delivered as part of the strategy in this quarter included:</p> <ul style="list-style-type: none"><li>• Applications opened for the annual Young Women Leaders of Nillumbik Awards. All women aged 12-25 who live, work, study, volunteer or play in Nillumbik and have made an outstanding contribution to our community were invited to self-nominate by the end of December 2023.</li><li>• Wellbeing Expos: In October, Nillumbik Youth hosted Wellbeing exhibitions at two local high schools for Mental Health Month. The team along with local service providers set up stalls at both Diamond Valley College and Eltham College with a range of activities and resources on the topics of mindfulness, health and wellbeing, social connection and looking out for their peers.</li><li>• Youth in Action: 7 Youth in Action sessions were delivered to Warrandyte High School, facilitating an opportunity for 45 young people to increase their understanding of homelessness, gambling and gaming and mental health literacy and stress management.</li><li>• 16 Days Open Mic Night: The Youth team hosted an Open Mic Night in Eltham Town Square in December as a part of 16 Days of Activism Against Gender Based Violence.</li></ul> <p>A report is being prepared for the Executive Leadership Team and Council in early 2024 to present the final outcomes from the Year 2 Implementation Plan and to present the Year 3 Implementation Plan for endorsement.</p>	ON TRACK
	Complete an audit of facilities to identify opportunities to implement age-friendly improvements for community facilities	Operations	Foundational and planning work to support the delivery of this action has been undertaken. The facilities audit and urgent identified works has been budgeted for the 2023-2024 facilities renewal program and scheduled for completion in Quarter 3, 2023-2024.	ON TRACK

Theme	Action	Responsibility	Progress Commentary - End of December 2023	Status
<b>Place and space</b> - to protect, enhance, maintain, plan and design places and spaces that strengthen identity, reinforce character, improve accessibility, encourage social connection and enjoyment, support biodiversity and respect the environment				
Identity	We value, appreciate and enjoy our Green Wedge Shire, including our rural areas and leafy urban areas, which we work hard to protect and enhance			
	Seek authorisation from the Minister for Planning to prepare and exhibit an amendment to include the adopted Municipal Planning Strategy into the planning scheme	Planning, Environment & Strategy	Next steps in 2023-2024 include lodgement in the Amendment Tracking System to seek authorisation from the Minister to prepare and exhibit an amendment to implement the Municipal Planning Strategy into the planning scheme.  Subject to resource availability and budget allocation, this will be undertaken in Quarter 3, 2023-2024.	YET TO COMMENCE
	We recognise and celebrate our community's significant contributions to art and culture			
	Continue to implement annual actions in the Arts and Culture Strategy 2022-2026	Communities	The Arts and Culture Strategy 2022-2026 provides a clear set of priorities for the enrichment of arts and culture facilities and programs across the Shire. Key activities in this quarter included:  • Engagement on the Creative Infrastructure Framework concluded and presented to the Executive Leadership Team ahead of a review by Councillors and discussion at the February 2024 Planning and Consultation Committee Meeting; • Successful commission of the annual Creative Minds Exhibition at Eltham Library Community Gallery, showcasing artworks created by Nillumbik VCE Art and Studio Art students; • Quarterly working group meeting with Montsalvat as part an ongoing partnership to collaboration on exhibitions and arts programs; • Hosted the DiversARTy Exhibition at Eltham Library Community Gallery in collaboration with Eltham Living & Learning; • Completed a successful art collection changeover at Eltham Community Reception Centre to showcase Nillumbik's rich visual art collection; • Conducted successful writing workshops as part of an ongoing community program ahead of the Nillumbik Prize for Contemporary Writing; and • Completed a review of shortlisted entries for the Nillumbik Prize for Contemporary Writing Prize in collaboration with Writers Victoria.	ON TRACK
Natural Environment	We understand and value biodiversity and its importance to human health and wellbeing, and take action to protect and enhance biodiversity in Nillumbik			
	Complete and adopt the new Biodiversity Strategy, including investigation into measures to establish and enhance the urban tree canopy and protect wildlife	Planning, Environment & Strategy	The Biodiversity Strategy will identify actions that will prioritise the health of Nillumbik's natural environment and biodiversity and embed these actions into Council's decision making. Key actions completed in this quarter include:  • Development of a community engagement strategy for Phase 2 engagement (testing the draft); • Workshopping the draft strategy with Councillors and the Environment and Sustainability Advisory Committee; • Refinement of the draft strategy; and • Approval sought to engage with the community on the draft Strategy at the December 2023 Council Meeting.  Formal public consultation on the draft will take place from 1 February to 3 March 2024. This consultation will be supported by a series of bookable Q&A sessions.	ON TRACK
Open Space	We facilitate participation in sports, leisure and recreational activities			
	Continue to implement the Recreation and Leisure Strategy 2022-2030	Operations	The Recreation and Leisure Strategy seeks to support community participation in sport and active recreation, with a focus on well-planned facilities and environments. It also aims to remove barriers for underrepresented groups to take part in sport and recreation, including women and girls, people with disability, and the LGBTQIA+ community. Actions undertaken in this quarter included:  • Gender Impact Assessments for the following: - Eltham Lower Park Pavilion Redevelopment & Dog Park; - Diamond Creek Outdoor Pool; - St John of God Accord Work Experience Program at Eltham Leisure Centre & Edendale Community Environment Farm; - Panton Hill Tennis Courts redevelopment; - Plenty War Memorial Sportsfield Lighting; and - Women in Sport Breakfast.  • The Nillumbik Women in Sport Breakfast was held on 1 December 2023. The event sold out (150 tickets). This year's event had a focus on mental health.  • Community consultation on the Diamond Creek Outdoor Pool Upgrade and Eltham Lower Park Upgrade.	ON TRACK

Theme	Action	Responsibility	Progress Commentary - End of December 2023	Status
Neighbourhood Character	We respect and enhance the unique neighbourhood character in our communities to ensure a considered approach to planning and development			
	Complete and adopt the new Neighbourhood Character Strategy	Planning, Environment & Strategy	<p>The purpose of the Neighbourhood Character Strategy is to adequately protect neighbourhood character as new development occurs. To this end, the strategy places each residential property in a particular neighbourhood character area and provides a vision (called a preferred character statement) with supporting objectives and guidelines to manage future development.</p> <p>Key actions undertaken in this quarter included:</p> <ul style="list-style-type: none"><li>• The Planning and Consultation Committee heard from submitters to Phase 3 community engagement at the October 2023 Meeting;</li><li>• The recommended final changes to the draft strategy were presented at a Councillor briefing in November 2023, and the final changes were made to the strategy in mid-November; and</li><li>• The final version of the strategy was adopted at the December 2023 Council Meeting.</li></ul>	ON TRACK
	We promote place making and shaping and advocate for the continuation and enhancement of local character			
	Complete and adopt the Wattle Glen Public Realm Framework	Planning, Environment & Strategy	<p>Key activities undertaken in this quarter included:</p> <ul style="list-style-type: none"><li>• Receipt of agreed Movement and Place Assessment (MAPA) outcomes from the Department of Transport and Planning (DTP) has been delayed; and</li><li>• DTP advised the original December 2023 deadline was now programmed for early January 2024.</li></ul> <p>Subject to agreement from DTP, further steps include:</p> <ul style="list-style-type: none"><li>• Revisions by consultants (drawings) to framework plan based on agreed MAPA outcomes from DTP; and</li><li>• Obtain Authority feedback on revised framework initiatives (diagrammatic level) and in-principle support.</li></ul> <p>Next steps (noting not all next steps are subject to DTP approval timelines):</p> <ul style="list-style-type: none"><li>• February 2024 - internal Project Working Group review;</li><li>• February/March 2024 (to be confirmed) - preparation of framework report;</li><li>• April/May 2024 (to be confirmed) - Councillor briefing - updated framework plan and proposed community consultation; and</li><li>• June 2024 (to be confirmed) - approval of community consultation framework plan at the Council Meeting.</li></ul>	MINOR ISSUES
Movement & Place	We champion the notion of living locally; making it easier for people to meet most of their daily needs within the Shire			
	Continue to develop a masterplan (phase B) for community facilities in Diamond Creek, including recreation and community precincts and buildings	Planning, Environment & Strategy	<p>Key actions undertaken in this quarter included:</p> <ul style="list-style-type: none"><li>• October 2023 - A Request for Quote (RFQ) was released (closed in first week of November);</li><li>• November 2023 - Procurement finalised and consultants were engaged to prepare needs analysis; and</li><li>• December 2023 - Preparation of needs analysis assessment commenced.</li></ul> <p>Next steps involve:</p> <ul style="list-style-type: none"><li>• December 2023 / January 2024 - Continue preparation of needs analysis assessment;</li><li>• January 2024 - Project Working Group is to review the Community Needs Assessment Report; and</li><li>• February 2024 - Finalisation of the Community Needs Assessment Report will occur.</li></ul>	ON TRACK
Sustainable and resilient - to manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future				
Climate Change	We work proactively to reduce Council's direct contribution to climate change, and support our community to do the same			
	Continue to implement annual actions in the Climate Action Plan 2022-2032	Planning, Environment & Strategy	<p>The Climate Action Plan 2022-2023 outlines Council's response to the challenges posed by climate change and outlines a twofold approach, involving mitigation and adaptation. Some of the works delivered this quarter include:</p> <ul style="list-style-type: none"><li>• Councillors were briefed on the Net Zero Emissions Roadmap which will guide Council action to achieve the endorsed target of net zero emissions by 2030, and also on the Northern Region Community Electric Vehicle report and associated recommendations;</li><li>• Councillors were briefed on the proposed scope of Nillumbik Urban Tree Canopy Strategy which will support urban cooling;</li><li>• The Executive Leadership Team were briefed on the operational considerations of supporting the installation of high speed Electric Vehicle chargers on Council land (car parking spaces) for community use, and of a current installation offer that has been submitted by Evie Networks;</li><li>• Publicity to support the launch of the Victorian Container Deposit Scheme;</li><li>• Heat health awareness promotions;</li><li>• Bushfire mitigation programs including on Council roadsides and reserves, fire prevention notices issued and community awareness and education;</li><li>• New 3-year Practically Green contract awarded, to deliver climate action/sustainability education to the community;</li><li>• St Andrews natural disaster resilience project supported by installation of an off-grid power system; and</li><li>• Emergency Management simulations aimed at resilience building with Arthurs Creek community (storm event) and St Andrews community (bushfire).</li></ul>	ON TRACK

Theme	Action	Responsibility	Progress Commentary - End of December 2023	Status
Sustainability	We favour sustainable and innovative investment; focussing on renewable energy initiatives			
	Develop a roadmap regarding ESD principles into the planning scheme, subject to the State Government's impending changes to the Victorian Planning Provisions and subsequent review of such changes	Planning, Environment & Strategy	<p>This action is yet to commence. The focus of the State Government has been on the recently released Housing Statement and affordable housing.</p> <p>However, Victorian Planning Policy amendments have been implemented into all planning schemes in Victoria that have set the foundation for future provisions to support Ecologically Sustainable Development (ESD) to be embedded into all planning schemes.</p> <p>Council is awaiting State Government updates on the detail of these provisions to enable a gap analysis to determine if further strategic work is required to support ESD outcomes over/above those proposed by the State Government.</p>	YET TO COMMENCE
Business & Tourism	We support businesses, industries and events, and encourage investment within Nillumbik			
	Continue to implement annual actions in the Economic Development Strategy 2020-2030	Planning, Environment & Strategy	<p>The Economic Development Strategy 2020-2023 aims to strengthen the local economy and facilitate job creation in the Shire.</p> <p>Key work undertaken as part of the strategy this quarter included:</p> <ul style="list-style-type: none"><li>• The Shop in our Shire Christmas campaign received 800 registrations from customers who shopped and dined within our Shire over a 4 week period;</li><li>• Working with our regional partners to promote Nillumbik businesses at this year's Northern Business Achievement Awards, Naturally Goat was awarded Business of the Year and the Sustainability &amp; Environment award, and Local Fine Foods was awarded Best Small Business;</li><li>• The very successful Home Based Business Forum was held jointly with Banyule Council and saw 70 local businesses participate;</li><li>• The Nillumbik Business Support and Connect Roadshow provided businesses with the opportunity to hear from 8 government service providers, with 50 people attending;</li><li>• Three Business in Nillumbik e-newsletters were distributed to over 1,600 businesses; and</li><li>• The Destination Management Plan, 4 Local Area Plans and the Workforce Plan for the Yarra Valley and Dandenong Ranges tourism region have been finalised by Yarra Ranges Tourism.</li></ul>	ON TRACK
Responsible and accountable - to facilitate the best possible outcomes for our community, by demonstrating strong leadership and working actively to achieve the community's objectives				
Good Governance	We continue to exercise sustainable and responsible financial management			
	Report quarterly on the annual budget	Operations	<p>Council's overall financial position at the end of the second quarter is sound, however active monitoring of operational budgets will continue to be a focus for the financial year ahead.</p> <p>The 31 December 2023 Financial Report will be presented to Council at the February 2024 Council Meeting, and to Council's Audit and Risk Committee on 19 February 2024.</p>	ON TRACK
Risk Management	We seek to enhance community safety, public health, amenity and the environment through improved planning and community engagement, prioritising fair and transparent approaches to managing compliance and enforcement			
	Commit resources in order to implement the new local law with respect to permit assessments for the removal of trees	Planning, Environment & Strategy	<p>An additional funding commitment was provided in the 2022-2023 annual budget to support the implementation of the protection of Amenity Trees Local Law.</p> <p>The Protection of Amenity Trees Local Law provides protection for substantial trees in the urban and townships areas of the Shire. These additional resources have funded referrals to Council's consulting arborist to obtain expert technical advice about the trees proposed to be removed under the Amenity Tree Local Law.</p>	ON TRACK
Services & Programs	We source alternative and innovative funding sources to support and complement Council services and infrastructure			
	Continue to deliver our capital works program	Operations	<p>Progress on the 2023-2024 Capital Works program is slightly behind schedule at the end of Quarter 2.</p> <p>Several large contracts have just been rewarded and the expectation is that the delay will be rectified in Quarter 3.</p>	ON TRACK

COMPLETED	Action is completed
ON TRACK	Action is on track for completion within budget and timeframe
MAJOR ISSUES	Action is off track, experiencing major issues which require management attention
MINOR ISSUES	Action is off track, and experiencing minor issues being managed in-house
YET TO COMMENCE	Action works are yet to commence

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

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In this Instrument '**officers**' means –

Renae Ahern  
Dimitrios Athanas  
Anthony Augunas  
Briana Barnes  
Emma Barrett  
John Brennan  
Megan Brittingham  
Andrea de Boer  
Siena Cairns  
Stephanie Chen  
Melody Du  
Dean Eddy  
Andrew Feeney  
Aidan Francischelli  
Eloise Gabriele  
Guy Gardiner  
Richard Glawitsch  
Kamal Hasanoff  
Mark Huntersmith  
Simon Ilsley  
Jennifer Kemp  
Ben Kenyon  
Stewart Mala  
Sarah Mayman  
Karen McPherson  
Raymond Micallef  
Robert Mitchelmore  
Stella Morgan  
Tim Oldfield  
Leigh Northwood  
Nicholas Ouzas  
Serge Perna  
Barry Pilliner  
Katrina Ross  
Sarah Shehata  
Craig Smith  
Marianne Sparks  
Warren Tomlinson  
Michael van Oosterwijck  
George Vasilopoulos  
Timothy Vickers  
Harry Widdecome  
Emrys Williams

By this Instrument of Appointment and Authorisation Nillumbik Shire Council –

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

It is declared that this Instrument –

- a) comes into force immediately upon its execution;
- b) remains in force until varied or revoked.

This instrument is authorised by a resolution of **Nillumbik Shire Council** on 27 February 2024.

THE COMMON SEAL of NILLUMBIK )

SHIRE COUNCIL was affixed hereto )

On the        day of February 2024 )

On the authority of the Council and )

signed by: )

.....

Councillor

.....

Chief Executive Officer

## Informal Meeting of Councillors Record

The Meeting commenced at 10.15am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Positive Ageing Advisory Committee
	<b>Date:</b>	Friday 1 December 2023
	<b>Location:</b>	Council Chamber Civic Centre and via Zoom
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Frances Eyre
	<b>Council Staff:</b>	Narelle Hart, Leanne Horvath, Nicky Forster, Heather Macmillan and Julie-Anne Grech
	<b>Other:</b>	Tanya Cottrell, Richard Kottek, Sandra Verdam, Ann Hutchinson, Kate Puls, Tom Fisher, Yuki Yan, Annie Lee, Sheila Cheary, Janice Crosswhite, Joy Ferguson, Deanna Finn, Melanie Coupe and Lachlan Stagg
<b>APOLOGIES:</b>		Cr Natalie Duffy, Mahshid Ghorbani, Tamlyn Carr

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Conflict of Interest and Informal Meeting of Councillors Record	No disclosures were made
2	Minutes of 6 October 2023 PAAC Meeting and Outstanding Action Items	No disclosures were made
3	Business Arising	No disclosures were made
4	General sharing on 'intergenerational activities'; current and projected for 2024	No disclosures were made
5	Healthy Ageing – Understanding needs. Led by healthAbility representatives	No disclosures were made
6	Summer preparedness and Emergency Management work	No disclosures were made
7	Feedback from Ann Hutchinson on the bus trip with local politicians	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
8	World Health Organisation (WHO) 'Promoting Physical Activity in Older People' discussion led by Janice Crosswhite	No disclosures were made
9	Roundtable	No disclosures were made

**The Meeting concluded at 12.30pm**

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Julie-Anne Grech <b>Officer Title:</b> Business and Program Support Officer
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## Informal Meeting of Councillors Record

The Meeting commenced at 4:30pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Youth Council Formal Advisory Committee meeting
	<b>Date:</b>	Monday 5 December 2023
	<b>Location:</b>	Sunroom – Eltham Living and Learning
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Cr Ben Ramcharan
	<b>Council Staff:</b>	Nichole Johnson, Katie Camilleri, Meg Exell, Dan Joyce, Frances Biggar
	<b>Other:</b>	Niamh Coffey, Soren Kean, Kirra Imbirano, Joshua Adams
<b>APOLOGIES:</b>		Nil

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Youth Summit	No disclosures were made
2	Youth Hub update	No disclosures were made
3	Youth hub updates	No disclosures were made

The Meeting concluded at 6:30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Meg Exell
	<b>Officer Title:</b>	Team Leader Youth Development

## Informal Meeting of Councillors Record

The Meeting commenced at 5.04pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing
	<b>Date:</b>	Tuesday 5 December 2024
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Corrienne Nichols, Blaga Naumoski (arrived at 6.24pm) Jeremy Livingston, Rosa Zouzoulas, Nichole Johnson, Leigh Northwood, Stephanie Orvie, Kirsten Reedy, Lawrence Seyers, Ayman Williams, Heath Gillett, Cobie Vermeulen, Kellie Grocock, Hilary Duns-McKay, Fancy Chen, Vanessa Veldman, Sal Hadi
	<b>Other:</b>	Uncle Joel Wright
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Nillumbik Reconciliation Action Plan - RAP Working Group	No disclosures were made
2	Land Management Incentive Program - Guidelines Update	No disclosures were made
3	Unused Government Road (14 and 16 Joslyn Drive Research)	No disclosures were made
4	Living & Learning Nillumbik Presentation	No disclosures were made
5	Arts and Culture Strategy - Review of Year 1 Action Plan and presentation of Year 2 Action Plan	No disclosures were made
6	Transfer Station Fees and Charges Review	No disclosures were made
7	CEO Update with Councillors - 5 December 2023	No disclosures were made

The Meeting concluded at 8.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Blaga Naumoski Director Governance Communications and Community Safety
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# Informal Meeting of Councillors Record

The Meeting commenced at 5:06pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Council Meeting Pre-Meet
	<b>Date:</b>	Tuesday 12 December 2023
	<b>Location:</b>	Council Chamber
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Rosa Zouzoulas, Katia Croce, Leigh Northwood, Nichole Johnson, Anna Maio, Warren Tomlinson, Hannah Burns, Lance Clark, Tacey Varley
	<b>Other:</b>	
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Draft Biodiversity Strategy 2024 - 2034 for public exhibition	No disclosures were made
2	Neighbourhood Character Strategy (NCS) consideration of adoption	No disclosures were made
3	Nillumbik Community Awards - Future Dates	No disclosures were made
4	Council owned residential building- 385 Eltham-Yarra Glen Road, Kangaroo Ground	No disclosures were made
5	Quarterly Risk and Safety Report - September 2023	No disclosures were made
6	Audit and Risk Committee Meeting November 2023	No disclosures were made
7	Nillumbik Integrated Transport Strategy - Community Consultation	No disclosures were made
8	Lorimer Road, Wattle Glen - Proposed Special Charge Scheme	No disclosures were made
9	Tender Report - Contract 2223-023 Kerbside Recycling Processing	No disclosures were made
10	Tender Report – Contract 2324-022 Hurstbridge Mens Shed Construction	No disclosures were made
11	Tender Report – Contract 2324-023 Nillumbik Youth Hub Redevelopment Works	No disclosures were made
12	Tender Report – Contract 2324-026 Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
13	Tender Report – Contract 2324-033 Alistair Knox Park - Universal Design Access and Landscaping Works	No disclosures were made
14	Tender Report – Contract 2324-015 Diamond Valley Library Outdoor Space Rejuvenation	No disclosures were made
15	Tender Report – Contract 2324-008 Photography & Videography Services Panel	No disclosures were made
16	Tender Report - Contract 2324-035 - Chair and Facilitation of CEO Employment Matters Committee	No disclosures were made
17	Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	No disclosures were made
18	Informal Meetings of Councillors Records - 12 December 2023	No disclosures were made

**The Meeting concluded at 5.40pm**

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Blaga Naumoski Director Governance Communications and Community Safety
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## Informal Meeting of Councillors Record

The Meeting commenced at 10.00am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Inclusion and Access Advisory Committee
	<b>Date:</b>	Friday 15 December 2023
	<b>Location:</b>	Council Chambers, Civic Drive Greensborough
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Perkins
	<b>Council Staff:</b>	Narelle Hart, Angela Lampard, Angela Clare, and Julie-Anne Grech
	<b>Committee Members:</b>	<b>Committee Members:</b> Neville Coutts, Rhonda Bain, James Lindrea, Diana Warrell, Sue King, Silvana Scibilia, Geoff Weber, Jo Aladas, Aaron Williams, Helen Ryan, Nicole Coxford <b>Other:</b> Adriana Lancuba
<b>APOLOGIES:</b>		Gina Lloyd Thomas, Melanie Keely, Carol Lee

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Minutes from the 27 October 2023 Inclusion and Access Advisory Committee – Minutes confirmed by the Committee	No disclosures were made
2	Demonstration Day at Hurstbridge Hub for a proposed Tovertafel	No disclosures were made
3	Application of CCTV security for Council Facilities	No disclosures were made
4	International Day of People with Disability (IDPwD) grant program – event update	No disclosures were made
5	School Leaver Employment Support (SLES) Program	No disclosures were made
6	Men's Shed Mentoring Program	No disclosures were made

The Meeting concluded at 12.00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Julie-Anne Grech Business and Program Support Officer
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## Informal Meeting of Councillors Record

The Meeting commenced at 10.30am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Positive Ageing Advisory Committee
	<b>Date:</b>	Friday 2 February 2024
	<b>Location:</b>	Council Chamber , Civic Centre and via Zoom
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Frances Eyre
	<b>Council Staff:</b>	Narelle Hart, Leanne Horvath, Heather Macmillan, Leigh Northwood, Sarah Shehata, Tony Augunus and Julie-Anne Grech
	<b>Other:</b>	Tanya Cottrell, Sandra Verdam, Ann Hutchinson, Kate Puls, Tom Fisher, Yuki Yan, Tamlyn Carr, Sheila Cheary, Janice Crosswhite, Deanna Finn, Mahshid Ghorbani and Joy Ferguson
<b>APOLOGIES:</b>		Nil

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Conflict of Interest and Informal Meeting of Councillors Record	No disclosures were made
2	Minutes of previous meeting and outstanding action items	No disclosures were made
3	Business Arising	No disclosures were made
4	Nillumbik Shire Council Housing Strategy update (Part A)	No disclosures were made
5	Nillumbik Shire Council Housing Strategy update (Part B). Questions and answers. Discussion.	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
6	Brainstorm of dementia friendly ideas where people can go during a heatwave / emergency	No disclosures were made
7	Roundtable	No disclosures were made
8	Other business	No disclosures were made

**The Meeting concluded at 1:38pm**

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Julie-Anne Grech
	<b>Officer Title:</b>	Business and Program Support Officer

## Informal Meeting of Councillors Record

The Meeting commenced at 4:30pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Youth Council Formal Advisory Committee
	<b>Date:</b>	Monday 5 February 2024
	<b>Location:</b>	Council Chamber
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Cr Ben Ramcharan
	<b>Council Staff:</b>	Nichole Johnson, Katie Camilleri, Mike Dean, Meg Exell, Fleur McDonald, Frances Biggar, Nate Sutton, Summarlinah Winoto, Warren Tomlinson
	<b>Other:</b>	Ayelet Yahav Zloof, Bailey Cumming, Elysia Cheche, Emily Yin, Martina Charalambous, Niamh Coffey, Scarlett Magnanini, Orianna Edmonds
<b>APOLOGIES:</b>		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Play Well Participation Grant	No disclosures were made
2	Emergency Management in Nillumbik	No disclosures were made
3	Biodiversity strategy and Urban Tree Canopy strategy	No disclosures were made

The Meeting concluded at 6:30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name</b>	Meg Exell
	<b>Officer Title::</b>	Team Leader Youth Development

## Informal Meeting of Councillors Record

The Meeting commenced at 5.02pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing
	<b>Date:</b>	Tuesday 6 February 2024
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Rosa Zouzoulas, Katia Croce, Nichole Johnson, Saleh Hadi, Leigh Northwood, Tim Vickers, Katia Camalleri, Meg Excell, Tracey Varley
	<b>Other:</b>	
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Creative Infrastructure Framework - Community Engagement Report	No disclosures were made
2	Future delivery of the TAC L2P Program	No disclosures were made
3	Review of the Governance Rule - Election Period Policy	No disclosures were made
4	Environment and Sustainability Advisory Committee (ESAC) - revised Terms of Reference	No disclosures were made
5	CEO Update with Councillors - 6 February 2024	No disclosures were made
6	Introductory discussion on Local Government Reforms 2024 Consultation Paper	No disclosures were made

The Meeting concluded at 6.06pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Blaga Naumoski Director Governance Communications and Community Safety
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## Informal Meeting of Councillors Record

The Meeting commenced at 9.47am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Budget Workshop
	<b>Date:</b>	Thursday 8 February 2024
	<b>Location:</b>	Balgownie Estate – 1309 Melba Highway. Yarra Glen
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Rosa Zouzoulas, Rebecca Burton, Elishia Jansz, Nicole Johnson, Melika Sukunda, Rob Malignaggi, Alex Stewart
	<b>Other:</b>	Margaret Devlin - Facilitator
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Budget Overview / financial landscape	No disclosures were made
2	Budget 2023-2024	No disclosures were made
3	Capital Works	No disclosures were made
4	Council Plan	No disclosures were made

The Meeting concluded at 4.16pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Blaga Naumoski Director Governance Communications and Community Safety
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## Informal Meeting of Councillors Record

The Meeting commenced at 5.04pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	CEO Employment Matters Committee
	<b>Date:</b>	Monday 12 February 2024
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Frances Eyre, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Blaga Naumoski
	<b>Other:</b>	Margaret Devlin
<b>APOLOGIES:</b>		Cr Peter Perkins, Cr Natalie Duffy

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	CEO Employment Matters – Mid year progress update	No disclosures were made

The Meeting concluded at 6.07pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Blaga Naumoski Director Governance Communications and Community Safety
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