

Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 25 March 2025 commencing at 7:00 PM.

Attachments

Carl Cowie
Chief Executive Officer

Thursday 20 March 2025

Distribution: Public

Civic Drive, Greensborough
PO Box 476, Greensborough 3088
Telephone 9433 3111
Facsimile 9433 3777
Website www.nillumbik.vic.gov.au
Email nillumbik@nillumbik.vic.gov.au

Nillumbik Shire Council

Attachments

COM.001/25	Confirmation of Minutes Council Meeting held Tuesday 25 February 2025	
Attachment 1	Confirmation of Minutes Council Meeting held Tuesday 25 February 2025	1
AC.001/25	Advisory Committee Report - 25 March 2025	
Attachment 1	Advisory Committee meeting Minutes reported 25 March 2025	51
CM.018/25	Preschool Registration and Enrolment Scheme Priority of Access review	
Attachment 2	Priority of Access Review- Nillumbik Shire Council- Findings and Recommendations - REDACTED.....	75
Attachment 3	Department of Education - Kindergarten Funding Guide - Priority of Access Criteria.	159
Attachment 4	Priority of Access and Offer Policy Guidelines 2024	161
Attachment 5	Nillumbik Shire Council Priority of Access Guidelines	177
CM.020/25	Audit and Risk Committee Meeting February 2025	
Attachment 1	24 February 2025 Audit Committee Minutes	181
CM.021/25	Draft Budget 2025-2026	
Attachment 1	Draft Budget 2025-2026	185
CM.022/25	Proposal to rename a section of Duffs Road, Pantan Hill to Welton View	
Attachment 1	Community Engagement Process	259
Attachment 2	Plan of Road Renaming - Duffs Road, Pantan Hill	261
Attachment 3	Vicmap Plan - Duffs Road Pantan Hill	263
CM.023/25	Jayson Avenue Special Charge Scheme, Eltham	
Attachment 1	Jayson Avenue Scheme Area	265
CM.024/25	Astons Road, Yarrambat - Proposed Special Charge Scheme	
Attachment 1	Astons Road Special Charge Scheme Area	267
CM.025/25	Bourchiers Road Special Charge Scheme, Kangaroo Ground - Declaration	
Attachment 1	Properties in Bourchiers Road Special Charge Scheme	269
Attachment 2	Cost Apportionment March 2025	271
Attachment 3	Submission and Feedback Summary	273
CM.027/25	Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	
Attachment 1	Instrument of Appointment and Authorisation for Planning and Environment Act 1987	277
CM.028/25	Instrument of Delegation to the Chief Executive Officer	
Attachment 1	Instrument of Delegation to the Chief Executive Officer	279

Council Meeting Attachments

25 March 2025

CM.029/25 Instrument of Delegation from Council to Council staff

Attachment 1	Instrument of Delegation - Council to Council Staff	285
Attachment 2	Summary of the new and changed provisions	411

CM.030/25 National General Assembly of Local Government 2025 - Call for Motions

Attachment 1	National General Assembly 2025 Discussion Paper	425
Attachment 2	ALGA Motions - June 2025	449

CM.035/25 Informal Meetings of Councillors Records - 25 March 2025

Attachment 1.	Informal Meetings of Councillors record reported 25 March 2025	455
---------------	----------------------------------------------------------------------	-----

Council Meeting

held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 25 February 2025 commencing at 7:00 PM.

Minutes

Carl Cowie
Chief Executive Officer

Friday 28 February 2025

Distribution: Public

Civic Drive, Greensborough
PO Box 476, Greensborough 3088
Telephone 9433 3111
Facsimile 9433 3777
Website www.nillumbik.vic.gov.au
Email nillumbik@nillumbik.vic.gov.au



Council Meeting Minutes

25 February 2025

Council Meeting Minutes

25 February 2025

Nillumbik Shire Council

Contents		
1. Welcome		1
2. Welcome to Country		1
3. Good Governance Pledge		1
4. Prayer		1
5. Apologies\Leave of Absence		1
6. Declarations of conflict of interest		1
7. Presentations		2
8. Confirmation of Minutes		5
COM.001/25	Confirmation of Minutes Council Meeting held Tuesday 10 December 2024	5
9. Petitions		7
PT.001/25	Nillumbik Council construct a walking path along Caledonia Street, St Andrews	7
PT.002/25	Connect our Community: Build a Safe Pedestrian Rail Crossing at Coolabah Reserve Eltham	7
10. Questions from the gallery		9
11. Reports of Advisory Committees		10
12. Officers' reports		11
CM.001/25	December Quarter Financial Report	11
CM.002/25	Audit and Risk Committee Meeting November 2024	13
CM.003/25	Draft Domestic Animal Management Plan 2025-2029 - Endorsement of Community Engagement	15
CM.004/25	Proposed sale of Council land at 311A Yan Yean Road, Plenty	17
CM.005/25	Local Government Performance Reporting Framework - Mid-Year 2024-2025 Performance Report	19
CM.006/25	Youth Council Advisory Committee Terms of Reference 2025-2027	21
CM.007/25	Endorsement of Terms of Reference and EOI process for the Inclusion and Access Advisory Committee	23
CM.008/25	Endorsement of Terms of Reference and EOI process for the Positive Ageing Advisory Committee	25
CM.009/25	Recreational Trails Advisory Committee Terms of Reference and Expression of Interest Process	27
CM.010/25	Council Plan Quarterly Performance Report 2024-2025 - Quarter 2	29
CM.011/25	Active Transport Fund application	31
CM.012/25	Tender Report - Contract 2425-018 Data Centre and Disaster Recovery Services	33

Council Meeting Minutes	25 February 2025
CM.013/25 Tender Report - Contract 2425-005 Printing Services Panel	35
CM.014/25 Tender Report - Contract 2425-026 Broad Gully Road and Bellbird Road Intersection Upgrade Works.	37
CM.015/25 Tender Report - Contract 2425-021 North East Link Tree Canopy Replacement Program	39
CM.016/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	41
CM.017/25 Informal Meetings of Councillors Records - 25 February 2025	43
13. Notices of Motion	45
14. Delegates' Reports	45
15. Supplementary and urgent business	45
16. Confidential reports	45
17. Close of Meeting	45

Council Meeting Minutes

25 February 2025

Nillumbik Shire Council

**Minutes of the Meeting of Nillumbik Shire Council held Tuesday 25 February 2025.
The meeting commenced at 7.02pm.**

Councillors present:

Cr John Dumaresq	Wingrove Ward (Mayor)
Cr Naomi Joiner	Bunjil Ward (Deputy Mayor)
Cr Grant Brooker	Blue Lake Ward
Cr Kelly Joy	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Kim Cope	Sugarloaf Ward
Cr Kate McKay	Swipers Gully Ward

Officers in attendance:

Carl Cowie	Chief Executive Officer
Melika Sukunda	Acting Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Corrienne Nichols	Director Communities
Frank Vassilacos	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Katia Croce	Manager Governance and Property
Lara Bailey	Acting Senior Communications Officer

1. Welcome

2. Welcome to Country

An apology was received by Wurundjeri Man Colin Hunter Jnr Jnr, and an Acknowledgement of Country was read by the Mayor, Cr John Dumaresq.

3. Good Governance Pledge

The Good Governance Pledge was ready by Cr Kate McKay.

4. Prayer

A prayer was read by Sam Scott, Pastor of Hurstbridge Christian Fellowship.

5. Apologies\Leave of Absence

Nil

6. Declarations of conflict of interest

Nil

Council Meeting Minutes

25 February 2025

7. Presentations

Australia Day 2025 Honours List and Sporting Achievement Grants

Australia Day 2025 Honours List

Nillumbik resident Timothy SMITH was awarded the Australian Fire Service Medal, for distinguished service as a member of an Australian fire service.

Cr Peter Perkins delivered the following speech:

"Thank you, Mayor. It was great, once again, to see a member of our community being recognised for their achievements on the recent Governor General's Australia Day Honours List. Tonight, I'd like to congratulate Tim Smith on his achievements.

Tim Smith, a resident of our community, was awarded the Australian Fire Services Medal (AFSM) for his distinguished service as a member of the Australian fire service. Tim is a member of the CFA (Country Fire Authority). He initially joined the MFB (Metropolitan Fire Brigade) many years ago, where he worked as a mechanic. Over the years, he worked his way up through the CFA, and he now serves as the Manager of Fleet Operations.

More importantly, Tim has dedicated much of his life to voluntary service with the CFA, particularly in Hurstbridge. He's been there for many years and has served as the former Captain of the Hurstbridge Fire Brigade. He has also been the former Group Officer of the Nillumbik Group.

Tim is highly respected, not only in Hurstbridge but also in wider Fire Brigade circles. I would like to commend Tim for his dedication, service, and achievement of excellence. He embodies the Nillumbik ethos of service, diligence, commitment and above all serving the broader community.

It's great that you have been recognised in this manner Tim. Congratulations and thank you".

Sporting Presentations - 25 February 2025

Renae Lister (Edendale Ward) receives \$200 as a contribution for being selected to represent Victoria in swimming at the Australian 2025 Australian Age Championships in Queensland.

Aria Mitchell (Ellis Ward) receives \$250 as a contribution for being selected to represent Australia at the 2025 Australian Futsal Team tour in Barcelona.

Mayra Pacioni (Swipers Gully Ward) receives \$200 as a contribution for being selected to the Squad for the 2025 Beach Volleyball program in Queensland.

Zander Botha (Wingrove Ward) receives \$250 as a contribution for being selected to represent Australia at the Colgate Games Athletics in New Zealand.

Talise Botha (Wingrove Ward) receives \$250 as a contribution for being selected to represent Australia at the Colgate Games Athletics in New Zealand.

Council Meeting Minutes

25 February 2025

Lola Juric (Wingrove Ward) receives \$200 as a contribution for being selected to play at the Australian Volleyball School Cup in Queensland.

The recipients or their delegate thanked Council and photos were taken with their ward Councillor.

Nillumbik Shire Council wishes them every success with their future sporting pursuits.

Council Meeting Minutes

25 February 2025

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

8. Confirmation of Minutes

COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 10 December 2024

Summary

Confirmation of the Minutes of the Council Meeting held on Tuesday 10 December 2024.

Council Resolution

MOVED: Cr Kim Cope

SECONDED: Cr Grant Brooker

That Council confirms the Minutes of the Council Meeting held on Tuesday 10 December 2024 (**Attachment 1**).

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

8. Confirmation of Minutes

**COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 10 December
2024**

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

9. Petitions

PT.001/25 Nillumbik Council construct a walking path along Caledonia Street, St Andrews

A petition containing **346** signatures requests that "Nillumbik Council construct a walking path along Caledonia Street, St Andrews".

The petition contained the following statement;

To request that Nillumbik Council construct a walking path along Caledonia Street, St Andrews

The St Andrews township has had a walking path from the market site to the Community Centre since 2017, but it stops there. The community need this path to be extended so that pedestrians can walk safely, and in reasonable comfort, from one end of the town to the other.

The need for a path has already been recognised in Nillumbik Council's St Andrews Township Plan published in 2013. On page 19 under Objectives, it states - "To increase the extent and quantity of pathways throughout the township."

Council Resolution

MOVED: Cr Kim Cope
SECONDED: Cr Naomi Joiner

That Council:

1. Receives and notes the "To request that Nillumbik Council construct a walking path along Caledonia Street, St Andrews" petition requesting a walking path along Caledonia Street, St Andrews, in accordance with the Governance Rule - Meeting Procedures.
2. Refers this petition to the Acting Chief Operating Officer for investigation and response.
3. Notes that officers will advise the petition organiser of the outcome.

CARRIED UNANIMOUSLY

PT.002/25 Connect our Community: Build a Safe Pedestrian Rail Crossing at Coolabah Reserve Eltham

A petition containing **518** signatures requests that the State Government of Victoria and Nillumbik Shire Council to urgently build a safe formal pedestrian crossing over the railway tracks between Coolabah Reserve and the Eltham North Adventure Playground, in accordance with the Governance Rule - Meeting Procedures.

The petition contained the following statement;

We call upon the State Government of Victoria and Nillumbik Shire Council to urgently build a safe formal pedestrian crossing over the railway tracks between Coolabah Reserve and the Eltham North Adventure Playground, allowing local children a safe walk to their primary school. This need has been recognised and discussed for over 40 years, it is time to build it now.

Council Meeting Minutes

25 February 2025

In the 2.6km of railway from Sherbourne Road to Wattletree Road, there are eight formal pedestrian crossings connecting the communities on both sides of the tracks, averaging little more than 400m apart. Yet in the 1.9km from Wattletree Rd to Allendale Rd there are none, separating the community East of the tracks from the local community services and facilities which all sit West of the railway line: Eltham North Primary School, the Eltham North Adventure Playground, Edendale Farm, Eltham Men's Shed, 1st Eltham North Scouts, Eltham Redbacks Football Club, North Eltham Wanderer's Cricket Club, three sporting fields, the Eltham North Dog Park, Diamond Creek Trail, and bus stops connecting to Eltham Station, Diamond Creek Station and providing access to St Helena Secondary College.

The health and wellbeing benefits of living in a walkable community are well documented, and a new safe walking connection would open up these facilities to a large community that are currently cut-off by the train line. The lives of over 500 local families would be improved, and walking would become a practical and convenient alternative to driving, cutting the number of short car trips around the train line. The residential area within a 20 minute walk of Eltham North Primary School would approximately double. This would reduce traffic congestion in and around Wattletree Road which would bring benefits to a much wider segment of the community, including residents across Nillumbik. Reduced car use brings significant benefits to the environment as well.

Connect our community, make our children safer. It's time to build a formal, safe pedestrian crossing at Coolabah Reserve.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kelly Joy

That Council:

1. Receives and notes the "Connect our Community: Build a Safe Pedestrian Rail Crossing at Coolabah Reserve Eltham" petition requesting the State Government of Victoria and Nillumbik Shire Council to urgently build a safe formal pedestrian crossing over the railway tracks between Coolabah Reserve and the Eltham North Adventure Playground, in accordance with the Governance Rule - Meeting Procedures.
2. Refers this petition to the Acting Chief Operating Officer for investigation and response.
3. Notes that officers will advise the petition organiser of the outcome

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

10. Questions from the gallery

Gordon Allan has submitted the following questions:

The road drains at various points along Research-Warrandyte Road are not maintained and as a result, vast amounts of uncontrolled water enters and damages surrounding residential properties during heavy rainfall. This is predominantly due to concrete drainage pipes under driveways which are never maintained by any government agency.

Question 1

Who is responsible for this maintenance?

Response 1

As is the case for all properties across the Shire, regardless of whether the road is a local road controlled by Council or an arterial road under the control of the state government, property owners are responsible for installation and maintenance of any vehicle crossing required for access to their property. This includes the installation and maintenance of any drainage culvert installed beneath the vehicle crossing. The vehicle crossing drainage culvert must be of a size that is capable of accommodating the storm water flows captured by the roadside table drains.

Question 2

If not the Council, will Council actively support residents of the shire to influence the responsible agency in proactively completing this work before any further damage to property is incurred?

Response 2

Property owners are responsible for maintaining their vehicle crossover and associated drainage culverts. As Research-Warrandyte Road is a declared main road, the Department of Transport and Planning is responsible for the maintenance of any other roadside drainage. A road issue can be reported via the Transport Victoria or VicRoads websites at Report a road issue to Transport Victoria : VicRoads

Ben Nguyen has submitted the following questions:

Question 1

Dear Councillors, one of the four key focuses of the Council Plan is sustainability and solar panels are increasingly cheaper than fossil fuel-powered electricity. Could the Council obtain a grant to install solar panels on public buildings such as libraries? The energy if not used could be stored in batteries or sold into the grid and in turn will makes the grid greener too.

Response 1

Council has a Climate Action Plan 2022-2032 which guides Council's sustainability action. It includes a commitment to reducing community and Council emissions, with a target to achieve net-zero emissions from Council facilities and operations by 2030.

As part of this, Council has an active and ongoing program of installation of rooftop solar and battery storage, which is partially funded through grants.

Regarding our libraries, Eltham Library's heritage listing and significant shading make it unsuitable for current rooftop solar technology, however solar panels have been installed at Diamond Valley Library.

Council Meeting Minutes

25 February 2025

To date, Council has installed and maintains 54 solar PV systems on public buildings, with a total installed capacity of 1,015kW; plus seven battery storage systems totalling 254kW.

In terms of what's next, we are about to install rooftop solar and a battery at Hurstbridge Community Hub.

Question 2

Dear Councillors, the entry ramp of Eltham station runs ear-level to the deafening train tracks, hence it could be a major public health issue for thousands of commuters a day. Could the Council install a divider sheet that shield the commuters from the sound of the tracks?

Response 2

Eltham railway station and the land area surrounding the station is owned by VicTrack and managed by the state government Department of Transport and Planning (DTP). We will therefore refer your enquiry to DTP, and suggest you do the same, given Council has no jurisdiction within the station.

11. Reports of Advisory Committees

Nil

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.001/25 December Quarter Financial Report

Distribution: Public

Manager: Melika Sukunda, Acting Chief Operating Officer

Author: Robert Malignaggi, Acting Manager Finance, Assets and Procurement

Summary

This report outlines Council's financial performance and financial position for the period ended 31 December 2024.

The Income Statement shows an overall favourable year to date (YTD) variance of \$2.21 million representing 4.36 per cent of YTD Budget. This reflects the combined result of higher than budgeted operating income of \$2.43 million and higher than budgeted operating expenses of \$225,869.

Council's overall financial position at the end of this quarter is sound.

The Chief Executive Officer has reviewed the quarterly report and the mid-year forecast and has determined that a revised budget is not required.

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kim Cope

That Council receives and notes the Financial Report for the period ended 31 December 2024 (**Attachment 1**).

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.001/25 December Quarter Financial Report

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.002/25 Audit and Risk Committee Meeting November 2024

Distribution: Public

Manager: Melika Sukunda, Acting Chief Operating Officer

Author: Robert Malignaggi, Acting 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 25 June 2024 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 26 August 2024. The Minutes for the meeting are shown in Attachment 1.

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Peter Perkins

That Council notes the Minutes of the Audit and Risk Committee meeting held on 18 November 2024 (**Attachment 1**).

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.002/25 Audit and Risk Committee Meeting November 2024

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.003/25 Draft Domestic Animal Management Plan 2025-2029 - Endorsement of Community Engagement

Distribution: Public

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

Author: Elishia Jansz, Manager Community Safety (Municipal Recovery Manager)

Summary

Council is developing a Domestic Animal Management Plan which is a four-year plan that provides a strategic approach to the delivery of animal management services across the Nillumbik Shire.

The purpose of this report is to seek Councillors' support to initiate Phase 2 of community consultation on the draft Domestic Animal Management Plan 2025-2029 (**DAMP 2025-2029**) (**Attachment 1**). The draft plan has been informed by research, benchmarking and consultation activities from Phase 1 community engagement.

The draft plan considers:

- The importance of pets to Nillumbik residents
- Concerns about animal-related matters
- Ideas and resources to assist residents to manage and care for their pets
- Dogs in parks and reserves
- How well information provided by Council about pets and animal management addresses the needs of residents

This next phase aims to test the proposed approach, gather further community input on key areas, including animal management, animal welfare, responsible pet ownership, local laws as well as the importance of educating the community of desexing and microchipping, and refine the plan to ensure it aligns with community needs and expectations.

Council Resolution

MOVED: Cr Kim Cope

SECONDED: Cr Kelly Joy

That Council:

1. Endorses the Draft Domestic Animal Management Plan 2025-2029 (**Attachment 1**) for the purposes of public exhibition and community feedback for the period between 3 March to 4 April 2025.
2. Endorses the proposed community engagement approach outlined in (**Attachment 2**) to consult with community during phase 2 of the project.
3. Considers public submissions at the 13 May 2025 Planning and Consultation Committee meeting.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

**CM.003/25 Draft Domestic Animal Management Plan 2025-2029 - Endorsement of
Community Engagement**

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.004/25 Proposed sale of Council land at 311A Yan Yean Road, Plenty

File: FOL/24/5161

Distribution: Public

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

Author: Natalie Campion, Coordinator Property

Summary

Council has received a proposal from the landowner of 311 Yan Yean Road, Plenty to purchase a small section of Reserve abutting their property, known as 311A Yan Yean Road, Plenty.

Council may consider selling minor parcels of land by private treaty, provided that the land has been assessed as surplus and is no longer deemed necessary for Council and community purposes.

This report provides an overview of the proposal and seeks Council endorsement to commence the statutory procedures in accordance with section 114 of the *Local Government Act 2020* (the Act), to give public notice and undertake a community engagement process in regard to the sale of land proposal.

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Naomi Joiner

That Council:

1. Resolves to commence the statutory procedures in accordance with section 114 of the *Local Government Act 2020* (the Act), to give public notice and undertake a community engagement process as outlined in **Attachment 1** in regard to the proposed sale of the land known as 311A Yan Yean Road, Plenty, being the land contained in Certificate of Title Volume 11371 Folio 358 and shown as Reserve 1 on Plan of Subdivision PS416599M on the plan in **Attachment 2 (Reserve)**.

The Reserve is proposed to be sold by private treaty to the adjoining landowner of 311 Yan Yean Road, Plenty (**Adjoining Owner**) for the current market value of \$10,000 plus GST.

The proposed sale of the Reserve will be conditional on:

- a) Council removing the reserve status from the land under section 24A of the *Subdivision Act 1988*;
- b) the Adjoining Owner:
 - i) consolidating the Reserve with the balance of the land at 311 Yan Yean Road, Plenty; and
 - ii) constructing a new fence on the boundary of the Reserve and the adjoining road reserve,within 6 months after the Settlement Date; and

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.004/25 Proposed sale of Council land at 311A Yan Yean Road, Plenty

- c) the Adjoining Owner paying all of Council's costs incurred in connection with the removal of the reserve status of the Reserve and the sale of land.
- 2. Considers any submissions on the proposed sale of the Reserve at the Planning and Consultation Committee Meeting to be held on the 13 May 2025 following the conclusion of the community engagement period and prior to making any final decision on whether to proceed with the sale of the Reserve.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.005/25 Local Government Performance Reporting Framework - Mid-Year 2024-2025 Performance Report

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: James Hartigan, Business Performance Analyst

Summary

The Local Government Performance Reporting Framework (LGPRF) is a mandatory reporting system introduced by the State Government in 2014 to ensure all Victorian councils are measuring and reporting on their performance in a consistent way.

The purpose of this report is to present (for noting) the LGPRF mid-year service performance results for the 2024-2025 financial year.

The report measures Council's current performance against the expected range (based on the LGPRF guidelines set by the State Government) as well as comparing Council's current performance against the 2023-2024 end of financial year result.

This is the sixth time Council is completing a mid-year progress update on the LGPRF indicators, with the aim of the report to provide more frequent and current data to better monitor and more proactively address any issues or trends identified with Council's performance.

The mid-year results indicate that Council is performing well against the LGPRF, with 95% of indicators measuring either within or exceeding the expected range based on Local Government Victoria guidelines. Also, 76% of indicators are measuring better performance results than similar councils.

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kim Cope

That Council notes the Local Government Performance Reporting Framework (LGPRF) service performance results for the period from July to December 2024 (**Attachment 1**).

CARRIED UNANIMOUSLY

Council Meeting Minutes	25 February 2025
12. Officers' reports	
CM.005/25	Local Government Performance Reporting Framework - Mid-Year 2024-2025 Performance Report

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.006/25 Youth Council Advisory Committee Terms of Reference 2025-2027

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Nichole Johnson, Manager Community Partnerships

Summary

The current term for the Youth Council Advisory Committee will end in May 2025 and Council are required to call for new nominations for the next two-year term for 2025-2027. The Terms of Reference (**Attachment 1**) have been updated and presented here for endorsement. Recruitment is scheduled to open late February so that successful nominations can be adopted by Council in May 2025.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Naomi Joiner

That Council:

1. Endorses the Youth Council Advisory Committee Terms of Reference (**Attachment 1**).
2. Endorses the Youth Council Advisory Committee recruitment process.
3. Requests Officers to report nominations to the Youth Council Advisory Committee to Council for endorsement in May 2025.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.006/25 Youth Council Advisory Committee Terms of Reference 2025-2027

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.007/25 Endorsement of Terms of Reference and EOI process for the Inclusion and Access Advisory Committee

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Narelle Hart, Manager Community Programs

Summary

The Inclusion and Access Advisory Committee (IAAC) provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation to promote disability inclusion.

The current IAAC term ceases on 23 May 2025.

The IAAC Terms of Reference (Attachment 1) are presented for endorsement for the 2025-2027 Committee term.

IAAC Expressions of Interest will be open from 3 March – 7 April 2025 to allow for nomination endorsement by Council in May 2025.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kate McKay

That Council:

1. Acknowledges and thanks the outgoing members of the Inclusion and Access Advisory Committee for their contribution.
2. Endorses the Terms of Reference for the Inclusion and Access Advisory Committee **(Attachment 1)**.
3. Endorses the Expression of Interest process for the Inclusion and Access Advisory Committee.
4. Requests Officers to report nominations to the Inclusion and Access Advisory Committee for Council endorsement in May 2025.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

**CM.007/25 Endorsement of Terms of Reference and EOI process for the Inclusion
and Access Advisory Committee**

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.008/25 Endorsement of Terms of Reference and EOI process for the Positive Ageing Advisory Committee

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Narelle Hart, Manager Community Programs

Summary

The Positive Ageing Advisory Committee (PAAC) provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation to promote ageing well in Nillumbik.

The current PAAC term concludes in April 2025.

The PAAC Terms of Reference (**Attachment 1**) are presented for endorsement for the 2025-2027 Committee term.

PAAC Expression of Interest will be open from 3 March – 7 April 2025 to allow for nomination endorsement by Council in May 2025.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kim Cope

That Council:

1. Acknowledges and thanks the outgoing members of the Positive Ageing Advisory Committee for their contribution.
2. Endorses the Terms of Reference for the Positive Ageing Advisory Committee (**Attachment 1**).
3. Endorses the Expression of Interest process for the Positive Ageing Advisory Committee.
4. Requests Officers to report nominations to the Positive Ageing Advisory Committee for Council endorsement in May 2025.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.008/25 Endorsement of Terms of Reference and EOI process for the Positive Ageing Advisory Committee

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.009/25 Recreational Trails Advisory Committee Terms of Reference and Expression of Interest Process

Distribution: Public

Manager: Melika Sukunda, Acting Chief Operating Officer

Author: Rebecca Burton, Manager Recreation and Leisure
Chris Gipps, Recreation and Community Infrastructure Project Manager

Summary

This report presents the purpose of the Recreational Trails Advisory Committee (RTAC), and highlights key changes made to the Terms of Reference and the Expression of Interest process.

The current RTAC membership ceases in May 2025.

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Grant Brooker

That Council:

1. Acknowledges and thanks the outgoing members of the Recreation Trails Advisory Committee for their contribution.
2. Endorses the revised Recreation Trails Advisory Committee Terms of Reference **(Attachment 1)**.
3. Endorses the Recreation Trails Advisory Committee Expression of Interest process.
4. Requests Officers to report nominations to the Recreation Trails Advisory Committee for Council endorsement in May 2025.

CARRIED UNANIMOUSLY

Council Meeting Minutes	25 February 2025
12. Officers' reports	
CM.009/25	Recreational Trails Advisory Committee Terms of Reference and Expression of Interest Process

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: James Hartigan, Business Performance Analyst

Summary

The purpose of this report is to present the Council Plan Quarterly Performance Report for noting. These reporting updates are received by Council on a quarterly basis to exhibit in a practicable and tangible way how the Council Plan 2021-2025 is being delivered to the community.

The Council Plan Quarterly Performance Report provides the second update on delivery progress and performance of the 2024-2025 Annual Action Plan actions, which align to delivery of the fourth and final year of the Council Plan 2021-2025.

Of the 30 actions in the 2024-2025 Annual Action Plan, two actions are completed, 24 actions are 'on track' for completion, three actions are experiencing minor issues, and one action is yet to commence (**Attachment 1**).

The overall position reflected in the report suggests that Council continues to make solid progress in delivering on key actions of the Council Plan and significant outcomes for the community.

Council has commenced a process for developing the 2025-2029 Council Plan, which will be a key strategy document reflecting Council's priorities, aspirations and outcomes in the 2025-2029 Council term.

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Grant Brooker

That Council receives and notes the Council Plan Quarterly Performance Report for the second quarter of 2024-2025.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.011/25 Active Transport Fund application

Distribution: Public

Manager: Melika Sukunda, Acting Chief Operating Officer

Author: Rebecca Burton, Manager Recreation and Leisure
Chris Gipps, Recreation and Community Infrastructure Project Manager

Summary

This report notes that an application has been submitted under the Active Transport Fund through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, seeking funding for the design and construction of a recreational trail along the Maroondah Aqueduct pipe track from Diamond Creek to Greensborough.

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Grant Brooker

That Council:

1. Notes the application submitted under the Active Transport Fund with an estimated contribution from Council of approximately \$1.7 million (as a 50/50 contribution between the Federal Government and Council).
2. Notes that this project directly supports priority action number one (Maroondah Aqueduct Trail) in the Northern Regional Trails Strategy 2022.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.011/25 Active Transport Fund application

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.012/25 Tender Report - Contract 2425-018 Data Centre and Disaster Recovery Services

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Lance Clark, Senior Procurement Specialist

Daniel Tarquinio, Manager Information Technology

Summary

This report recommends the awarding of contract 2425-018 for Data Centre and Disaster Recovery Services.

The contract term is for a period of 5 years and 3 months.

There are two key phases to this contract:

- Phase 1 is the setup and go-live of IT infrastructure within the nominated Data Centre – Professional Services; and
- Phase 2 is for Disaster Recovery Services post go-live of the Data Centre IT infrastructure which consists of a monthly fee.

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 2425-018 for Data Centre and Disaster Recovery Services.

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.

Recommendation

That Council:

1. Accepts the tender submitted by the **preferred tenderer** as per the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:
Number: 2425-018
Title: Data Centre and Disaster Recovery Services
Term for Phase 1: 3 March 2025 to 2 June 2025
Term for Phase 2: 3 June 2025 to 2 June 2030
2. Authorises the Director Culture and Performance to finalise and execute the contract documentation.
3. Authorises the Director Culture and Performance to approve 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 2425-018 (**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

25 February 2025

12. Officers' reports

CM.012/25 Tender Report - Contract 2425-018 Data Centre and Disaster Recovery Services

6. Resolves that the preferred tenderer be named.

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Grant Brooker

That Council:

1. Accepts the tender submitted by the **preferred tenderer Onel Consulting Pty Ltd** as per the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:
Number: 2425-018
Title: Data Centre and Disaster Recovery Services
Term for Phase 1: 3 March 2025 to 2 June 2025
Term for Phase 2: 3 June 2025 to 2 June 2030
2. Authorises the Director Culture and Performance to finalise and execute the contract documentation.
3. Authorises the Director Culture and Performance to approve 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 2425-018 (**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

25 February 2025

12. Officers' reports

CM.013/25 Tender Report - Contract 2425-005 Printing Services Panel

Distribution: Public

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

Author: Lance Clark, Senior Procurement Specialist
Megan Medhurst, Brand and Design Advisor

Summary

This report recommends the awarding of a panel contract 2425-005 for Printing Services Panel.

There are four tenderers that are recommended to be appointed to the Printing Services Panel arrangement.

This is a business as usual services requirement and replaces an existing contract.

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 2425-005 for Printing 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.

Recommendation

That Council:

1. Accepts the tenders and tendered schedule of rates submitted by the **preferred tenderers** and enter into a panel contract arrangement as disclosed in **(Attachment 1)**.
Number: 2425-005
Title: Printing Services Panel
Term: 1 March 2025 to 29 February 2028
Options: Term extensions up to 28 February 2030
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.

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.013/25 Tender Report - Contract 2425-005 Printing Services Panel

6. Makes public the decision regarding this contract but the Tender Evaluation Report 2425-005 (**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.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Naomi Joiner

That Council:

1. Accepts the tenders and tendered schedule of rates submitted by the **preferred tenderers**;
 - **M & M Printworks**
 - **Pedstin Pty Ltd**
 - **Finsbury Green Pty Ltd**
 - **IVE Group Victoria Pty Ltd**and enter into a panel contract arrangement as disclosed in (**Attachment 1**).

Number: 2425-005
Title: Printing Services Panel
Term: 1 March 2025 to 29 February 2028
Options: Term extensions up to 28 February 2030
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 2425-005 (**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

25 February 2025

12. Officers' reports

CM.014/25 Tender Report - Contract 2425-026 Broad Gully Road and Bellbird Road Intersection Upgrade Works.

Distribution: Public

Manager: Melika Sukunda, Acting Chief Operating Officer

Author: Lance Clark, Senior Procurement Specialist

Steven Blight, Manager Capital and Infrastructure

Summary

This report recommends the awarding of contract 2425-026 for Broad Gully Road and Bellbird Road Intersection Upgrade Works.

The contract commencement date is 26 February 2025 with a completion date of 30 September 2025.

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 2425-026 for Broad Gully Road and Bellbird Road Intersection Upgrade 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.

Recommendation

That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$Redacted]** plus **[\$Redacted]** for contingency (exclusive of GST) and enter into the following contract:
Number: 2425-026
Title: Broad Gully Road and Bellbird Road Intersection Upgrade Works
Term: 26 February 2025 to 30 September 2025
Options: Nil
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 with a value of no more than the total approved budget for the project
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2425-026 (**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*.

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.014/25 Tender Report - Contract 2425-026 Broad Gully Road and Bellbird Road Intersection Upgrade Works.

-
7. Resolves that the preferred tenderer be named.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Naomi Joiner

That Council:

1. Accepts the tender submitted by the **preferred tenderer MJ Construction Group Pty Ltd** for the sum of **\$823,439.50** plus **\$164,687.90** for contingency (exclusive of GST) and enter into the following contract:
Number: 2425-026
Title: Broad Gully Road and Bellbird Road Intersection Upgrade Works
Term: 26 February 2025 to 30 September 2025
Options: Nil
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 with a value of no more than the total approved budget for the project
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2425-026 (**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*.
7. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.015/25 Tender Report - Contract 2425-021 North East Link Tree Canopy Replacement Program

Distribution: Public

Manager: Melika Sukunda, Acting Chief Operating Officer

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

Summary

This report recommends the awarding of contract 2425-021 for North East Link Tree Canopy Replacement Program.

The services to be provided under this contract is for the planting of 1800 canopy trees across designated reserves over two years. The scope includes sourcing tree stock, site preparation, planting, mulching, staking, and a two-year maintenance program to ensure successful establishment and growth requirements.

This project is fully funded via Major Roads Projects Victoria (MRPV) (Big Build) project.

The contract term is for an initial period of 4. There is a 1 year extension option available at the discretion of Council.

The term of the contract will not exceed 5 years in total.

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 2425-021 for North East Link Tree Canopy Replacement Program.

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.

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: 2425-021
Title: North East Link Tree Canopy Replacement Program
Term: 26 February 2025 to 25 February 2029
Options: 1 x 1 Year option.
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to finalise and execute the contract extension option if required.
4. Authorises the Chief Operating Officer to approve changes to operational requirements throughout the term of the contract with a value of no more than the grant funded value.

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.015/25 Tender Report - Contract 2425-021 North East Link Tree Canopy Replacement Program

-
5. Notes that any variations that exceed the agreed grant funded value will require a further Council resolution.
 6. Advises all tenderers accordingly.
 7. Makes public the decision regarding this contract but the Tender Evaluation Report (**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*.
 8. Resolves that the preferred tenderer be named.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kim Cope

That Council:

1. Accepts the tender submitted by the **preferred tenderer Urban Treescapes Pty Ltd** for the sum of **\$856,000.00** (exclusive of GST) and enter into the following contract:
Number: 2425-021
Title: North East Link Tree Canopy Replacement Program
Term: 26 February 2025 to 25 February 2029
Options: 1 x 1 Year option.
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to finalise and execute the contract extension option if required.
4. Authorises the Chief Operating Officer to approve changes to operational requirements throughout the term of the contract with a value of no more than the grant funded value.
5. Notes that any variations that exceed the agreed grant funded value will require a further Council resolution.
6. Advises all tenderers accordingly.
7. Makes public the decision regarding this contract but the Tender Evaluation Report (**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*.
8. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.016/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

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 26 March 2024.

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.

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Grant Brooker

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

25 February 2025

12. Officers' reports

CM.016/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

12. Officers' reports

CM.017/25 Informal Meetings of Councillors Records - 25 February 2025

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 10 December 2024.

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

1. Councillor Briefing held 3 December 2024;
2. Council Meeting Pre-Meet held 10 December 2024;
3. Extraordinary Planning and Consultation Committee Meeting Pre-Meet held 17 December 2024;
4. Councillor Briefing held 4 February 2025;
5. Councillor workshop 6 February 2025;
6. Councillor workshop 7 February;
7. CEO Employment Matters 11 February 2025; and
8. Councillor information session 11 February 2025.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kim Cope

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

25 February 2025

12. Officers' reports

CM.017/25 Informal Meetings of Councillors Records - 25 February 2025

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Council Meeting Minutes

25 February 2025

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 8.34pm.

Confirmed:

Cr John Dumaresq, Mayor

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Youth Council Informal Meeting

Minutes



Date:	Monday 3 February 2025
Time:	4.30pm – 6.30pm
Venue:	Nillumbik Youth Hub
Chair:	Youth Mayor Orianna Edmonds
Minute Taker:	Katie Camilleri
Committee Members:	Elysia Cheche, Emily Yin, Kai Biviano, Niamh Coffey, Orianna Edmonds, Samuel Kelso, Sophie McDonald, Soren Kean
Councillor Representative	Cr Kate McKay
Guests:	Mayor Cr John Dumaresq, Deputy Mayor Cr Naomi Joiner, Cr Grant Brooker, Carl Cowie, Bianca Caruso
Other:	Nichole Johnson, Corrienne Nichols, Katie Camilleri, Nicola Clutton
Apologies:	Ayelet Yahav Zloof, Emmika Kent, Scarlett Magnanini, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope

Order of business

1. Welcome

Introductions of Councillors and Youth Councillors.

2. Acknowledgment of Country

Youth Mayor Orianna Edmonds

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the land on which Nillumbik is located and pay our respects to Elders, children, and young people of past, present, and future generations.

We extend this respect to all First Nations People. We honor their enduring strength, continuing connection and care for the land and waters, and the truth that sovereignty was never ceded. We acknowledge all Bubups – children and their right to play, learn and have a voice on Country.

We acknowledge the past and walk together for our shared future.

3. Councillors and Youth Council meet and greet

Youth Councillors were provided time to introduce themselves and have two on one discussions with Councillors. At the conclusion of the formal introductions, Councillors and Youth Council were invited to have a short break and continue discussions.

Councillors Mayor Cr John Dumaresq, Deputy Mayor Cr Naomi Joiner and Cr Grant Brooker left following this part of the agenda.

4. Conflict of Interest and Informal Meetings of Councillors Record

No conflicts of interest.

Observers were reminded their role is to observe only, unless called upon by the Chairperson to participate.

5. Minutes of previous meeting

That the minutes of the meeting held 2 September 2024 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Niamh Coffey

Minutes seconded by: Kai Biviano

6. Outstanding Action Items

No outstanding action items.

7. Item of business 1: Nillumbik Now and Beyond Youth Survey Review

Nicola Clutton, Team Leader Youth Development

Following on from feedback at the December Youth Council Meeting, Officers presented the updated draft Nillumbik Now and Beyond 2025 Youth Survey and sought final input and feedback from Youth Council. The survey aims to gather valuable insights from the youth community to inform future youth priorities for Nillumbik.

Feedback included the following...

Introduction:

- Reminder that responses are anonymous for questions that are more sensitive (e.g., questions about alcohol and other drugs)
- Bold statement that questions are voluntary and anonymous to better highlight this at the start (hidden within the large section of text)
- Add services at end of survey as well as the introduction

About you:

- Q1 – Separate survey for parent/carers, professional and community
- Q2 – Separate ages rather than grouping them together
- Q4 – Add 'Cisgender' as an option
- Q6 – Add options: 'Aboriginal'; 'Torres Strait Islander'; 'Aboriginal and Torres Strait Islander'; 'None of the above'; 'Prefer not to say'
- Q8 – Update 'Do you speak a language other than English at home'
- Q9 – Add: 'Are you religious' – Yes/No to pre-empt prior to options; Add: 'Other – please specify'
- Q10 – Add examples for culture and make it open (no limit on number of options to select)
- Q11 – Add as a scale rather than yes/no (but also include N/A option)

Page | 2

- Q12 – Add definition of term in hint and move up to Q5 before suburb/town
- Q14 – Add 'Actively seeking employment' as option
- Add question after Q15 – Are you currently studying? *Options* – Primary; Secondary; Further study (part time/full time); Apprenticeship; Other
- Q16 – Add 'other' option
- Q18 – Remove options and keep open ended
- Overall, break this section down into separate pages to make it easier to follow

Issues for young people in Nillumbik:

- Q19/20/21 – Ensure all the options are in the same order
- Q19 – Make it clearer that this is about **all** young people in the community and Q20 – make it clearer it is about **you** personally
- Instead of 'Being Undervalued' change to 'Not being taken seriously'
- Q21 – Smoking, vaping, alcohol and other drugs – make it clearer it is about reducing harm from these. Add 'recreation' to physical activity

Health and Wellbeing:

- Q25 - Split physical health and mental health into two questions
- Q28 – Reminder that the survey is anonymous
- Q29 – Add option for up to 2
- Q29 – ask the questions in relation to the past 6 months
- Add 'prefer not to say' to Q29.2, 29.3 and 29.4
- Q30 – make this more consistent to wording in Q29
- Q32 – Have a look at the wording
- Q34 – Remove the word 'place'

Living in Nillumbik:

- Q39 – Add 'sometimes' as an option
- Q44 – If possible, add map and open ended questions and ask about general and specific locations

Communication

- Q48 – Include that it is about Council services and programs

8. Item of business 2: Youth Development Updates

Nicola Clutton, Team Leader Youth Development

Youth Council recruitment

Youth Council Terms of Reference will be presented to the February Council Meeting for endorsement and recruitment for Youth Council 2025-2027 will open 26 February and close 23 March 2025. Applications can be made online via <https://www.nillumbikyouth.vic.gov.au/Programs/Youth-Council>.

Quilting Project

If you are still interested in the quilting project, please let Nicola or Frances know and we will set up a working group for this project.

Youth Council payments

Reminder if you weren't paid in October, please reach out to Frances to follow up.

Working With Children's

Reminder to anyone turning 18 requirements to obtain working with children checks.

Youth Drop in

Reminder to promote drop-in programs Tues, Wed, Thurs 3-6pm at Youth Hub.

9. Item of business 3: Council Meetings / Opportunities

Nichole Johnson

A range of advisory committees will be recruiting at the same time as Youth Council.
Action: Nicola to send through details via email.

10. Other Business

Nillumbik Now and Beyond Survey

Nillumbik Shire Council are seeking feedback and input to support the development of the Council Plan 2025- 2029, Health and Wellbeing Plan 2025 -2029, and help us review the existing Community Vision – Nillumbik 2040 and the Financial Plan.

These plans will guide the direction of Council for the next four years and determine our goals and priorities.

Ways to have your say:

- Complete our [online survey](#) by 11.59pm Sunday 2 March
- Attend an in-person pop-up and chat with Council Officers
 - **Eltham Square Rotunda** - Sunday 16 February 8am-1pm.
 - **Diamond Creek (near the DC dog park)** - Saturday 22 February 10am-3pm
 - **Hurstbridge - 920 Heidelberg-Kinglake Rd** - Saturday 1 March 9am-2pm

More information at <https://participate.nillumbik.vic.gov.au/projects/now-and-beyond>.

11. Next meeting date and location

Monday 3 March 2025, 4:30 – 6:30pm at Nillumbik Youth Hub – 32-34 Elizabeth Street, Diamond Creek

Recreation Trails Advisory Committee

Minutes



Date:	Wednesday 12 February 2025
Time:	6:30pm – 7:30pm
Venue:	Council, Civic Centre, Greensborough
Chair:	Cr Kelly Joy
Minute Taker:	Chris Gipps, Recreation and Community Infrastructure Project Manager
Committee Members:	Cr Kelly Joy (Chair) Andrew Bakos Andrew Chau Andrew McMahon Bernie Broom Bill Penrose Brad March Cath Giles Julie O'Connell Seamer Serena Marriott
Apologies:	Janice Davies Rex Niven
Absent:	Cr Kim Cope

Order of business

- 1. Welcome**
 - 1.1. Meeting commenced at 6.30pm
- 2. Acknowledgement of Country**
 - 2.1. 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**
 - 3.1. Janice Davies & Rex Niven
- 4. Conflict of Interest and Informal Meeting of Councillors Record**
 - 4.1. No conflict of interest raised by the group.
- 5. Confirmation of minutes from previous meeting**

- 5.1. Moved by Bill Penrose and carried by Andrew McMahon.

6. Actions from previous meeting

- 6.1. Northern Region Trails Strategy – Maroondah Aqueduct Trail
Further investigations into land ownership in location/s of draft alignment options for Maroondah Aqueduct Trail – Priority Action 2i & 2ii.
- 6.1.1. Council officers, Melbourne Water (MW) and Bend of Islands Conservation Association (BICA) met to discuss the proposed trail alignments.
- 6.1.2. The area is identified as one of Melbourne Water's sites of biodiversity significance (SOBS) and is managed in accordance with our SOBS management plan.
- 6.1.3. The area south of Sugarloaf Reservoir is part of the Kinglake to Yarra biodiversity corridor and has been identified as an area for protection as set out in Burndap Birrarung burndap umarkoo (BBBU).
- 6.1.4. At this early stage of the project MW is unable to provide any further advice or support. Further discussions would need to be undertaken as part of a future feasibility study.
- 6.1.5. Andrew McMahon provided the following information:
BICA is opposed to the proposal to run south of Sugarloaf Reservoir through Bend of Isles due to the conservation importance and biodiversity value of the area and how the potential negative impact a recreational trail may have on this space.
- 6.1.6. Query from Andrew Bakos regarding plantings that have occurred on the Aqueduct.
- Action: Any evidence and/or documentation of land use and/or land ownership for the section of proposed trail alignment through Bend of Islands- that would be of value to RTAC- can be shared with the committee at the next RTAC meeting in March.*
- 6.2. Maroondah Aqueduct Trail Stage 1:
Andrew Chau to investigate and follow up on the crossing at Plenty River Bridge and if there is current funding for construction.
- 6.2.1. Andrew has been in contact with Parks Victoria who have provided the following updates:
- 6.2.2. The Hawkstowe section is going well and is nearing completion (expected by the end of the year), except for the new toilet block sewer connection which will be confirmed by Yarra Valley Water shortly.
- 6.2.3. Northern Section: expected to start in the first half of 2025, subject to Cultural Heritage Management Plan (CHMP) approval. Everything in the Northern section is fully funded assuming there are no further design changes required as part of the CHMP process.
- 6.2.4. Central & Southern Section: Anticipated to start late 2025 however designs are yet to be finalised and are subject to CHMP requirements.

6.2.5. Link to project page: <https://www.parks.vic.gov.au/projects/melbourne-region/plenty-gorge-park-upgrades>

Action: Andrew Chau to provide updates to RTAC as they occur and relate to interests of Nillumbik trails/connections.

6.3. Diamond Creek Trail - Diamond Street, Eltham:
Council officers to investigate current works in progress at this site. Consider engaging in conversations with St Vincent's Aged Care if current works support opportunity for trail realignment.

6.3.1. Officers have conducted a desktop assessment on this proposal. Key findings were:

6.3.2. There are a number of Planning controls and Strategy considerations (including the Eltham Major Activity Structure Plan 2020) that will need to be considered, however the concept of a Shared Use Path in this area is plausible.

6.3.3. Closer to the train line the zoning changes to Transport Zone (TRZ) and a permit would be required for use of the land, as well permission from VicTrack.

6.3.4. The entire area is a Cultural Heritage Sensitive Area due to its proximity to the Diamond Creek and a Cultural Heritage Management Plan may be required.

6.3.5. In summary, the initiative is feasible from a planning perspective, subject to design and permissions from landholders.

Action: Officers to provide updates as they occur.

6.4. Alistair Knox Trail realignment:
Council officers to investigate plans and opportunities for planting along the embankment.

6.4.1. Planting to occur in this area in the coming months.

6.4.2. Suggestion from Andrew B to engage Melbourne Water to discuss opportunities to help prevent future erosion.

7. Active Transport Fund - Confidential

7.1. An application has been submitted under the Active Transport Fund through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, seeking funding for the design and construction of a recreational trail along the Maroondah Aqueduct pipe track from Diamond Creek to Greensborough.

7.2. As part of the application, a letter of support (in-principle) was received from Melbourne Water, who are the land owners for the majority of the proposed trail route.

7.3. Anticipated total project cost is \$3.4m

Action: Flag Plenty River Trail Bridge with Melbourne Water as a potential project opportunity

- 7.4. Query from Andrew B regarding gates installed that prohibit direct access to Plenty River Trail.

7.4.1. Officer investigations to date have confirmed that this is private property and the owners are within their rights to install the gates to prohibit public access.

Action: Officers will update RTAC with any further developments on this matter as they occur.

8. RTAC Member Survey

- 8.1. Thank you to those who completed the survey and/or provided feedback via e-mail.
- 8.2. The Terms of Reference have been reviewed and will go to Council for endorsement on 25 February 2025.
- 8.3. An Expression of interest process will be undertaken to appoint members for the next 2 year term (June 2025 – May 2027).
- 8.4. Bill P provided feedback on RTAC functionality and meeting procedures.

9. Trail renewal & upgrade program update

- 9.1. Gastons Road Underpass Improvements Feasibility
- 9.1.1. Preferred option identified. Finalising plans before developing designs.
- 9.2. Chute Street Underpass Feasibility works
- 9.2.1. Preferred option confirmed.
- 9.2.2. Next steps: Develop cost estimate, arbor report, approvals, detailed design & RFQ.
- 9.2.3. Murrays Reserve Improvements – completed.
- 9.2.4. DC Trail improvements at Eltham North Oval – design completed. Proceeding to RFQ.
- 9.2.5. DC Trail improvements at Barrack Bushlands – design completed. Proceeding to RFQ.
- 9.2.6. Research Trail at Zig Zag Road – due to scope this will be unable to be completed within current programs and will be subject to future funding opportunities.

Action: Provide update on Wattle Glen Public Realm project including potential trail crossing.

10. Any other business?

- 10.1. Carried over to next meeting

11. Next meeting

11.1. Wednesday 19 March 2025
6:30pm-7:30pm
Civic Centre (Council Chambers)

12. Meeting close – 7.55pm

Positive Ageing Advisory Committee

Minutes



Date: Friday 14 February 2025

Time: 10.30am – 1.30pm

Venue: Nillumbik Shire Council; Chamber and via Zoom

Chair: Rhonda Allen, Acting Manager Community Programs
Was elected interim Chair by PAAC as Councillor Perkins was an apology.
Committee members: Tanya Cottrell, Sandra Verdam, Ann Hutchinson, Kate Puls, Tom Fisher, Chantal Blitenthall, Richard Kottek, Janice Crosswhite, Joy Ferguson, Deanna Finn and Mahshid Ghorbani

Present: **Council:** Jodie Hoskins (Acting Coordinator Community Support Services), Rhonda Allen (Acting Manager Community Programs), Cassie Zurek (Social Planning and Policy Officer), Rebecca Burton (Manager Recreation and Leisure), Heather Macmillan (Positive Ageing Officer) and Julie-Anne Grech (Business and Program Support Officer)

Guest Speakers: Nil

Apologies: Cr Perkins, Narelle Hart, Sheila Cheary and Greg Bourke

Order of business

1. Welcome

Acting Manager Community Programs welcomed all to PAAC and acknowledged apologies.

2. Acknowledgement of Country

Acknowledgement of Country was read by Chair.

3. Conflict of Interest and Informal Meeting of Councillors Record

Nil

4. Minutes of previous meeting & Outstanding Action Items

That the minutes of the meeting held on Friday 2 August 2024 are confirmed as a true and accurate record of the meeting.

Moved: Kate Puls

Seconded: Janice Crosswhite

Carried: Unanimous vote

5. Business Arising

Nil

6. **Rebecca Burton, Manager Recreation and Leisure following up on recommendation from 2-August PAAC meeting: *'That PAAC advises the Council to support free use of their leisure indoor facilities for 80+ aged users'*.**

The Manager of Recreation and Leisure provided background for PAAC regarding the current contract terms between Nillumbik Shire Council and Aligned Leisure who are contracted to run leisure facilities within the Shire.

Any changes to the contract requesting 'free use of leisure indoor facilities for 80+ aged users' would require a variation and endorsement by both parties.

Manager Recreation Leisure highlighted the fees and charges at the Leisure facilities, the Supported Access Program (SAP) and a range of free programs offered in the north of the Shire available to and supporting older residents.

PAAC highlighted classes were often full and due to the size of venues in the northern part of the Shire there was limited option to expand class sizes.

Action: Rebecca will agenda this item at the next contract meeting with Aligned.

The Committee questioned why there wasn't any formal / Councillor support for their recommendation. The Committee Chair advised that their recommendation went to Council via the PAAC 2 August 2024 Meeting Minutes, which were presented to the new Council on 10 December 2024 - these were noted, with no uptake for a formal resolution to be actioned.

PAAC expressed the importance of acknowledgement and respect for participating and putting forward recommendations and would like affirmation that the matter has been followed up according to the Terms of Reference of the Positive Ageing Advisory Committee.

Action: To follow up with Executive Leadership Team and next steps.

7. **PAAC 2025-2027 update**

- The Positive Ageing Officer discussed preparations for the new term of the Positive Ageing Advisory Committee 2025 to 2027.
- The last meeting of the current committee will be 4 April 2025.
- The Expression of Interest (EOI) will be advertised on 3 March 2025 for a 5-week period closing on 7 April.
- Current members who are eligible to and want to serve another term on the Committee **must reapply** and submit an application.
- Council is looking for a diverse group of individuals and organisations including a mix of ages, genders, rurally located and metro residents, carers, people with a diversity of thought, opinions and experiences.
- Expression of interest applications will be available on the PAAC page of the Nillumbik Shire Council website (www.nillumbik.vic.gov.au/PAAC).
- Positive Ageing Officer will send the link to the EOI form to PAAC when this goes live.

- Support is available from the Positive Ageing Officer (Heather) should assistance be required to complete the EOI form online.
- PAAC was requested to promote the Expression of Interest for the next term of PAAC 2025-2027 through newsletters and networks.
- If Committee Members are not eligible to reapply for PAAC please consider the [Inclusion and Access Advisory Committee](#) and the [Recreations Trails Advisory Committee](#); details available on the website.

There was some discussion around eligibility and consistency of Terms of Reference with different Advisory Committee's at Council which the Positive Ageing Officer responded to.

Richard also queried whether new PAAC could be briefed by previous PAAC members about priorities. Positive Ageing Officer advised that there would be continuity with staff and some current PAAC members likely to be part of new 2025-27 PAAC.

8. Cassie Zurek, Social Planning and Policy Officer, Nillumbik Shire Council Health and Wellbeing Plan consultation

The Social Planning and Policy Officer led the Committee through an interactive consultation on 'ageing well priorities' for Nillumbik Shire Council's new Municipal Public Health and Wellbeing Plan (MPHWP) 2025-2029. This 4-year plan is a partnership plan and will work in conjunction with organisations and community groups. The Ageing Well In Nillumbik Plan and the Disability Action Plan will now be integrated into the new MPHWP.

The data concerning older people in relation to health and health trends and their implications was examined.

Key areas of importance for the Committee included:

- Highlighting the fact that Dementia is the leading cause of death in Nillumbik Shire Council – social isolation is a big indicator of dementia in later life
- The lack of dental and health care within the Shire
- The impact of technology in relation to isolation and loneliness – the need for greater access to technology training sessions
- Greater access to information regarding the supports that are available to older people within the Shire; preferably prior to them needing the actual support. Preparedness for Ageing in Place.
- The fact that housing availability and affordability is still a big factor for Ageing and staying in your community
- Advocacy for transportation in the outer reaches of the Shire including facilities to support this such as shelters and benches
- Availability of safe places in times of danger for people within the Shire
- Recommendation PAAC made to Council in August 2024 that 'Council support free use of their leisure indoor facilities for 80+ aged users'

The Committee engaged in round table discussions and voted on important issues regarding the health and happiness of older people within the Shire. All responses were collated and noted by the Social Planning and Policy Officer.

Timelines were discussed as well as priority areas according to public consultation, draft, endorsement and submission to the Department of Health.

The Positive Ageing Officer as coordinated three targeted **age specific sessions**:

1. 14 February - PAAC

2. 5 March - U3A members
3. 14 April - Hurstbridge Hub – Drop-In & focus group with Dementia Alliance

PAAC was requested to stay involved and pass information on to groups and networks.

Committee members can assist by completing the Nillumbik Now and Beyond Survey (survey closes Sunday 2 March) at the following link or use the QR code; hard copies and phone assistance available.

<https://participate.nillumbik.vic.gov.au/projects/now-and-beyond>



9. Roundtable

Janice - enquired whether anyone was going to the Council run International Women's Day event, looking to get a table together.

Panton Hill Tennis Club received a small grant and hosted a Pickleball day as part of the Seniors Festival in October – successful fun event that connected the local community

Deanna – thanked the Chair for stepping in and Sandra for keeping the Memory Care Café's going. Has joined Rotary in Diamond Creek.

Sandra – Sandra advised this is her last PAAC meeting as she will be away in April. Highlighted the event run at Opal Aged Care where volunteers made sandwiches for 'Eat Up Australia' - 1800 sandwiches made in 38 minutes. Sandwiches are frozen then toasted at a later date to feed children in the community who have no lunch or breakfast. Sandra provided update on the Memory Care Cafes which are experiencing some issues working in partnership with healthAbility.

The café's will keep operating but Open Minds are considering a number of options going forward to keep providing the Memory Care Café's.

Open Minds have approached Bendigo/Community Bank for funding but have been advised they need to be incorporated, so Open Minds is looking at progressing this.

Reflecting on all the work that volunteers have done for the Café and Open Minds the hours and sustained effort is staggering.

Everyone thanked Sandra for all she does at PAAC and in the Community.

Ann – Link is going very well; food pantry is always full and requires filling up every second day. Quite often empty demonstrating the need in the Shire. Getting good support to fill it.

Joy – Attended the 'Eat Up Australia' volunteer morning at Opal. Downsizing and moving to Centennial in Bundoora, but keen to still stay connected to all her activities and volunteering in Nillumbik.

Kate – mentioned the update of new Aged Care Act – OPAN is hosting a webinar titled '*What the new Aged Care Act will mean for you*' on Tuesday 25 February from 12.00-1.00pm. Please use the following link to register: <https://opan.org.au/event/new-aged-care-act/>

Chantal – back to normal programming at the Eltham library and at the Hurstbridge Hub; programs such as Storytime, Tech Help, low impact free exercise, Yack and Yarn group (great for forming new friendships), Chatty Café, Advanced Care Planning in conjunction with Nillumbik Shire Council, writers' groups and many more. For more information and times please view the website: <https://www.yprl.vic.gov.au/locations/eltham-library/> or call 9439 9266.

Mashid – thanked the Committee for such a wonderful and informative time attending the Committee and advised that she is intending to reapply for the next PAAC term.

Richard – is also experiencing trouble with healthAbility with regards to the regular running of their Social Connections group. Questioned the merit of PAAC bring back the feedback cards –which can be handed out in the community as a way of getting feedback on issues facing older people within the Shire. **Action/** Positive Ageing Officer to look into these cards, how they worked and whether this is something Council would consider re-introducing.

10. Other Business

Nil

11. Next Meeting

When: Friday 4 April, 2025

Time: 10.30am – 1.30pm

Where: Nillumbik Shire Council Chambers and via Zoom

Meeting closed 1.30pm

Action Summary Table			
Action	Who	Due	Completed?
Look into the merit of feedback cards.	Positive Ageing Officer	April PAAC meeting	

Current and upcoming Council engagements:

Engagement	Details
<u>Nillumbik Now and Beyond</u>	<p>Share your thoughts to help shape the future of the Shire.</p> <p>Your feedback will support the development of the Council Plan 2025- 2029, Health and Wellbeing Plan 2025 -2029, and help us review the existing Community Vision – Nillumbik 2040 and the Financial Plan.</p>

Environment & Sustainability Advisory Committee (ESAC) Minutes



Date: Wednesday 19 February
Time: 6.00pm – 8.00pm
Venue: Council Chambers
Chair: Cr Kate McKay
Minute taker: K Reedy

Order of Business

1	<p>Welcome and Acknowledgement of Country</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>Present: Anne-Marie King, Malcolm Cock, Vasundhara Kandpal, Sue Rosenhain, Katrina Naish, Andrew McMahon, Lynlee Tozer; Cr Kate McKay; Frank Vassilacos, Kirsten Reedy, Ian Culbard, Cassie Zurek.</p> <p>Apologies: Cr Joy, Lily Van Eeden, Elnaz Ettehad, Lucinda Flynn.</p> <p>Absent: Orianna Edmonds, Graeme Lang</p> <ul style="list-style-type: none"> Welcome from the new Chair Round table introductions 	Chair
2	<p>Conflict of interest</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. No conflicts of interest declared.</p>	Chair
3	<p>Minutes of previous meeting</p> <p>Confirmation that the minutes of the previous meeting were a true and accurate record of the meeting.</p> <p>Moved: Katrina Naish Seconded: Malcolm Cock</p>	Chair
4	<p>Outstanding Action Items</p> <p>All complete or on track. Refer table at bottom of minutes.</p>	Chair
5	<p>Council Plan and Municipal Public Health and Wellbeing Plan</p> <p>Discussion on the process and timing for the development of the new:</p>	C Zurek

	<ul style="list-style-type: none"> • Municipal Public Health and Wellbeing Plan (which must give regard to climate change). Discussion about environment and climate priorities and needs in regard to health. <ul style="list-style-type: none"> ○ Matters raised included financial stress, climate anxiety, biodiversity-loss anxiety, global trends, polarised stresses regarding vegetation presence and loss, heat impacts, water availability, hospital capacity, housing quality and cooling ability, access to healthy food. ○ Opportunities to reduce impacts raised included Council advocacy, compliance enforcement, weed management, restoring landscapes, ongoing/supported education, tree canopy, supporting solar, sustainable building codes, regenerative agriculture. • Council Plan <ul style="list-style-type: none"> ○ Discussion point raised, questioning Council budget processes and expressing the need for greater equity in budget allocations to assign adequate funding for environment and sustainability works. <p>Ways to have your say / consultation details are listed at: Nillumbik Now and Beyond Nillumbik Now and Beyond Participate Nillumbik. This includes completing a survey (due by 2 March) and providing feedback on the draft plans in July.</p> <p>Action: Request to discuss the draft 2025/26 council budget at an upcoming ESAC meeting. Officers to follow up.</p>	
8	<p>Climate Action Plan</p> <p>Climate Action Plan overview e-training was provided to ESAC as a collective (the same induction training that is provided for all new Council officers).</p> <p>Discussion on Climate Action Plan 2022-2032 <i>Focus Area 5 – Achieving Council and community zero emissions energy use:</i></p> <ul style="list-style-type: none"> • Discussion on progress to date in implementing the Council operations zero-emissions 10-year roadmap, and the types of projects being undertaken during years 1-3. Currently on track. • Overview of achievements and status of climate action work to date, on progress in achieving goals/targets, and 24/25 action is available at: Climate action - Nillumbik Shire Council • Discussion on community emissions deferred to a future meeting. 	I Culbard K Reedy
9	<p>Other business</p> <ul style="list-style-type: none"> • Year 1 Implementation Plans for the Urban Tree Canopy Strategy and Biodiversity Strategy are now available on Council website: <ul style="list-style-type: none"> - Nillumbik Biodiversity Strategy 2024-2034 - Nillumbik Shire Council - Nillumbik Urban Tree Canopy Strategy 2024-2040 - Nillumbik Shire Council • Organisation Chart – Action: Provide a copy of Organisation Chart to ESAC members. 	K Reedy
	Next meeting: Wednesday 16 April 2025 6pm – 8pm	

Table of Open Actions

Meeting date	Action	Owner/s	Status	Comment
19/02/25	Request to discuss the draft 2025/26 budget at an upcoming ESAC meeting. Officers to follow up.	Officers		
19/02/25	Provide a copy of Council organisation chart to ESAC members	Officers		
21/08/24	ESAC members to review the list of actions in the Biodiversity Strategy implementation plan and suggest items that they would like to discuss further	ESAC	Complete	<i>No specific items suggested at this stage.</i>
19/06/24	New ESAC members to email Laura their bios for the website (for examples refer to Environment and Sustainability Advisory Committee - Nillumbik Shire Council). Existing members can provide an update to their 22-24 bio - or keep as is.	ESAC	In progress	<i>Awaiting bios from some members</i>
19/06/24	Discuss the Climate Action Plan (CAP) at upcoming meeting.	Officers	Complete	<i>Agenda item at this meeting.</i>

Youth Council Informal Meeting

Minutes



Date:	Monday 3 March 2025
Time:	4.30pm – 6.30pm
Venue:	Nillumbik Youth Hub
Chair:	Youth Mayor Orianna Edmonds
Minute Taker:	Frances Biggar
Committee Members:	Orianna Edmonds, Kai Biviano, Emmika Kent
Councillor Representative	Cr Kate McKay
Other:	Nichole Johnson, Katie Camilleri, Nicola Clutton, Frances Biggar, Cassie Zurek
Apologies:	Niamh Coffey, Soren Kean, Ayelet Yahav Zloof, Scarlett Magnanini, Samuel Kelso, Sophie McDonald, Elysia Cheche, Emily Yin,

Order of business

1. Welcome

Observers were reminded their role is to observe only, unless called upon by the Chairperson to participate.

2. Acknowledgment of Country

Youth Mayor Orianna Edmonds

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the land on which Nillumbik is located and pay our respects to Elders, children, and young people of past, present, and future generations.

We extend this respect to all First Nations People. We honor their enduring strength, continuing connection and care for the land and waters, and the truth that sovereignty was never ceded. We acknowledge all Bubups – children and their right to play, learn and have a voice on Country.

We acknowledge the past and walk together for our shared future.

3. Conflict of Interest and Informal Meetings of Councillors Record

No conflicts of interest.

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

4. Minutes of previous meeting

That the minutes of the meeting held 3 February 2025 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Kai Biviano

Minutes seconded by: Orianna Edmonds

5. Outstanding Action Items

No outstanding action items.

6. Item of business 1: Nillumbik Public Health and Wellbeing Plan

Cassie Zurek, Social Planning and Policy Officer

Officers presented on the upcoming Nillumbik Public Health and Wellbeing Plan 2025-2029. The plan outlines our commitment to address health and wellbeing priorities and needs and reduce inequalities over the next four years. The Plan aims to create environments and communities where everyone has the best opportunities to be physically and mentally well, and socially connected throughout every age and stage of their lives.

Presentation is attached with the meeting minutes.

More information also available at <https://participate.nillumbik.vic.gov.au/projects/now-and-beyond/page/public-health-and-wellbeing-plan>.

Group Discussion 1

What are the main health and wellbeing issues and needs for young people in Nillumbik?

- In rural Nillumbik – experiencing loneliness, poorer mental health due to lack of social connection (connected to issues like lack of transport and distance from friends/peers, services, activities etc.)
- High issues/concerns on vaping
 - Particularly in local high schools starting from year 9 (however have noticed younger children in late primary school vaping)
 - Cigarettes seem to be less of an issue for young people
 - No supports available for people to 'stop' vaping
 - Older young people (over 18) buying vapes for underage
- Nutrition
 - high intake of energy drinks and caffeine
 - healthy food often 'too expensive'
- Young women dropping out of sport
 - to hang out with friends and keeping up with study
 - it is hard to start again or try something new once you stop
 - not enough people to make up teams for age group for women/girls (as opposed to men/boys)

- limited options in rural Nillumbik (especially if you don't have access to travel).
- Age transitions around year 9 – puberty/hormones, school getting more serious/stressful, dating/relationships, underage drinking, bullying.
- Loop boxes / games (e.g., genshin impact) – don't think of it as gambling but pay money (often underage).
- Sexual & reproductive health for queer people
 - Example given was that parents' of students attending a secondary school where parents complained about text references in sexual education relating to LGBTIQ+ relationships. The material was taken back from students and 'cut out' of the textbook. This is really damaging for young people learning about safe queer sex.
- Cyber safety
 - Use of AI and bullying
 - Access (or restriction) of social media – impacts on young people (example given in particular to queer young people who rely on online connections to connect and get support with peers).

Are there any health or community services that young people need and don't have access to in Nillumbik?

- Lack of access to bulk billing GP services
- Wait times for psychologist and mental health services
 - difficult to get access to help you need in crisis
 - even school services are under pressure and more difficult to access
- No services in rural Nillumbik
 - Community services and programs that do exist are always targeted to older people – there is nothing for young people

Group Discussion 2

What should Council do to improve health and happiness for young people in Nillumbik?

- Information and resources about services and sexual and reproductive health
- Advocate for more mental health services
- Crack down on selling vapes to underage people
- Advocacy for queer people – e.g., LGBTIQ+ advisory committee, more visibility and celebration, support against homophobia, more frequent programs/events for queer young people (e.g., rainbow group).

Voting activity

Which areas should Council focus on to support everyone in Nillumbik to be happy and healthy?

- Top areas included:
 1. Mental Health
 2. Food
 3. Active living
 4. Social inclusion
 5. Climate change
 6. Sexual and reproductive health
 7. Vaping
 8. Training and employment
 9. Housing transport

7. Item of business 2: Youth Consultation planning

Nicola Clutton, Team Leader Youth Development

Following on from feedback at the February Youth Council Meeting, Officers ran a discussion to collect feedback and ideas from the Youth Council on the upcoming Youth Survey consultation plans. Youth Council were encouraged to consider how the Youth Development team can best promote the Survey and ensure a high number of diverse responses.

Group discussion 1 – Who should we be communicating with to share this survey?

- Social media ads – Instagram targeted best to local yp
- Sporting clubs
- Posters up near bus stops and train stations
- Local businesses who employ young people

Group discussion 2 – What creative ways can we ensure a variety of voices are collected?

- Giveaways – e.g., chance to win 1 in 3 gift cards
- Infographics and reels on social media

8. Item of business 2: Youth Development Updates

Frances Biggar, Youth Development Officer

Youth Summit recommendations update

- Climate Action & Sustainability

- Edendale received a grant to establish an environmental youth group – hopefully commencing in the coming months (being co-designed by young people).
- Working with young people from Youth Summit to develop workshops that can be delivered at the Youth Hub during the school holidays. First event coming up will be a wildlife walk in Diamond Creek.
- Physical Activity & Recreation
 - Rec & Leisure team at Nillumbik will be running ‘pop up’ tennis come and try day as a pilot with one sport. If goes well will exploring expanding to other sports.
- Education & Training
 - Collaborating with Living & learning to deliver quarterly life skills and job readiness workshops and programs at the Youth Hub (e.g., resume writing, RSA, barista etc.).
- Mental Health
 - Youth Mental Health First Aid training being rolled out to community and schools.
 - Currently developing up the mentorship program.
- Cultural diversity and racism
 - Working with schools to understand what resources that would be useful that we can co-design to young people.
- Social connection
 - Last year we piloted an intergenerational tech program with Indie school which will now be ongoing.
 - Nillumbeats will be looking at planning and delivering a range of social connection events throughout the year – e.g., movie night coming up and music event later in the year.
- Bullying
 - Funding local high schools to deliver school workshops based on their specific needs.
 - Still working with schools to look at education and resources for schools in this space.
- Alcohol, vaping and other drug
 - Organising school workshops around vaping, alcohol and other drugs (harm minimisation approach).
- LGBTIQA+ inclusion
 - Working with schools who would like to upskill school pride groups to deliver events/activities.
 - Co-designing resource pack for schools.
 - Signage changed out at the youth hub to be all gender bathrooms and made a submission to advocate for all gender baths in building code.
- Gender Equity
 - Continuing work with Women’s Health in the North around affirmative consent workshops.

- Providing additional workshops and support for schools around respectful relationships.
- 16 days of activism campaign will continue in 2025.

Nicola Clutton, Team Leader Youth Development

- Youth team updates – Katie Camilleri finishing up as Coordinator Youth & Community Development at Nillumbik Shire Council and moving onto a role at Maribyrnong City Council.
- Youth Council recruitment – now live. Applications can be made online at <https://www.nillumbikyouth.vic.gov.au/Programs/Youth-Council> and close Sunday 23 March 2025. First meeting will be June 2025.
- Working With Children Checks – reminder anyone turning 18 will need to apply for and supply a working with children check. Please email Frances or Nicola for support.
- Reminder Youth Drop in program Tues, Wed, Thurs 3-6pm at Nillumbik Youth Hub.

9. Item of business 3: Council Meetings

Nichole Johnson

Upcoming Council Briefings, Meetings and PCC speaking opportunities

- Draft Domestic Management plan out for engagement and closes 4 April. More information at <https://participate.nillumbik.vic.gov.au/projects/damp-2025>

10. Next meeting date and location

Monday 7 April 2025, 4:30 – 6:30pm at Nillumbik Youth Hub – 32-34 Elizabeth Street, Diamond Creek

THIS PAGE WAS LEFT INTENTIONALLY BLANK



Quality Service Improvement

Priority of Access Review – Nillumbik
Shire Council

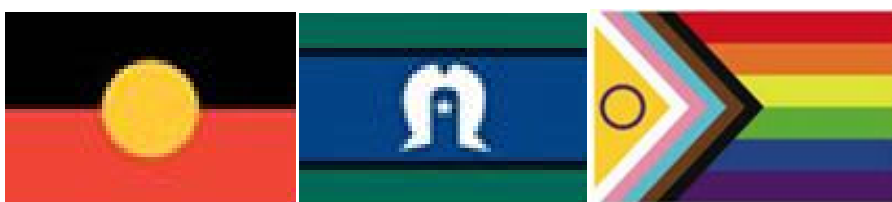
Findings and recommendations

January 2025

This report has been developed solely for the purposes of Nillumbik Shire Council. The primary purpose of engaging stakeholders was to understand and identify current practice, challenges and future approach to Nillumbik's Priority of Access criteria for preschool central registration.

The discussions, research and observations have been collected and synthesised to draw conclusions about the current practices, challenges and opportunities to support equitable access to preschool. To protect the privacy of participants in the discussions, contributors have been de-identified. This information was considered in our recommendations for future Priority of Access delivery. We would like to acknowledge individuals who have participated in providing constructive feedback and information to support this work.

Quality Service Improvement acknowledges all Aboriginal and Torres Strait Islanders. We respectfully acknowledge the Wurundjeri Woi Wurrung people as the traditional custodians of the lands and waterways in which we live and work. We pay our respects to their Elders, those past, present and emerging. We acknowledge and uphold their continuing relationship to this land. We embrace equality, diversity and difference in our community. We believe that everyone has a right to live a full life the way they want to live it and that a diverse community enriches us all.



We acknowledge and thank those who generously participated in engagement with us. Quality Service Improvement recognises the support and advice of the Early Years team at Nillumbik Council

This report is owned by Nillumbik Shire Council and should not be copied or reproduced without their permission.



Contents

Early Years Services within Nillumbik	4
Engaging with Community	5
Background and rationale	6
PoA criteria – Department of Education’s Kindergarten Funding Guide	8
Review objectives	10
Methodology	10
Benchmarking with other councils delivering the CRES.....	10
Community engagement.....	12
Consultation with families	13
What we heard from the community survey.....	14
.....	16
Consultation with services	16
PoA themes arising from community and service engagement	17
Geographical proximity.....	18
Sibling priority.....	19
Definition of a vulnerable child.....	20
Right service for the child	20
Current policy.....	21
Recommendations	22
PoA	22
Proposed options	24
Other allocation considerations	29
Supporting processes and practices.....	30
Supporting change	31
Useful links	32
Appendix.....	32
Appendix 1 – Scenarios based on accumulating scoring/weighing allocation.....	32
Appendix 2 – Where two children score the same amount of points.....	33
Appendix 3 – Responses to kindergarten survey to families 2024	34



EARLY YEARS SERVICES WITHIN NILLUMBIK

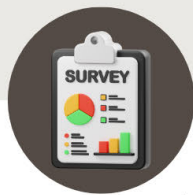


- 15 sessional stand alone preschools are in Council owned buildings. One preschool is operated by an independent school and not part of the council CRES

Quality Service Improvement

ENGAGING WITH OUR COMMUNITY

As part of this review we engaged with...



133

**Families who responded
to the Nillumbik
preschool survey**



7

**Services who attended
the online consultation
meeting**





Background and rationale

Nillumbik Shire Council owns and/or maintains 20 buildings that provide early years services within the Shire. Sessional standalone preschools operate from 15 of these buildings, with long day care services operating from the remaining five. Council do not manage any of these services. The majority of the early years services are operated by volunteer parent committees of management, with two preschools and one long day care service being operated by an external not-for-profit early years manager.

The Victorian State Government has committed to the delivery of Best Start, Best Life kindergarten reforms. These reforms incorporate the rollout of universal funded three-year-old kindergarten (often called preschool in Nillumbik), which is currently underway across Victoria, and additional funded hours for four-year-old kindergarten programs. This significant educational reform is being delivered through a staged rollout. The goal is for every three-year-old to be participating in a play-based program, delivered by an early childhood teacher, for 15 hours per week, by 2029 and for four-year-olds to be participating in 30 hours of funded play-based learning, to be called pre-prep, by 2036. These programs can be delivered in standalone preschools or as part of a long day care integrated kindergarten program.

Families within the Shire have the opportunity to choose which funded kindergarten program best suits the needs of their family and child/ren. Most families within the Shire currently choose to access their funded kindergarten programs at sessional standalone preschools rather than through a kindergarten program integrated into a long day care service. It is anticipated that with the increase in demand for these places, parents will no longer have a choice about where they can access their child's funded kindergarten program.

The Nillumbik Early Years Infrastructure Plan 2020–2026 (EYIP) was developed to address some of the proposed known changes in 2020 prior to the introduction of funded three-year-old kindergarten. This EYIP identified that there were a number of services that were older than 50 years and coming to the end of their life span and would need to be renewed to bring them up to contemporary standards and increase their capacity to meet the changing landscape of the early years sector.

In 2024, the Victorian Government announced that three and four-year-old funded kindergarten programs would be free. While this is the case for the sessional standalone preschool services, families are still required to pay fees when accessing their funded kindergarten year within a long day care service due to the costs associated with the childcare component of the service. Similarly, some sessional standalone preschool services will offer before and after kindergarten care for families who require care outside the scheduled kindergarten program. Families are required to pay a fee when accessing these wrap-around services.

Nillumbik Shire Council is funded by the Victorian State Government to operate a Central Registration and Enrolment Scheme (CRES) to allocate places in both the three and four-year-old funded kindergarten programs offered in the 15 standalone preschool services within the Shire. Families wishing to access a funded kindergarten within a long day care setting are required to register with the individual services. Some families may wish to attend a sessional standalone

Quality Service Improvement



preschool for the kindergarten funded program and then attend a long day care service on other days to support parents' work or study commitments. However, children can only access their funded kindergarten program at one or the other.

CRES – Priority of Access

Through the CRES, Nillumbik Shire Council allocates places to the funded three and four-year-old kindergarten programs in the 15 standalone preschools within the Shire and, as such, has a Priority of Access (PoA) policy which outlines the process for the allocation of preschool places. This PoA was reviewed in 2021 in consultation with service providers in response to the introduction of funded three-year-old kindergarten.

Historically, the CRES has been able to offer a place to all those who register to attend a funded kindergarten program within a sessional standalone preschool. However, with the changing landscape of longer hours and free kindergarten, there has been a significant increase in the number of families wishing to access their child's funded kindergarten program within a sessional standalone preschool. It is anticipated that as the hours for both three and four-year-old kindergarten programs increase, the demand will continue to rise. The CRES is no longer able to place all children wishing to access their funded three and/or four-year-old kindergarten program at a sessional standalone preschool.

In 2025, the standalone preschools within the Shire were able to provide:

- 434 three-year-old places
- 510 four-year-old places.

The CRES received:

- 501 registrations for three-year-old programs
- 549 registrations for four-year-old programs.

Due to the oversubscription for places in the first round of kindergarten offers, places were unable to be offered to:

- 23 Nillumbik resident children who wanted a place in a three-year-old program
- 29 Nillumbik resident children who wanted a place in a four-year-old program.

There were also approximately 54 non-residents who did not receive an offer in the first round.

A great deal of change is experienced throughout the offer process and into the following year, with many children ultimately being offered a place within one of their chosen program. These places are not always provided at their first preference service.

Rationale for a review of PoA

In preparation for the next phase of the Best Start, Best Life reform rollout, Council's Early Years team has been working with the Department of Education and an independent population data analyst over the past 12 months to understand the anticipated future population growth of the 0–5-year-old cohort across the Shire.

While Nillumbik's population does not anticipate significant growth in the coming years, there are pockets of Nillumbik that, in the next 10 years, will experience an undersupply of kindergarten places both within the sessional standalone preschools and the long day care integrated kindergarten programs.

The table below showing data on the population versus the capacity of early years services demonstrates that there will be some townships where families will be affected by the Best Start, Best Life reform rollout, while other townships will not be affected at all.



Nillumbik Shire - Population versus capacity of early years services

SA2	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Eltham	0	0	0	0	0	0	0	0	0	0	0	0	23
Hurstbridge	0	0	0	0	0	0	0	0	0	0	0	0	0
Panton Hill - St Andrews	0	0	1	10	19	23	24	24	24	27	36	46	62
Plenty - Yarrambat	0	0	0	0	0	0	0	0	0	0	0	0	0
Research - North Warrandyte	0	0	0	0	0	0	0	0	0	0	0	0	0
Wattle Glen - Diamond Creek	0	0	0	0	0	0	0	0	0	0	0	17	77
LGA total	0	0	1	10	19	23	24	24	24	27	36	63	163

These figures are inclusive of all services offering a kindergarten program, not just the sessional standalone services. The undersupply of places would be significantly higher across the Shire if we were to consider only the sessional standalone services.

Nillumbik Shire Council's PoA

As Council is a recipient of state government CRES funding, it must adhere to the guidelines set out in the Kindergarten Funding Guide and maintain PoA policies that:

- ▶ promote fair and equitable access to kindergarten programs
- ▶ adhere to the department's PoA requirements
- ▶ support all eligible children to access a kindergarten program, including those who face barriers to participation
- ▶ Avoid barriers to participation, especially for vulnerable and disadvantaged children.

It is also requirement that children deemed high priority as defined by the Department of Education's Kindergarten Funding Guide (as per the table below) are allocated a funded kindergarten place prior to any other children who have registered.

PoA criteria – Department of Education's Kindergarten Funding Guide

High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in out-of-home care	<p>The child is:</p> <ul style="list-style-type: none"> ▶ eligible for Early Start Kindergarten or Access To Early Learning and/or ▶ the family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or referred by one of the following: <ul style="list-style-type: none"> ○ Child Protection ○ child and family services (family services referral and support team, Child FIRST/integrated family

Quality Service Improvement



	<p>services/a Services Connect case worker)</p> <ul style="list-style-type: none"> o a Maternal and Child Health nurse o an out-of-home care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families, "Do you identify your child as Aboriginal and/or Torres Strait Islander?" and record this information in KIMS (Kindergarten Information Management System).
Asylum seeker and refugee children	<p>The child or family:</p> <ul style="list-style-type: none"> ▸ holds a visa or supporting documentation and information, including an ImmiCard, identifying the child (and/or parents, carers or legal guardians) as a refugee or asylum seeker, and/or ▸ has been referred as a refugee or asylum seeker by a CALD (culturally and linguistically diverse) outreach worker.
Children that meet the eligibility criteria for the Kindergarten Fee Subsidy	<p>A child:</p> <ul style="list-style-type: none"> ▸ (or parent) holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or ▸ is identified on their birth certificate as one of a set of triplets, quadruplets or more.
<p>Children with additional needs, defined as children:</p> <ul style="list-style-type: none"> ▸ with an identified specific disability or developmental delay ▸ who require additional assistance to fully participate in the kindergarten program ▸ who require a combination of services that are individually planned 	<p>The child:</p> <ul style="list-style-type: none"> ▸ holds a Child Disability Health Care Card, and/or ▸ has previously been approved for the Kindergarten Inclusion Support (KIS) program, and/or ▸ has been referred by: <ul style="list-style-type: none"> • the National Disability Insurance Scheme • Early Childhood Intervention Services • a preschool field officer • a Maternal and Child Health nurse ▸ or is assessed as having delays in two or more areas and is declared eligible for a second year of funded four-year-old kindergarten

After the inclusion of the Department of Education high priority criteria, CRES providers are then able to develop locally agreed criteria to further prioritise children when allocating places. Council's current PoA is relatively straightforward. Following the allocation of places to high priority children, the locally agreed criteria, in order of priority, for the allocation of three-year-old funded kindergarten places are:

- residents

Quality Service Improvement



- ▶ non-residents with a connection to the Shire and then
- ▶ non-residents without a connection.

The allocation of four-year-old places considers those who have attended the three-year-old program within the preschool, and therefore, the criteria, in order of priority, for allocation are:

- ▶ those who are residents and have attended the three-year-old funded kindergarten program
- ▶ those who are non-residents and have attended the three-year-old funded kindergarten program
- ▶ residents
- ▶ non-residents with a connection to the Shire and then
- ▶ non-residents without a connection.

Of those wishing to attend a funded three or four-year-old kindergarten program in 2025:

- ▶ 43 were considered high priority to attend a funded three-year-old program
- ▶ 61 were considered high priority to attend a funded four-year-old program.

There were also 56 children approved to access a second year of funded four-year-old kindergarten. All these children are required to be placed in a funded kindergarten program prior to any other children registered to attend.

In 2024, there was feedback from the community that they valued the community connection to a service, both in consideration of the families' proximity to a service and the families' previous connection to the service through the attendance of a sibling.

Given the significant supply and demand issues anticipated across the Shire within the next 10 years, along with the feedback received from families and services who have already felt the impact of the reforms, Council's Early Years team appointed an external consultant to undertake a review of the current PoA.

Review objectives

The review was conducted to gather information from stakeholders within Nillumbik Shire and from other local councils in Victoria to understand their approaches and the needs of families. The learnings from the review and consultation will assist with the development of a renewed PoA policy to support Council's allocation of places, with consideration for what is important to families.

It is important to note that the review of the PoA was undertaken in the knowledge that even with a change of PoA, the CRES, with the current service capacities, will not be able to offer places to all those that register to attend a sessional standalone preschool.

Methodology

The review aimed to understand the community's view on access to and the delivery of preschool services as well as other councils' approach to PoA based on their community's needs. It considered the challenges of providing access to services with the number of hours for funded kindergarten increasing. The consultant sought to understand Council's process and current approach, benchmark other comparable councils' approach to PoA, and consult with current standalone sessional kindergartens to understand what they have observed and what they believe needs to be considered by Council.

Benchmarking with other councils delivering the CRES

We reached out to other councils to examine how municipalities that deliver the CRES in their area are approaching changes in PoA and demand. A range of councils were asked to participate in a

Quality Service Improvement



benchmarking exercise to understand what they had considered as they reviewed and updated their PoA criteria. Some providers were identified as having similar challenges to Nillumbik Shire, including meeting the requests of families for services in high demand, balancing the request for siblings to be prioritised, along with enabling new families to access their preferred kindergarten. One council that we spoke with is trialling delivering preschool on weekends to assist in accommodating demand as funded kindergarten hours per child increase.

Some of the councils that participated were bordering councils that had recently reviewed their approach to PoA. We looked at the approaches of Frankston, Boroondara, Darebin, Whittlesea, Moorabool, Surf Coast Shire, Brimbank, Geelong and Port Phillip. We also reviewed online information on council websites in 2024; this included Banyule, Monash, Wyndham, Shepparton, Yarra, Hobsons Bay and Combined Preschools Southern Gippsland. It was evident during our discussions that the Best Start, Best Life reforms in Victoria provide new challenges in the allocation of places.

Traditionally, many families have been limited to accessing integrated kindergarten in a long day care setting rather than standalone kindergarten due to their financial or work circumstances. For example, families with greater flexibility in their work hours have been able to choose to access standalone preschool with aspects and programs that appeal to them. More families are likely to want to access standalone preschool programs now that they are fully funded (free) and program hours are becoming more accessible to working families.

The opportunity to apply some local criteria to the PoA criteria is vital in assisting councils to support the needs of their community. As the number of funded kindergarten hours increase for three and four-year-old programs, the demand for these services is likely to increase and the number of places in each service will decrease. Therefore, it is more likely that fewer people will receive their first preference of preschool. However, Council has done significant work to plan for the future changes and ensure that accessing standalone preschool in Nillumbik Shire is possible for families.

It was evident during our conversations and exploration that each local government area has its unique set of challenges, perceptions and needs from their community. The key themes that we found from discussions with other CRES providers included:

- Some services were still reviewing their PoA or had not commenced reviewing at the time of our benchmarking exercise.
- Demand for particular services limited council's ability to meet family's' preferences, and there was a concern of "overpromising" and not being able to deliver if too many local criteria were added to the PoA.
- PoA typically contain four to eight levels of criteria to support the allocation of places.
- Most services are using EnrolNow, a CRES database and some are new in their journey with EnrolNow software.
- Most services do not offer families the opportunity to accept an offer while remaining on the waiting list for a higher preference throughout the offer process.
- Some services allocate places more frequently than others over the course of the year.
- One service offers families only one preference, allocates the places according to that and then works with families that were not offered a place to secure a place.
- Some services allocate the three and four-year-old place in the one process and believe that this is a good process and highly valued by families as it provides certainty in preschool placement.
- Some services provide priority to siblings, and some recognise that they can no longer do this due to demand.
- For services that are applying a sibling priority in their criteria, there is a range in time frame, with some services recognising siblings attending in the same registration year only and others recognising siblings who attended the preferred preschool up to five years ago.



- ▶ Most services prioritise the closest preschool and recognise that this meets other municipal goals for the population's health and the environment.
- ▶ Non-residents are low priority.
- ▶ Some services are prioritising those who register on time; for example, families who are rate payers or have siblings and register on time are prioritised over those who are ratepayers but register later.
- ▶ Some services recognise a "connection to council", such as working/studying within the municipality, and some do not in their PoA. This is particularly important for prioritising non-residents. Some are more specific about the "connection to council" by stating what constitutes meeting this criteria, for example if the child's parent/guardian is working within the municipality (minimum two days a week) or the child is attending formal or informal care in the municipality (minimum of two days per week).

Additional to the PoA criteria, many councils recognised that you cannot communicate every reason that might reasonably fall under "exceptional circumstances" for a child. Below is the wording that Frankston uses to allow for some flexibility of allocation where needed.

Exceptional circumstances

Preschool registrations submitted with exceptional circumstances noted will be assessed by Children's Services management. Examples of exceptional circumstances may include:

- ▶ *Parent with a disability*
- ▶ *Parent or child with a diagnosed mental health illness*
- ▶ *Homelessness*
- ▶ *Drug and/or alcohol misuse*
- ▶ *Court order that limit the choice of Preschool*
- ▶ *Multiple births*
- ▶ *Other situations verifiable by a child/family support service*

Supporting documentation may be requested to support the application and should include parent and child names, contact details of the person supplying the document, which should be less than 12 months old.

There are many exceptional circumstances that may meet this criteria, and therefore not all examples can be listed.

Generally, when we initially spoke with services about their PoA policies and decisions about their criteria and approach, it was evident that, over time, some significant changes are accepted as reasonable by families given there are a large number of children to accommodate, families' priorities change, and not every scenario can be accommodated. An example of such a change is refining the sibling rule from five years to the current year or reducing the number of local priorities outlined in the PoA. Many families that will be affected by the renewed eligibility criteria will not know any different; others will expect their child to be able to access their closest preschool without understanding the complexities of registration and allocation.

It is more important than ever that communication about the mandated priorities and the local priorities and the intention of the CRES is clearly and positively communicated in language that focuses on equity and the variety of needs of individual children accessing education and care.

Community engagement

Engagement with the community regarding central registration and PoA included a survey to families and an online session with providers.



Consultation with families

To support the development of the Kindergarten Infrastructure and Services Plan (KISP), which is currently being developed by Council and the Department of Education and to gather feedback from the community in relation to PoA, Nillumbik Shire Council developed a kindergarten survey. The survey was used to collect relevant data from families, service providers, educators and the broader community. The survey was hosted on Participate Nillumbik, with information distributed to families on the CRES database who agreed to be contacted, Maternal and Child Health Services offices, early years services within the Shire, libraries and Living and Learning centres. The survey was open from 11 November 2024 to 1 December 2024.

The survey received 133 responses. The quick poll received 51 responses. This poll provided people with the opportunity to respond to a key question of what matters most to them when selecting a kindergarten.

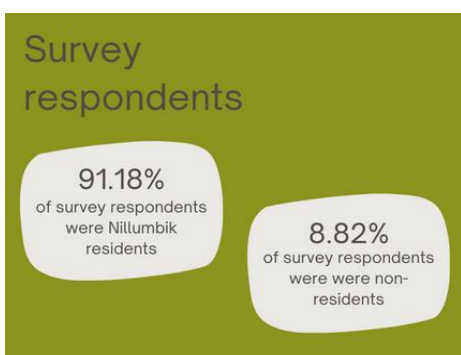
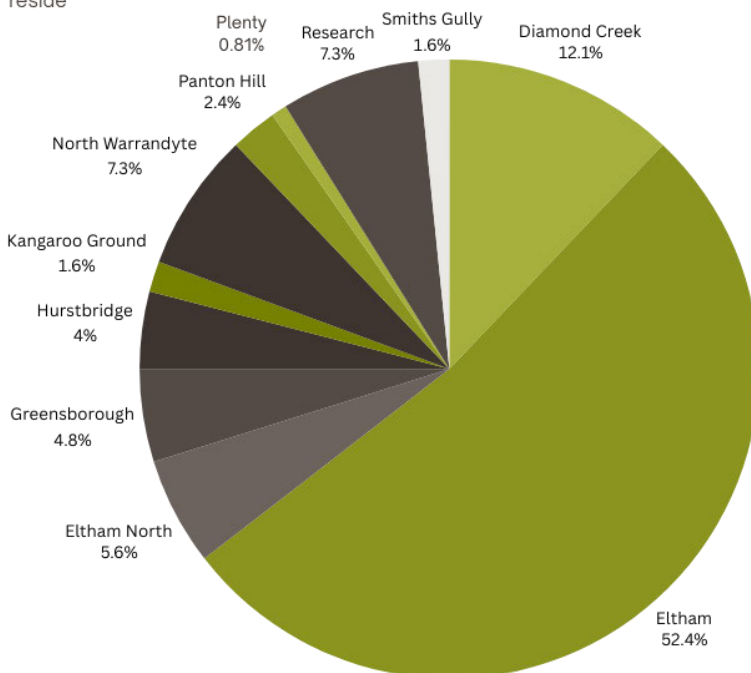
When asked, in relation to CRES, "What would you like to see included in Nillumbik's additional priorities? (Rank any factors you think should be considered in order of importance)", 96.3% of people responded. A breakdown of the results are noted on page 14 of this report..

Participants were from Diamond Creek, Eltham, Eltham North, Greensborough, Hurstbridge, Kangaroo Ground, North Warrandyte, Panton Hill, Plenty, Research and Smiths Gully. 52.42% of survey participants were from Eltham, an area of Nillumbik Shire that is highly populated and has a high demand for preschool services.

There were no survey respondents from the following suburbs: Arthurs Creek, Bend of Islands, Christmas Hills, Cottles Bridge, Doreen, Nutfield, St Andrews, Strathewen, Watsons Creek, Wattle Glen, Yarrambat and Yan Yean. It is worth noting the lack of responses for these areas for consideration in future engagements with preschool families.

Suburbs where survey respondents reside

The pie chart below is a visual representation of where the survey respondents reside



When participants were asked if they were a resident of Nillumbik, 124 of 133 respondents indicated that they were, and 12 respondents (8.82%) indicated that they were non-residents.

Of respondents, 84.56% have a child/children five years of age or under. Overall, we were fortunate that a mixed group with a variety of opinions from across the Shire's preschool services were willing to share their perspective on what priorities they think should be considered for the CRES. There are valuable learnings for Nillumbik Shire Council to consider from this consultation.

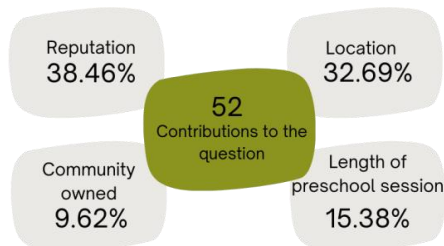


What we heard from the community survey

- ▶ 84.56% of survey respondents were parents or carers, with one grandparent, three educators and 17 identifying as “other” in completing the survey.
- ▶ Some respondents had multiple children who were five years of age or under.
- ▶ 83.4% had three or four-year-old children at the time of completing the survey.
- ▶ 34.78% had three-year-olds and 38.26% had four-year-olds.
- ▶ Just over 40% had a child aged 0–2 years, and 24.35% had a child six years of age or older.
- ▶ Only 16.9% answered the question “What year and preschool did your child attend?”
- ▶ 100% answered the question “Do you know three and four-year-old preschool is now free?” 98.53% responded “Yes”.
- ▶ Most families who responded indicated a preference for standalone preschool or a combination of sessional standalone preschool and childcare.
- ▶ Siblings being able to attend the same service was important to many respondents, and this was consistent with our consultation with providers.
- ▶ Of those who answered the question about what service their child currently attends, 53% indicated they were attending sessional standalone preschool, 10% sessional standalone preschool and childcare, 14% indicated they were attending private or community-managed childcare, and 23% indicated that their children were not attending a funded kindergarten program in 2024.
- ▶ 73.53% indicated they drive to preschool or childcare.
- ▶ 22.06% indicated they walk to preschool or childcare.
- ▶ 93.38% travelling 15 minutes or less to get to preschool or childcare.

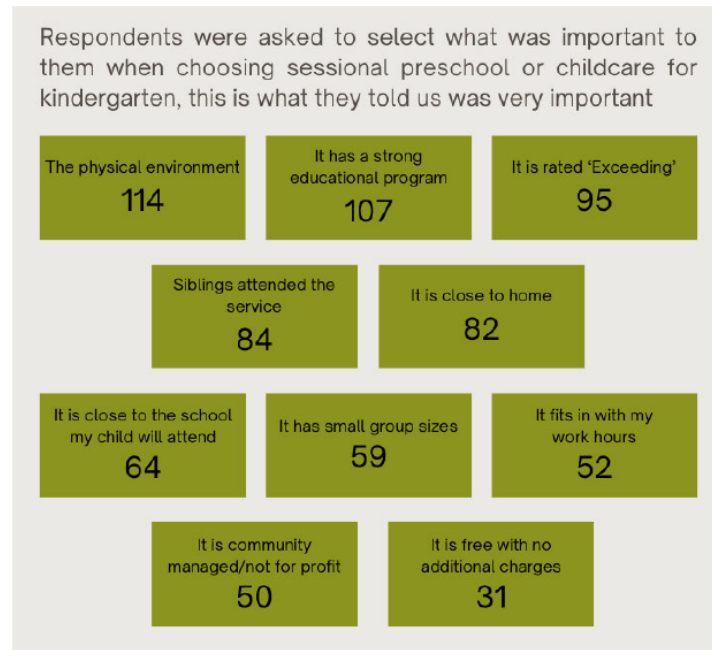
Additionally, a quick poll to families asked, “What matters most to you when selecting a preschool?” (Quick poll results: 51 contributions) (In order of importance selected)

- ▶ Reputation 38.46%
- ▶ Location 32.69%
- ▶ Length of preschool session 15.38%
- ▶ Community owned 9.62%
- ▶ Size of the centre 1.92%
- ▶ Number of enrolments 0
- ▶ Group size 0



Families completing the survey were asked to rank from ‘very important to not important at all’, a number of attributes associated with selecting a kindergarten program at either a sessional stand-alone preschool or a kindergarten program within a long day care centre. The responses are displayed below. The responses indicate that the physical environment is considered highly by families with sibling’s attending the service ranked fourth closely followed by the service being close to home. Cost and the management of the service were of least importance.





*133 respondents answered and selected up to five factors that were important to them. The responses above were the top "very important" factors selected.

Survey respondents indicated that the most important factors when choosing a sessional standalone preschool or childcare for kindergarten were the physical environment, a strong educational program, being close to home, being close to the school the child will attend, being community managed, the National Quality Standard rating of "exceeding", a strong educational program, where siblings had attended the service, small group sizes and fitting in with work hours. Factors that were less important included being close to public transport and funded kindergarten in standalone or integrated kindergartens operating during school holidays.

Survey respondents were asked to rank a list of factors that they thought were important to be included in Nillumbik Shire's PoA criteria. The below table demonstrates the order of importance by those who completed the survey. As respondents were able to rate all priority listings the total adds to more than 100%

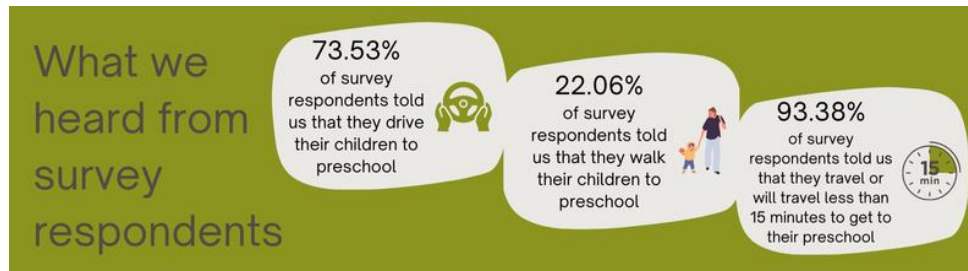
(Note that 133 answered this question; therefore, it had a high engagement rate compared with some of the other questions in the survey.)

	Priority in order of importance	Ranking (%)
1	Children who are currently enrolled in the preschool	48.31
2	Children who live in Nillumbik Shire	19.64
3	The preschool is the closest to the child's residence	16.38
4	Children whose sibling is attending or has attended in the last two years	15.87
5	Children living within the township or suburb of the preschool	9.48
6	Parent/guardian working or studying in Nillumbik	1.08
7	Children of families intending to live in Nillumbik at the time of attending kindergarten	0.99
8	Children of rate payers who do not live in the Shire	0.00

Quality Service Improvement



Survey respondents were asked if there was “anything else you would like to share with Council relevant to future planning for preschool in Nillumbik?” Eighty-three respondents added additional comments that they wanted to share with Council. This information was further explored and has been included in Appendix 3 of this report



“Kindergarten places should be allocated to those closest residents and who have had previous children/ siblings attending and therefore have a relationship. It's ridiculous that people are being rejected by their closest preschool and those they have a previous connection with or are having to wait for third round offers.”

“I think the key points are covered; very important to consider current siblings attending or who have attended, proximity to preschool and living within the suburb and then within in the shire as relevant to allocation process.”

“I think the importance of a sibling attending a service that their sibling has attended cannot be underrated. A younger sibling spends a lot of time picking and dropping older siblings at their preschool. They know the environment and even more importantly they know the educators and they know them. This familiarity creates a strong and exciting transition to their preschool year and therefore allows for a strong start to their education. Children learn best when they feel confident, comfortable, and safe.”

Consultation with services

Council promoted an online session for providers of standalone preschool to attend. Representatives from seven preschools attended the online session, including enrolment officers, centre directors and committee of management representatives. One attendee was the Preschool General Manager at The Y, who is managing the response to the Best Start, Best Life reforms across a number of regions and municipalities. The attendance of this participant added depth to the experience of the group.

The participants were given an overview of the State Reforms, including updates to the PoA items that are mandated by the government and that apply to all services across the state to support the reforms. They were advised of the opportunity for Council to apply additional criteria relevant to the demand and population of Nillumbik Shire.

Services indicated that the things that mattered to current parents accessing standalone preschool include:

- ▶ access to outdoor spaces that allowed children to explore

Quality Service Improvement



- smaller group numbers; most participants indicated that services with smaller licence capacity were preferred by the families that attended their service
- having siblings attending the same preschool; it was communicated that the sense of community, familiarity with the centre and the convenience for the family were key reasons behind this preference
- a bush location
- being walkable to home if possible
- the quality of the program
- days and hours offered for the program
- teachers and educators.

The observations and insights shared with us by the people we spoke with generally aligned; it was evident that some services are highly engaged with the topic and have a firm opinion on ensuring that the criteria include features that enable them to keep the same families attending and represented the view that some families should access funded kindergarten through an integrated kindergarten rather than the standalone preschool program. This feedback was particularly in relation to children who are younger, families who do not volunteer and a perception that the reform meant that there are families who do not necessarily value the unique offering of standalone kindergarten who are now registering. There was also concern that people that volunteer or have volunteered at a preschool on committee of management are not being prioritised, with the belief verbalised that they should be prioritised over families who have not contributed to the service. This concept does not factor in peoples' inability to volunteer or the possibility that people volunteer in the community in other ways. There appeared to be an undeveloped understanding of what a vulnerable child or family "looks like" and some concerns about being able to meet their needs without the right information.

Other items that were raised that are relevant and helpful to Council as they work with providers on the reforms include:

- concerns about children repeating and the criteria (that possibly it was too easy to attain approval for a child to repeat)
- an observed increase in non-immunised children attending, which is frustrating for the service and results in an extra burden to work with families
- opportunities to review and improve communication to families about preschool changes; this included the term "free", the difference between standalone and integrated kindergarten and other information about what people can expect from an early years service
- indications that the longer days were too long for three-year-olds and observations that some children were struggling with longer days in preschool
- a concern that some families were "hedging their bets" by registering across a few councils, particularly the bordering councils of Banyule, Whittlesea and Manningham
- the desire to have more information about how the allocation works at Nillumbik Shire
- the suggestion that some families had not been honest about their address during the preschool process and that people living in the suburb of the preschool had missed out; this frustrated people in the community and is important to factor into the wording of PoA and any evidence that families might need to provide to secure their registration.

Some of these items raised are not within Council's ability to change as they sit within state jurisdiction and processes; however, it was important to hear about preschools' experiences of the current changes and the challenges they face. Many valuable insights were shared, and the discussion was very helpful for Nillumbik Shire Council to understand the current views, challenges and preferences of the services that attended.

PoA themes arising from community and service engagement

The themes that have been identified as critical considerations include:

Quality Service Improvement



Continuity of education. Being offered a place for four-year-old preschool at your three-year-old preschool allocation was important to families.

Proximity to service. Respondents indicated that those residing 30 minutes away should not get priority over those closer to the service and that enabling children to go to their closest preschool increased the possibility to walk. It was also mentioned that families perceived that living closer connected you to the community and to the school that your child is likely to attend in the local area.

Siblings. Being able to attend the preschool that older siblings attend or attended in the past. Some respondents suggested recognising siblings who had attended up to five years previously; this is a challenge given the increased hours per child that will need to be accommodated in the future.

Concern about reduced appetite for volunteers. It was communicated through feedback from service representatives that some families felt that it was unfair that those that had volunteered had not been given access to the service that they had supported. It was articulated that this discourages families to volunteer.

Aftercare. Consideration for families that need to access aftercare at the service to access sessional preschool.

Borders. Some families' closest preschool is in another municipality. This was raised by parents and needs to be monitored to gain a picture of the size of this challenge for families. There is potential for Council to work in partnership with bordering municipalities to best support children and families living near council borders.

Overall, based on what we heard during our consultation and from the survey results, the following priorities should apply to meet the needs of the children within the Shire:

1. Children that meet Priority 1
2. Children repeating
3. Nillumbik Shire residents
4. Closest preschool to the Nillumbik Shire resident
5. Children who have attended for three-year-old kindergarten
6. Children who have a sibling attending or who attended in the past (where it can be accommodated)
7. Non-residents with a connection to Nillumbik Shire – work/study/volunteer/grandparents
8. Non-residents with additional/high priority children that do not meet Priority 1
9. Non-residents where Nillumbik Shire preschool is their closest preschool
10. Non-residents with no connection.

Within all the consultation it became apparent that non-residents should be prioritised at a lower level than residents

Geographical proximity

Despite the data indicating that most families drive their children to preschool, there was a resounding desire for families to be allocated a place at their closest preschool to allow them to walk to preschool and connect locally. This concept supports active living and is in line with health and wellbeing goals for residents of Nillumbik Shire. Supporting access to the local preschool and encouraging families to walk also supports reducing emissions and traffic. Speaking with other councils about identifying the closest preschool to home, this is generally measured "as the crow flies".

The preference was that people within the municipality receive PoA over families that reside in neighbouring municipalities. There are examples where this might not be best for the child, for example where other family members that assist in their care and support reside within Nillumbik

Quality Service Improvement



Shire or where the service within Nillumbik Shire is identified as more appropriate for the child and their needs (e.g. in cases of a physical or cognitive need that might be better supported at a service with a specific layout, program or workforce skills).

There was recognition that there are children who need to be prioritised for the service who might not necessarily live or work in the municipality. Continuing to review current enrolment data to understand what the implications are as the hours of funded kindergarten increase will be vital. The prioritisation of children might need to be reviewed further as we attain a better understanding of how the reforms affect the demand for funded kindergarten.

While most children are accessing a preschool within 15 minutes of their home by car, there are a number of children accessing preschool who do not reside within the area. In 2024, 429 children in both three and four-year-old preschool did not attend their closest service. The 2023 Nillumbik profile data provided by the Department of Education identified that there were 1046 Nillumbik residents attending a Nillumbik service; 156 children were Whittlesea residents, 155 were Banyule residents and 50 were Manningham residents. These are all bordering municipalities, and it is realistic to assume that some families' closest kindergarten is not necessarily within their LGA.

The Department of Education data also shows that there are children who reside in Nillumbik who chose to access their kindergarten program outside of the Shire. In 2023 there were 206 children who live in Nillumbik accessing kindergarten programs in Banyule with 101 accessing their kindergarten program in Whittlesea, 24 accessing kindergarten programs in Manningham and 17 accessing a kindergarten program in Murrindindi. Families may chose this option for a number of reasons including program hours, route of travel or closer to home than a Nillumbik service.

Of the children who live outside of the Nillumbik Shire but attend Nillumbik kindergartens, many have a connection to the Shire, and this is recognised in the current PoA but at a lower priority than Nillumbik residents. While it is vital that Nillumbik residents have access to sessional kindergarten, there are also some circumstances for children residing outside the municipality where the best choice for them is accessing preschool within Nillumbik Shire. Current state government policy emphasises accessibility and reducing barriers to families to access early years education and care.

Sibling priority

There are currently a number of municipalities reviewing sibling attendance as a possible priority criteria. All municipalities will have their own unique challenges in meeting demand. Therefore, it is not possible to compare them "apples for apples" with each other. However, it is worthwhile looking across the spectrum of this issue. The table on the following page shows the current position for the councils we spoke with; it is important to note that many are currently in a re-evaluating phase. With increased demand on services as preschool hours increase, it is unclear how long the criteria of having a sibling will be able to be sustained. Note in the table below that some councils have siblings included in the priority criteria; others do not (e.g. Geelong and Moorabool have connection to shire as a lower priority). Of those with the sibling listed in their criteria, some do not have a time period listed, and others have limited it to within two to five years or to the year of enrolment. Many are reviewing their PoA criteria for 2026 before sharing this information.

	Same year	2 years	3 years	Sibling/prior connection	Connection to service	Connection to shire
Frankston		✓				
Banyule						
Boroondara				5 yrs		
Hobsons Bay		✓				
Darebin		✓				
Whittlesea					✓	
Moorabool						✓

Quality Service Improvement



Geelong						✓
Surfcoast Shire				Currently reviewing and possibly will be 5 years		
Brimbank	✓					
Monash			✓			
Wyndham				No specific timeframe		
Shepparton		✓				
Glen Eira	✓					

Considering the increased demand and the importance of being able to accommodate all siblings if Nillumbik lists siblings as a priority, we were interested in the councils that have decided to commit to accommodating siblings in the same year of registration. We spoke with Glen Eira Council, who have recently made a determination about siblings for 2026 based on the predicted demand and equity of access. They have moved to accommodating siblings attending in the same year.

Some councils approach it in relation to the service; for example, one has included a co-located school (this is less common). Casey does not promise to provide places for siblings; however, they do advise parents they will try and accommodate siblings at the same centre.

Prioritising siblings can discriminate against a family where there is one child and no siblings. Often family and sibling rules can restrict the number of new families to a service. Brimbank has siblings at the same preschool to reduce drop off load. They do not apply this to co-located services such as a preschool on a school site. They do not use historical family attendance as a reason to prioritise one child over another; this approach is becoming more common as the demand increases on services. Monash accommodate the past three years, an approach that they have applied for the past 13 years; however, they advise that this is likely to be reviewed as preschool hours increase. At the time of discussions in late 2024 when we collected this information, some had not yet decided on a final approach for 2026 registrations.

Definition of a vulnerable child

The discussion with participants during the online session raised a query about children being identified as a higher priority if they or their parents held a Health Care Card. Some participants communicated that they thought that this was unfair. While this discussion was brief, it raised a bigger question about people's general understanding of what the indicators of vulnerability are for a preschool-aged child. There is value in Nillumbik continuing to understand the variation of vulnerability that is present in the children living in Nillumbik and sharing some vital information, including more inclusive language and thinking about vulnerability and accessibility for preschool children and their families. Councils' role in supporting mandated priority for vulnerable children is to advocate to the Department of Education for a review of this mandatory priority where they receive new information from their community about how Priority 1 is applying and how effective it is in supporting vulnerable children.

Right service for the child

Speaking with other councils and service providers, we have observed that preschool selection decisions made by families might be more about reputation, perceived quality, sentimental choice (someone in the family has attended) and proximity to home, school or work rather than suitability for the individual child. There is an opportunity to strengthen communication about selection of preschool based on the individual child's needs and preferences. It is not guaranteed that sending a child to the same preschool as their sibling, for example, will create the best experience for the individual child, who might benefit from a different environment or program focus.



Councils can play a role in supporting families' understanding of early years services and their priorities in terms of the services they are choosing. Some service representatives in the consultation felt that there are now more parents focused on accessing sessional standalone preschools for the purpose of childcare rather than the program itself and its educational value. Some also shared their belief that sessional standalone preschool delivers a superior education and care experience for children, and integrated services can be looked at negatively. Many families were once unable to access standalone kindergarten programs due to the limited hours offered for the programs (e.g. due to work commitments). Now that these programs are fully funded and offering extended program hours, they are more accessible and increasingly desired by families. It is important that the benefits of both models are shared with families to support informed choice and to assist Nillumbik Shire in meeting demand in the future. There is a place for both models to provide education and care to preschool children.

During our consultation with service providers, there was an opinion shared by some that some families should be accessing integrated kindergarten through long day care for reasons such as the child being less independent, needing more care in areas such as toileting and other factors that they felt affected the program and were a burden on teachers. Some participants identified the range in readiness of children, with one service suggesting that older children should be prioritised over younger children, with the view that the younger three-year-olds were not always ready for preschool, which affected the program delivery.

All children mature at different rates, and therefore the current cutoff dates set by the Department of Education are the best guide for allocation of places to children. Providers should be mindful of discriminating based on age and developmental ability; discussions with the Department of Education and the Municipal Association of Victoria did not support the suggested approach of prioritising older three-year-olds over younger ones. Anecdotally, other work that QSI has been involved reflects some interesting shifts:

- ▶ Toilet training research involving interviewing preschool, long day care centres and Maternal Child Health nurses indicates many children are toilet training later and kindergarten rooms are not set up well to accommodate this change.
- ▶ Discussions with families and professionals have highlighted general changes to family life and priorities. This includes, but is not limited to, pressures on parents to meet the cost of living, families living very busy lives and general health and wellbeing following the pandemic.
- ▶ Discussions with many providers have revealed their observation of a decline in long day care demand as families are accessing free sessional preschool at another service rather than paying long day care fees for the days their child can attend preschool.
- ▶ A recent Australian Competition and Consumer Commission (ACCC) report found that price was a key consideration for families looking for care and education. Therefore, sessional standalone preschool, which can be accessed for free, is highly sought after. Accessing sessional preschool is often a fiscal preference for many families, rather than integrated long day care that incurs additional costs to families. Cost is a huge factor when making choices about care and education.

Current policy

The current Nillumbik PoA and Officer Policy Guidelines are relatively straightforward and have met most of the community needs to date. Following the Department of Education's mandatory Priority 1 criteria, Nillumbik Shire Council's local priorities include recognition of attendance at three-year-old kindergarten, resident status and those intending to be residents (which requires a Contract of Sale provision to prove future status as a resident). The next priority provides for parents/guardians of children who have a connection to Nillumbik, which includes parents/guardians that work or study in the municipality, closest preschool and child who has attended childcare in the municipality. Only one connection is required to meet this eligibility criteria.





For four-year-old preschool enrolments, children who attended three-year-old preschool at the service are prioritised, with a higher priority for ratepayers/residents. Non-residents with no connection are the lowest priority to access preschool in Nillumbik.

Nillumbik's current PoA is more clearly outlined in the table on page 26.

Recommendations

A series of recommendations have been made based on our research, knowledge of the early years central registration function and what we have learned from benchmarking other organisations.

PoA

There are key priorities for families in regard to accessing standalone sessional kindergarten. Enabling children to access the same service for three- and four-year-old kindergarten is highly valued, as well as proximity to the service and offering siblings an opportunity to attend the same service where possible. It was also clearly evident that there is a view that if you are a resident of Nillumbik, you should be given priority over non residents.

Our recommendations are outlined as follows:

- ▶ With the above elements in mind, it is recommended that Nillumbik apply a new scoring/weighted system that accumulates to recognise the following priorities:
 - residents and soon-to-be residents
 - repeating at the service
 - allocation to the same preschool where the child attended three-year-old preschool when requested
 - children's closest service (where they have applied for the closest service)
 - other contributions to the Shire, such as owning a business or studying or volunteering in the Shire
 - non-residents that live geographically close (or for whom the Nillumbik preschool is their closest preschool)
 - consider limiting sibling priority to within two years, and as the demand increases move to within the same year or having the same year as a higher score and within two years a lower score to ensure families with kids in at the same time are prioritised
 - allowance for some discretion where there are extenuating circumstances for a child, their family or guardians.

The priorities above have not been listed in order of importance; however, it is vital that the findings from the survey and the consultation with service representatives are considered by Council.

This "accumulating score(weighted) system" is used successfully in many councils to assist with the final prioritisation of access. A point allocation system ensures that the priorities identified as important through the consultation process can be weighted in order of importance and a child can have a number of priorities recognised within their registration. A points allocation will likely ensure less children are sitting on the same priority and therefore less instances of a 'random electronic selection' being used to allocate the place.

Quality Service Improvement



Table 2 on page 28 provides details about the recommended scoring/weighted system and Appendix 1 outlines some “real-life scenarios” of how the scoring would apply to different circumstances of a preschooler.

- ▶ Council should support criteria that recognise families’ proximity to their preferred standalone sessional kindergarten. Allocating children to their closest preschool also supports Council and community goals, such as reducing emissions and keeping people active and connected in their local area.
- ▶ Council should address the sibling preference issue by providing:
 - criteria that prioritise children whose sibling is attending the service in the same year as the applicant
 - a score for siblings recognising that this element is important; a low score that will not considerably discriminate against children without siblings accessing preschool services
 - information about seeking a service that focuses on meeting your individual child’s education and development needs. That this should be an element that is considered, as well as siblings having attending the same service.
- ▶ Council should further explore the opportunity to split out non-residents and residents to assist with meeting resident demand for access to preschool within Nillumbik over those that do not reside within the municipality. The suggested weighting will effectively support prioritising residents over non-residents.
- ▶ Redefine the Nillumbik connection priority and apply this to residents and non-residents. By splitting it out further, children whose families/guardians meet multiple connection criteria will be prioritised over those who meet one connection criteria.
- ▶ Apply weighting of the criteria in alignment with the order of importance of factors identified by survey respondents and service providers. Allow accumulating scores to support families who meet multiple criteria. Offer a different score for siblings to reduce disadvantaging the first child in a family and one-child families.
- ▶ Ensure residents are prioritised for access where possible and learn more about non-residents accessing services in Nillumbik. There was a view from some people who attended the consultation and from the survey that people that live within the municipality should be prioritised over those living outside the municipality. This is an issue that many councils are grappling with. In terms of making it as easy possible to access care and education, this seems like an arbitrary barrier. However, it is important to residents, and the criteria weighting must continue to reflect this. Providing access to people that contribute to Nillumbik Shire, such as those running a business or working in Nillumbik, is also important for the community, so this needs to be weighed up continuously.
- ▶ Council should consider the needs of residents in bordering councils, where the service is the closest in location to their home or meets a particular need for their child that the services in their municipality or closer to home do not meet (e.g. their learning and development needs).
- ▶ Council should communicate with bordering municipalities about accommodating families who are disadvantaged by an arbitrary council boundary. Review the families over the next year to see how many have fallen into the category that applies and review how families can be accommodated in future. If there are fewer than 50 families, for example, it might be useful to have a conversation with those families to understand why they are applying within the municipality to understand whether the reason is proximity to their home, a program-specific interest or something else.



- ▶ Council should coordinate with neighbouring shires and municipalities on enrolment cutoff dates and enrolment offer dates to reduce families “hedging bets” until they receive an offer from the other municipality.
- ▶ As demand increases for places, Council could consider the addition of a score in the PoA for children on the boundary. It could also limit sibling applications to residents of Nillumbik Shire only.
- ▶ A human rights approach could be weaved into communication to assist families understand the “bigger picture” about accessing preschool and the importance of the PoA adapting according to community needs and changes in policy.
- ▶ Support general knowledge of what the PoA's and Council's role is, to support better understanding of “vulnerability” and the types of supports that some children need to get the best start in life.
- ▶ Consider offering three- and four-year-old kindergarten at the same time to support consistency of education for the child and to assist with planning for educators and families.

Proposed options

A table of the PoA options has been included below on page 26. The table includes Nillumbik Shire Council's current PoA and criteria and three options for Council to consider.

Options A and B allocate places according to a straight order of priority that has been determined through the consultation as the order of importance

All three options recognise:

- ▶ mandated children that meet Priority 1 criteria
- ▶ children who have attended three-year-old kindergarten. They will be given priority to attend the same service for four-year-old kindergarten
- ▶ current residents.

Option A

Prioritises in order:

- ▶ Resident children who live closest to their preferred preschool,
- ▶ Resident children who have a sibling in attendance/attended in the past
- ▶ Other residents of Nillumbik Shire
- ▶ Children from neighbouring municipalities that where the preschool is the closest to their place of residence
- ▶ Children from neighbouring municipalities who have a sibling in attendance/attended in the past
- ▶ Children from neighbouring municipalities who have a connection to the Shire such as parents who work/study in the Shire
- ▶ Any other non resident child

Allocations are made based on a straight level of priority

Option B

Prioritises in order:

- ▶ Resident children who live in the same suburb as their preferred preschool,
- ▶ Resident children who have a sibling in attendance
- ▶ Resident children who have a sibling attend the preschool in the past 2 years

Quality Service Improvement



- ▶ Other residents of Nillumbik Shire
- ▶ Children from neighbouring municipalities who have a sibling in attendance at the same time
- ▶ Children from neighbouring municipalities who have a connection to the Shire such as parents who work/study in the Shire/closest preschool to their place of residence
- ▶ Any other non-resident child

Allocations are made based on a straight level of priority

Option C

Gives higher weighting scores which accumulate according to the following criteria:

- ▶ Residents
- ▶ Children who live close to preferred preschool,
- ▶ Children whose siblings will be attending the preschool in the same year or in past years (different weightings will be applied to these)
- ▶ Non-residents with or without any other connection to the Shire

Recommended Option

It is recommended that moving forward, Nillumbik Council should implement Option C, being the implementation of the accumulating scored/weighting allocation as outlined in Table 2 below.

This practice serves other councils well and can be easily included in the current central enrolment software system to automate the process.

Scenarios showing how Option C would be applied in practice are shown in Appendix 1

Where two children score the same points, the system will allocate randomly.

Table 1: Straight priority allocation options – Three- and four-year-old preschool

Preschool	Current PoA	OPTION A	OPTION B
Priority 1 (Level 1) – State government defined	<ul style="list-style-type: none"> ▶ Children at risk of abuse or neglect, including children in out-of-home care ▶ Aboriginal and/or Torres Strait Islander children ▶ Asylum seeker and refugee children ▶ Children eligible for the Preschool Fee Subsidy ▶ Children with additional needs, defined as children who: <ul style="list-style-type: none"> ○ require additional 	Process that could be used to verify need(s): <ul style="list-style-type: none"> ▶ Children at risk of abuse or neglect, including children in out-of-home care ▶ The child is attending a three-year-old kindergarten program through Early Start Kindergarten or Access to Early Learning, or is referred by: <ul style="list-style-type: none"> ○ Child Protection ○ Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) ○ A Maternal and Child Health nurse, or ○ An out-of-home care provider ▶ Aboriginal and/or Torres Strait Islander children ▶ As part of the enrolment process, service providers must respectfully ask families, “Is your child Aboriginal and/or Torres Strait Islander?” and record this information in 	



	<p>assistance to fully participate in the preschool program</p> <ul style="list-style-type: none"> ○ require a combination of services which are individually planned ○ have an identified specific disability or developmental delay 	<p>KIMS (Kindergarten Information Management System).</p> <ul style="list-style-type: none"> ▶ Asylum seeker and refugee children ▶ An appropriate visa identifies the child and/or parents as a refugee or asylum seeker. ▶ Children eligible for the Kindergarten Fee Subsidy <ul style="list-style-type: none"> ○ A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or ○ multiple birth children triplets or quadruplets ▶ Children with additional needs, defined as children who: <ul style="list-style-type: none"> ○ require additional assistance to fully participate in the kindergarten program ○ require a combination of services which are individually planned ○ have an identified specific disability or developmental delay ▶ The child: <ul style="list-style-type: none"> ○ is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten ○ holds a Child Disability Health Care Card ○ has previously been approved for the Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> ▪ the National Disability Insurance Scheme ▪ an Early Childhood Intervention Service ▪ a preschool field officer or ▪ a Maternal and Child Health nurse
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Preschool	Current PoA	OPTION A	OPTION B
Priority 2 (Level 2)	Children who are /intending to be Nillumbik residents or children of Nillumbik rate payers AND (is attending a 3 year old program at the preschool) – applies to	Children who have been assessed as requiring a second year of either 3 or 4 year old kindergarten	Children who have been assessed as requiring a second year of either 3 or 4 year old kindergarten



	four year old registrations Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers		
Priority 3 (Level 3)	Children who have a connection to Nillumbik ie parents work or study in the Shire or the childcare arrangements are in the Shire (four year old only - Children who are not residents/ratepayers but are enrolled in the 3 year old program at the preschool.)	Is attending a 3-year-old program at the preschool (4-year-old ONLY)	Is attending a 3-year-old program at the preschool (4-year-old ONLY)
Priority 4	Children who are non-residents and do not have a connection to Nillumbik (four year old children - who are residents/intending to be residents or are ratepayers but are not enrolled in the 3 year old program at the preschool)	Is a current resident AND The preschool is the closest to the child's home (as the crow flies)	Is a current resident AND Families who reside in the same suburb as the preschool
Priority 5	Children who are non-residents and do not have a connection to Nillumbik (four year old – children who are not residents but have a connection to the preschool/Nillumbik)	Is a current resident AND have/had a sibling attending the service	Is a current resident AND have a sibling attending the service
Priority 6	Applies to for year old registrations – children who are not residents and do not have a connection to the preschool/Nillumbik.	Any other residents of Nillumbik Shire	Families who are residents and have had a sibling attend the service in the past 2 years
Priority 7		Non resident whos sibling will be attending the preschool at the same time	Any other residents of Nillumbik Shire



Priority 8		Non resident whos closest preschool is a Nillumbik Preschool	Non resident with a close connection to the Preschool ie closest preschool/sibling is attending in the same year (only one connection is honoured)
Priority 9		Non- resident who have a connection to Nillumbik (only one form of connection is required) Including: Sibling has attended preschool parents/guardians who work or study in the municipality	Non- resident who has a connection to Nillumbik Including: Sibling attended preschool in past year, parents/guardians who work or study in the municipality (only one form of connection is honoured)
Priority 10		Children who are non-residents, and do not have a connection to Nillumbik	Children who are non-residents, and do not have a connection to Nillumbik

Table 2: Accumulating scoring(weighted) allocation system – Three- and four-year-old preschool

OPTION C - Priority criteria

3-year-old			4-year-old		
DE requirements	100 points		DE requirements	100 points	
Repeat children	95 points	At same preschool or	Repeat children	95 points	At same preschool or
	80 points	At different preschool		80 points	At different preschool
Residents	50 points	Include note that must be residents during years of enrolment (not at time of registration)	Attended 3-year-old program at Preschool applied for	90 points	
Non-residents	35 points		Residents	50 points	Include note that must be residents at during years of enrolment (not at time of registration)
Closest preschool	10 points	To place of residence (Acknowledges connection to preschool)	Non residents	35 points	
Sibling (attending)	10 points	Acknowledges connection to	Closest preschool	10 points	To place of residence.

Quality Service Improvement



preschool in same year as another sibling)		preschool and ease of family engaged in one preschool			(Acknowledges connection to preschool)
Sibling attended in prior 2 years	5 points	Acknowledges past connection	Sibling currently enrolled (attending preschool in same year as another sibling)	10 points	Acknowledges connection to preschool and ease of family engaged in one preschool
Connection to the Shire (relevant to non residents only)	4 points	Examples: parent works/studies in Shire	Connection to the Shire (relevant to non residents only)	4 points	Examples: parent works/studies in Shire

Other allocation considerations

- ▶ Council currently offers families a function to accept an offer (at a lower preferred preschool) but wait for a higher preference whilst the offer process is underway. Many organisations are not offering this option as they believe this is an added complication. To support equity of access it is recommended that this process should be reviewed.
- ▶ One smaller council accepts one preference, allocates what they can and then makes calls to all families (average of 50 per year) who did not receive their first preference to enable the most suitable placement to be made. This council reported that this system works well for their community. There might be value in decreasing the number of preferences a family can register for as the hours of education increase and the demand for service changes.
- ▶ Providers indicated that communication to families about the process and the changes to early years could improve. There is currently potentially misleading communication from the Department of Education or political parties in relation to “free preschool”. However, improvement in communication was also mentioned in terms of families understanding application dates, open days and other factors that assist families and children with their preparation and choice for early years education.
- ▶ Some services are offering enrolment for both three and four-year-old preschool in one process. This enables the child to be allocated a place at the same preschool for three- and four-year-old kindergarten. This could be something that Council considers to assist educators and families with their planning.
- ▶ It was indicated by providers that a lot of time is spent assisting families to understand what “free preschool” means. This is consistent with feedback we have received in other early years projects and is an administrative burden on providers. There is room for improvement, and it will be important to seek feedback regularly from providers and families about how Council provides information about early years services available in Nillumbik Shire.
- ▶ With many standalone preschools being operated by committees of management and shifts in the demographic of children accessing preschool, a larger variety of families now consider standalone preschool accessible due to kindergarten funding and the program hours making it more accessible to more families. Previously, children that attended were generally from families who highly valued standalone sessional kindergarten as a starting point for their child's education and care.
- ▶ Other issues to be monitored, include:
 - There is a sentiment that volunteering at a preschool gives you the right to expect a place for your child over other children that apply.

Quality Service Improvement



- Privacy and confidentiality issues need to be further explored, particularly for more vulnerable children who will gain priority access (e.g. requests from providers to have more information about children before they start). It is vital that individual children's information is retained only by staff directly working with the children and families. There is a risk of information privacy breaches for individual children and their families. There are also potential opportunities to discriminate or exclude new children and families if children are perceived as being prioritised over others. This is particularly the case in services that demonstrate great service "ownership" and a sense of entitlement to access.
- Some historical criteria that have been identified as elements that families would like to see retained, implemented or strengthened might inadvertently create barriers for other cohorts in the community. An example of this is families where a parent or guardian volunteers at the service to have preferential access to their preschool of choice or prioritising sibling attendance, which can disadvantage children who do not have a sibling or whose parent/guardian does not have the capacity to volunteer on the parent committee. Volunteers are highly valued; however, the CRES process must be equitable; services possibly need to articulate to families that volunteering does not guarantee preferential access to the service.
- It was suggested by one service that prioritising older children in the age group would be fairer, and it was intimated that the Department of Education agreed to prioritising "older children" within the age criteria. However, this suggestion is contrary to the Victorian Government's priority criteria. The suggestion of prioritising older children in the cohort was discussed with the Department of Education and the Municipal Association of Victoria, and they both confirmed it was not in line with the current policy. The rate that children mature and are ready for preschool varies; date of birth is only one element of preschool readiness.
- Most providers indicated that the policy change that allows approved children to repeat three-year-old preschool was likely to mean that most repeats would happen a year early and could be allowed for. The data available on the number of children repeating indicates that currently there is a very small number of repeats that needs to be considering when finalising intake numbers. Currently, approximately 30 children attending sessional standalone preschools within Nillumbik Shire repeat four-year-old kindergarten each year.
- As demand for services increase, offering preschool places will remain a contentious issue; there are some communities in Nillumbik that are more engaged in contributing to and advocating for priorities to retain the traditional sessional preschool experience. Communication, consultation and transparency will remain vital.

Supporting processes and practices

- Review the practices of information-sharing to protect children's privacy and the risk of members on committees of management having more information about children or family than they need for their role.
- Add a line to the role of the preschool services enrolment officer section of the PoA policy and in service/lease agreement to clearly articulate who should have access to and under what circumstances private information about a child and their family should be accessed. Ensure practices are in place to limit access to those who need information for the core purpose of their job as educator or administrator. Information at a committee of management level should be limited to cohort information to assist with resourcing etc. and should not be at the individual level of detail.
- Review communication about central enrolment to providers and families, determine key messages, apply a readability tool to communications and test with a group of families as a way of improving communication regarding preschool and how PoA works. As this was raised

Quality Service Improvement



by preschools and emphasised as creating a challenge, it would be important to allow them to provide feedback on significant early years communication to families.

- ▶ The new policy needs to retain the notion that council reserves the right to assess and make decisions based on individual circumstances. This will support the intention of a central registration system function, increasing the emphasis on equity and reducing barriers and the variation in circumstances for individual children seeking to access early years services.
- ▶ Continue to engage with providers on the effects of the change, which allows three-year-old preschool children who have approval to repeat three-year-old preschool.
- ▶ Include a gender equity lens across the PoA policy by including the family and gender equity officer in the review of the recommended options.
- ▶ Apply the proposed points system for 2026 enrolments and review and evaluate outcomes after the enrolment allocation process has been completed.

Supporting change

It is a significant time of change for the early years sector. Council has a role to play in supporting this change. Based on our discussions, we recommend:

- ▶ Investing in training and development for services to strengthen the focus on child access and prioritising all children's education needs above individuals' needs.
- ▶ Consider reigniting and refreshing the early years network that Nillumbik successfully delivered before the pandemic.
- ▶ Consider engaging a facilitator/consultant to support work around adapting to the Best Start, Best Life reform with a focus on building providers' capacity to understand what the wholesale change means in terms of supporting contemporary knowledge and practice, which would include supporting vulnerability, understanding the barriers to accessing education and care and supporting philosophical change in service delivery to meet the statewide subsidised preschool changes.
- ▶ Share a timeline of review and evaluation of the new PoA to allow continued feedback and ensure people are kept informed.
- ▶ Work with providers on determining the amount of information that they need from families to deliver quality education and care, particularly for those that need extra support to transition into preschool (where identified). Some services mentioned items that would assist them during the online consultation.



Useful links

Victoria State Government Kindergarten Funding Guide –
www.education.vic.gov.au/Documents/childhood/providers/funding/J641-Kindergarten-Funding-Guide-v6.pdf

Victorian Equal Opportunity & Human Rights Commission –
<https://www.humanrights.vic.gov.au/for-individuals/human-rights/>

Nillumbik Gender Equity and Inclusion Plan –
<https://www.nillumbik.vic.gov.au/Community/Diversity-and-inclusion/Gender-equity/Gender-Equality-Action-Plan-2022-25>

Nillumbik Priority of Access and Officer Policy Guidelines

Nillumbik Social Atlas – <https://atlas.id.com.au/nillumbik/>
 Preschool_Enrolments_Hexagons_200m_a\$P_Revision_B.pdf

Appendix

Appendix 1 – Scenarios based on accumulating scoring/weighing allocation

Scenario-based application of the proposed priority criteria

	3 year old	Score 3-year-old	Total Score	Score 4-year-old	Total Score	Comments
Child 1	<ul style="list-style-type: none"> Meets vulnerability criteria They are a Nillumbik resident Applying for same preschool in 4-year-old program 	100 50 N/A	150	100 50 90	240	
Child 2	<ul style="list-style-type: none"> They are a Nillumbik resident The preferred preschool is their closest preschool to their home Applying for same preschool in 4-year-old program 	50 10 N/A	60	50 10 90	150	
Child 3	<ul style="list-style-type: none"> They are a Nillumbik resident Their sibling attends 3-year-old program and will attend the same preschool in 4-year-old preschool in the same year as this applicant Applying for same preschool in 4-year-old program 	50 10 N/A	60	50 10 90	150	
Child 4	<ul style="list-style-type: none"> They are a Nillumbik resident The preferred preschool is their closest preschool to their home Their sibling attends 3-year-old program and will attend 	50 10	70	50 10	160	

Quality Service Improvement



	the same preschool in 4-year-old preschool in the same year as this applicant	10		10		
	▶ Applying for same preschool in 4-year-old program	N/A		90		
Child 5	▶ They are a Nillumbik resident	50	65	50	150	
	▶ The preferred preschool is their closest preschool to their home	10		10		
	▶ They had a sibling attend the same preschool within the previous 2 years (N/A to 4 year old)	5		N/A		
	▶ Applying for same preschool in 4-year-old program	N/A		90		
Child 6	▶ They are not residents of Nillumbik	35	45	35	135	
	▶ The preferred preschool is their closest preschool to their home	10		10		
	▶ Applying for same preschool in 4-year-old program	N/A		90		
Child 7	▶ They are not residents or ratepayers of Nillumbik	35	39	35	129	
	▶ They have a connection to the Shire ie work/volunteer and live in Nillumbik and assist with pick ups	4		4		
	▶ Applying for same preschool in 4-year-old program	N/A		90		
Child 8	▶ Non-resident/ratepayer	35	135	35	225	
	▶ Meets vulnerability criteria	100		100 90		

Appendix 2 – Where two children score the same amount of points

Where two children score the same points in the central registration system, the system will allocate places randomly.

If after using the above order of allocation, there are still a greater number of registrations than places available at the specified preschool, the remaining places will be allocated by a computerised ballot process.

In the best interests of all children and families, Nillumbik reserves the right to factor in aspects such as group size, group dynamic and other special considerations when allocating registered places to children (this might be at the service end when they are considering session allocation).

Preschool registrations submitted with exceptional circumstances noted will be assessed by Children's Services management. (Frankston had this. This could set off a surge in "exceptional circumstances", but it is an option to allow the protection and prioritisation of places in exceptional circumstances.



Examples of exceptional circumstances might include:

- a parent with a disability
- a parent or child with a diagnosed mental health illness
- homelessness
- drug and/or alcohol misuse
- A court order that limits the choice of preschool
- multiple births
- other situations verifiable by a child/family support service.

The list above is not exhaustive; there are many exceptional circumstances that might meet these criteria and therefore it is not possible to list all reasons that would meet the definition of exceptional circumstances.

Where exceptional circumstances are identified, supporting documentation may be requested to support the application and should include parent and child names and contact details of the person supplying the document, which should be less than 12 months old.

For further information on the DET priority of access please visit:

🔗 education.vic.gov.au/childhood/providers/funding/Pages/Priority-of-Access-Criteria.aspx

Appendix 3 – Responses to kindergarten survey to families 2024

Please see separate attachment of survey results.



Participate Nillumbik

Report Type: Form Results Summary

Date Range: 11-11-2024 - 01-12-2024

Exported: 03-12-2024 13:11:16

Open

Kindergarten survey

Kindergarten in Nillumbik

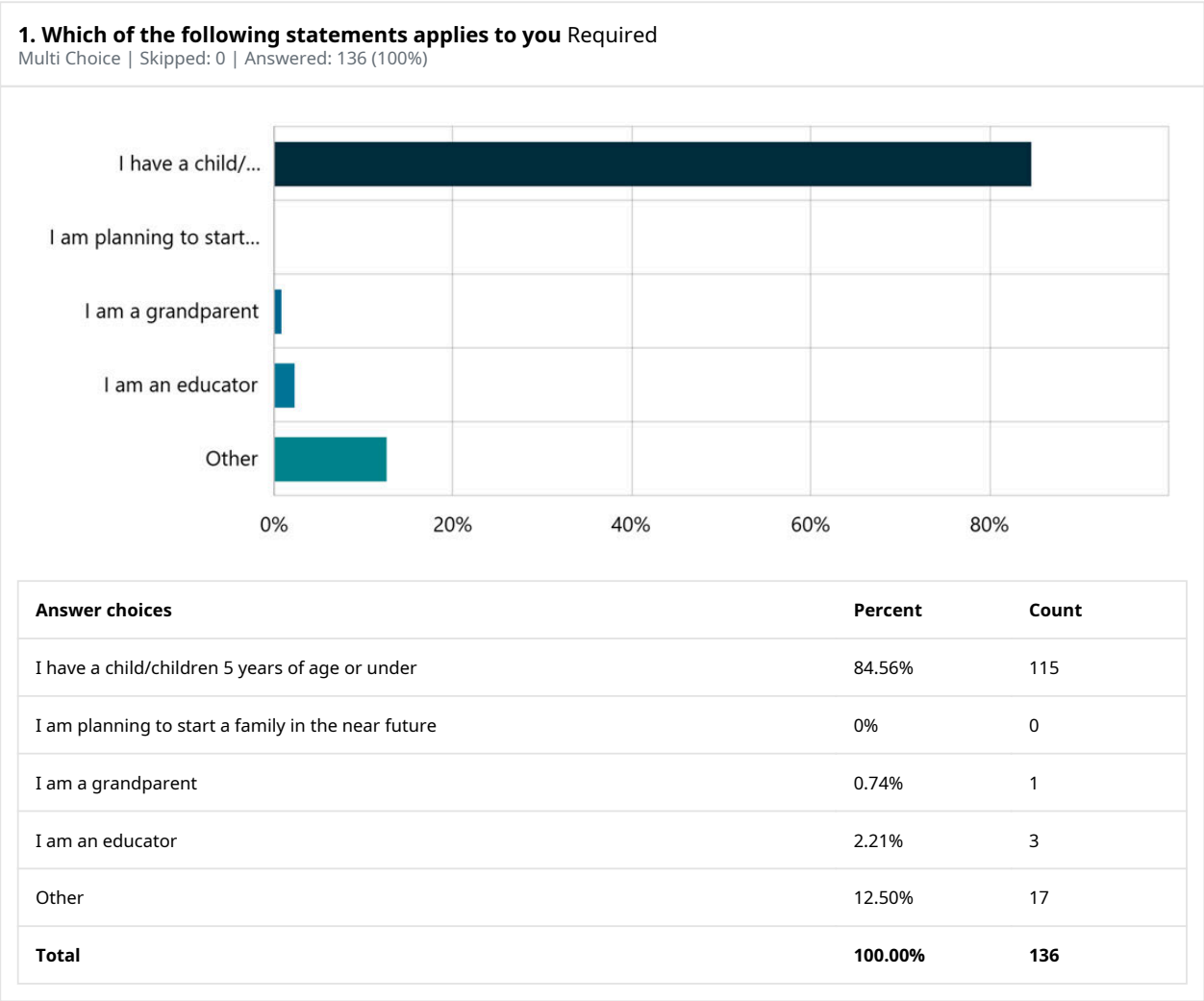
133

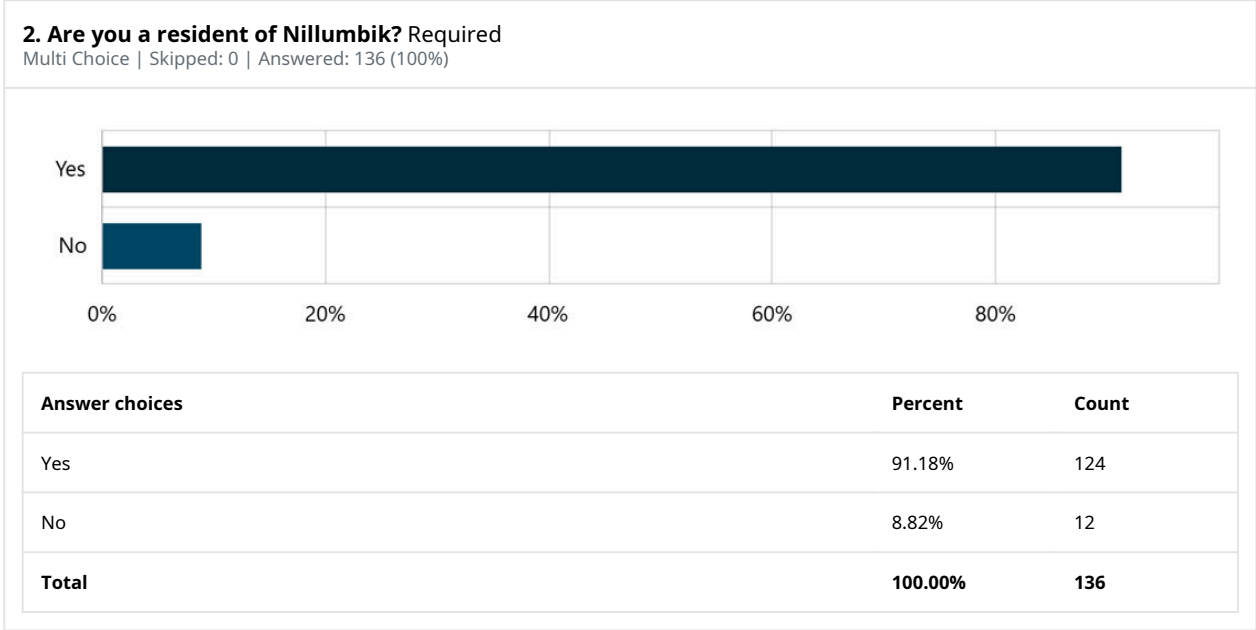
Contributors

136

Contributions

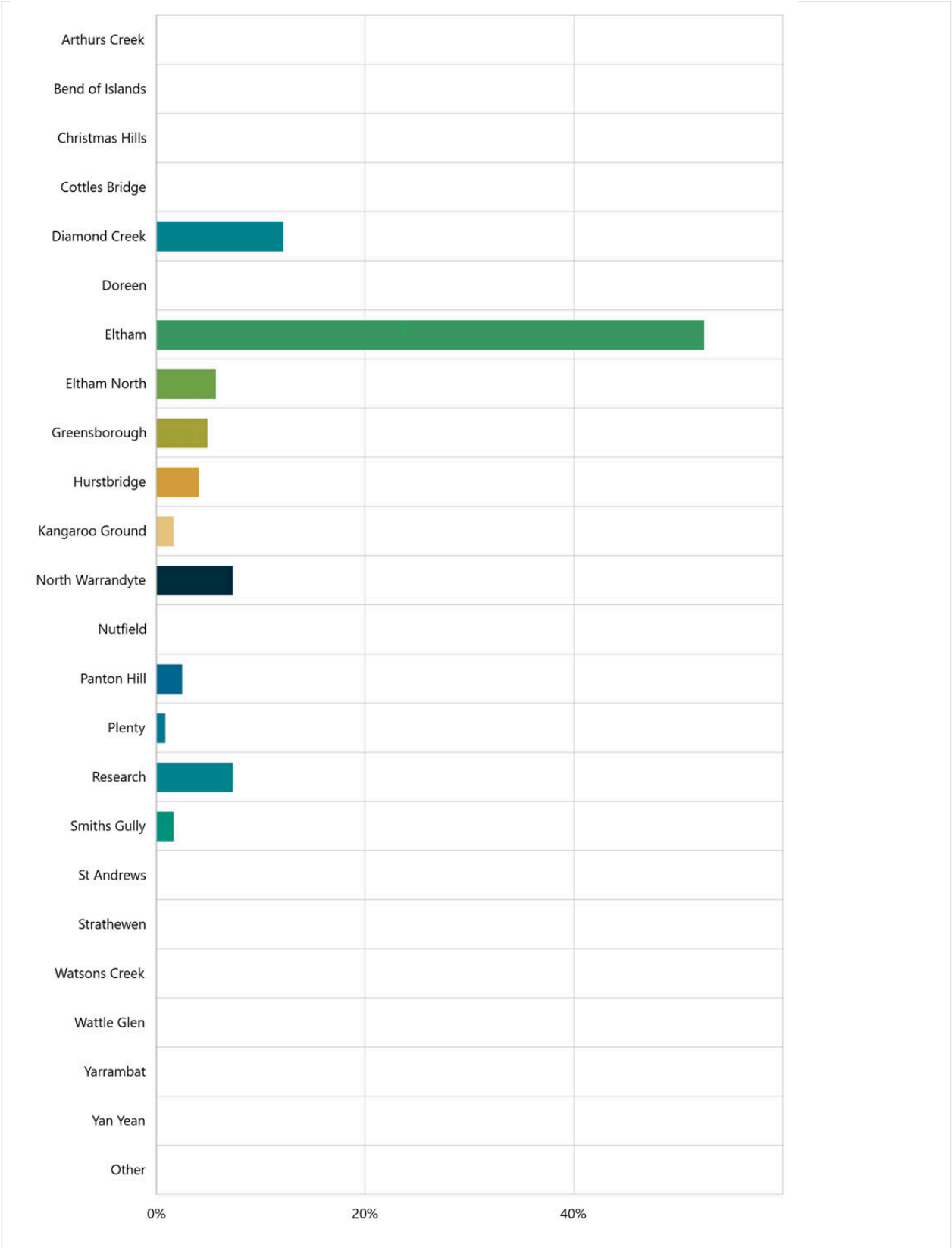
Contribution Summary





3. Suburb

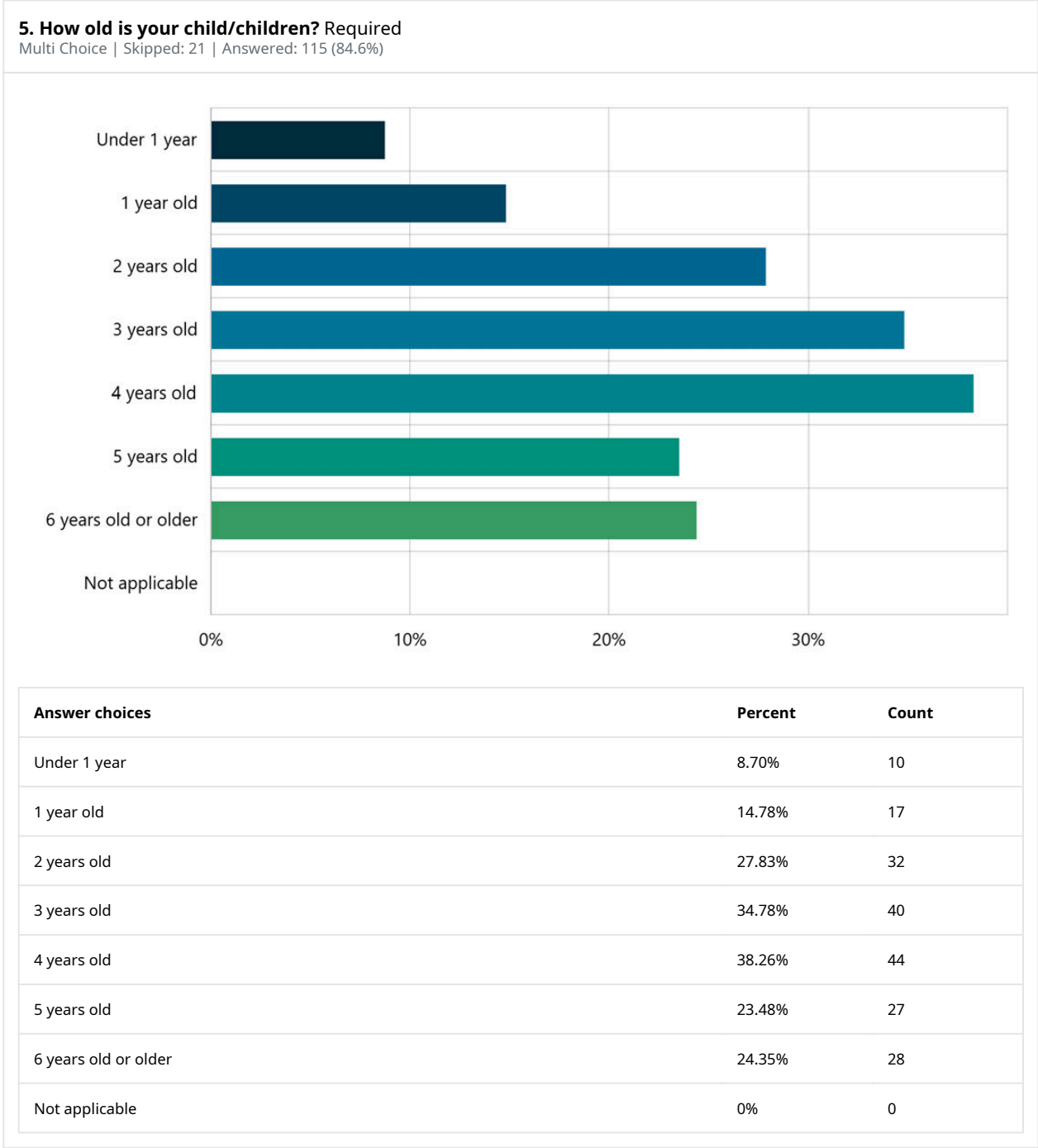
Multi Choice | Skipped: 12 | Answered: 124 (91.2%)

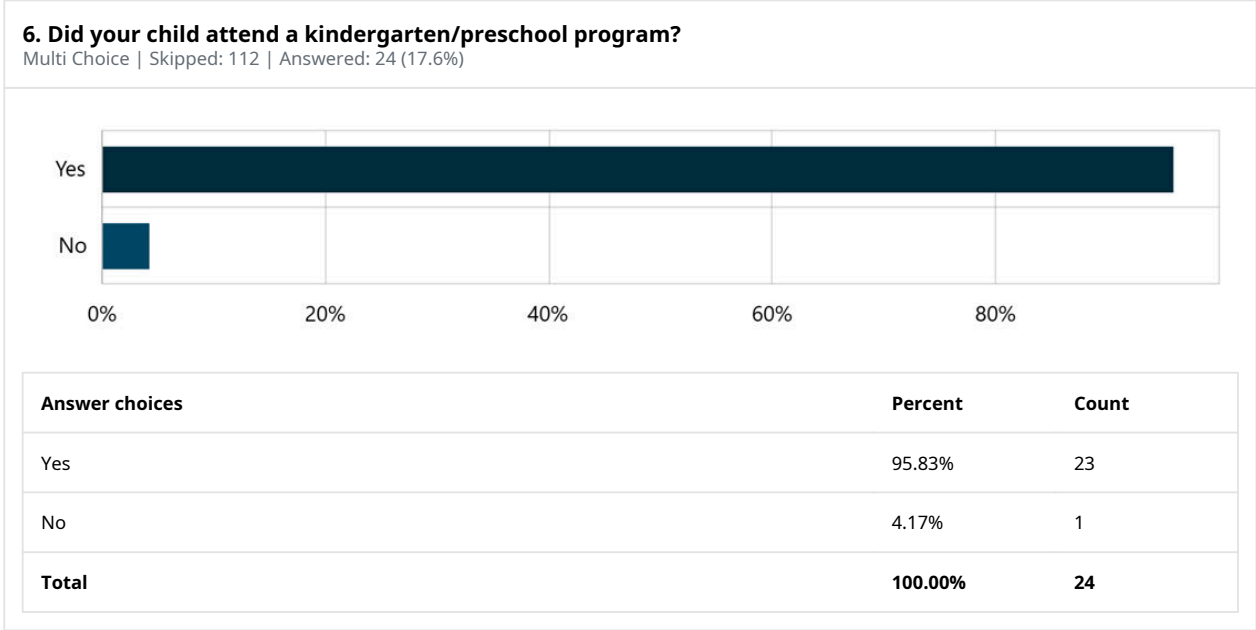


Answer choices	Percent	Count
Arthurs Creek	0%	0
Bend of Islands	0%	0
Christmas Hills	0%	0
Cottles Bridge	0%	0
Diamond Creek	12.10%	15
Doreen	0%	0
Eltham	52.42%	65
Eltham North	5.65%	7
Greensborough	4.84%	6
Hurstbridge	4.03%	5
Kangaroo Ground	1.61%	2
North Warrandyte	7.26%	9
Nutfield	0%	0
Panton Hill	2.42%	3
Plenty	0.81%	1
Research	7.26%	9
Smiths Gully	1.61%	2
St Andrews	0%	0
Strathewen	0%	0
Watsons Creek	0%	0
Wattle Glen	0%	0

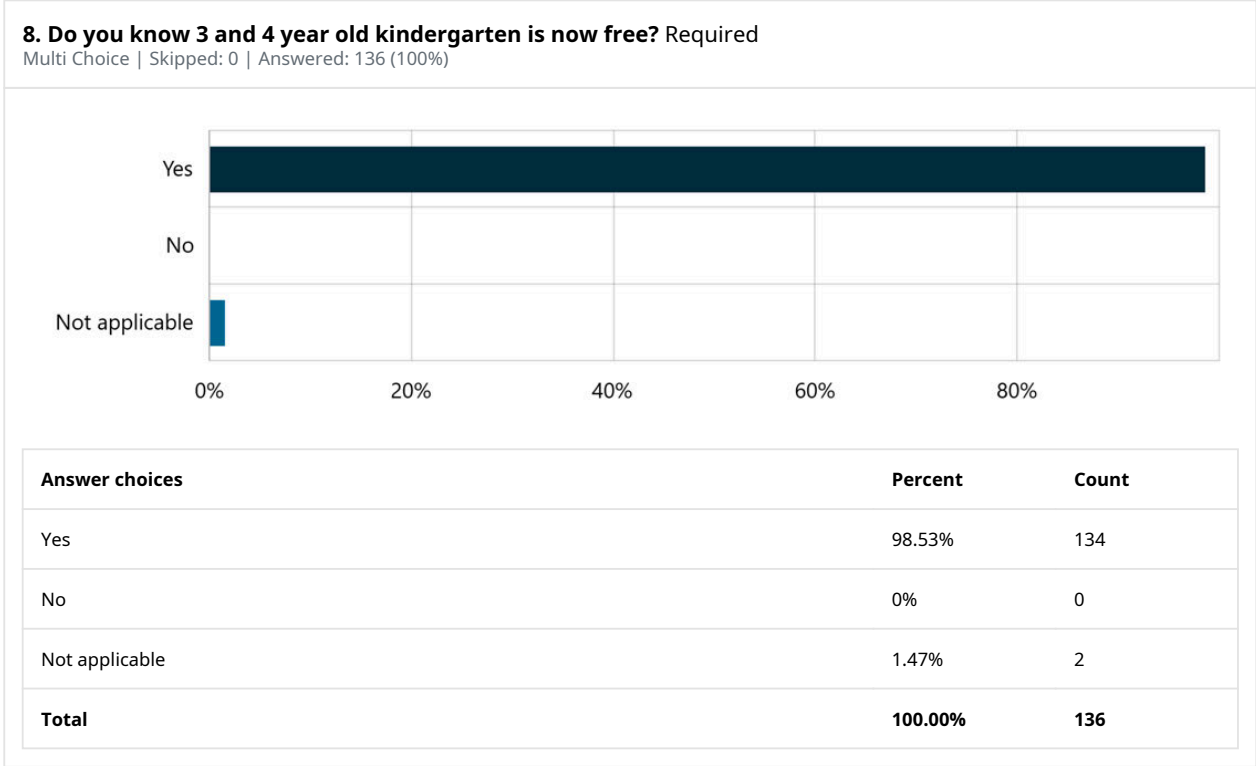
Yarrambat	0%	0
Yan Yean	0%	0
Other	0%	0
Total	100.00%	124

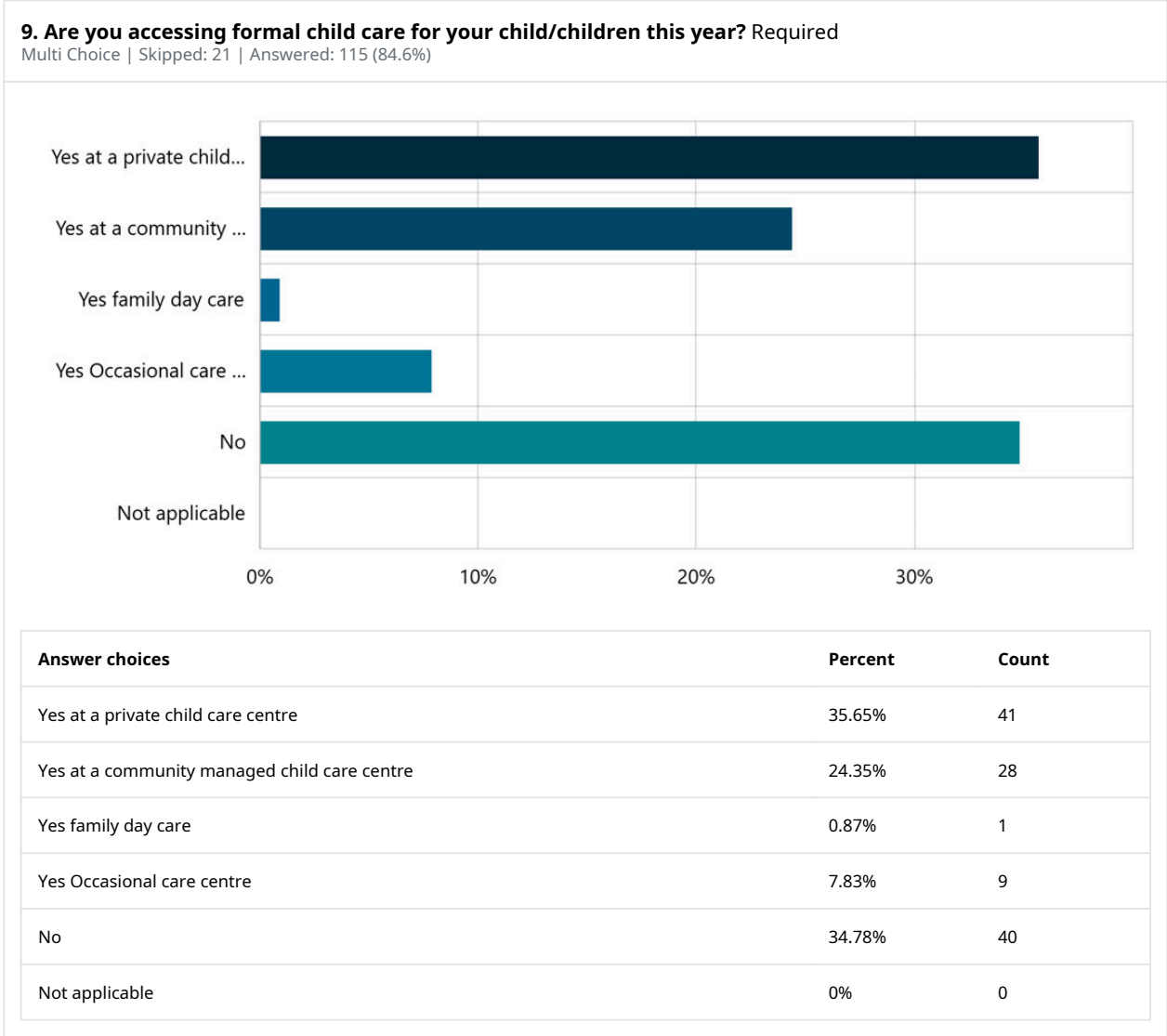
<div>4. Suburb/postcode Required</div> <div>Short Text Skipped: 124 Answered: 12 (8.8%)</div>
<div>Sentiment</div> <div>No sentiment data</div>
<div>Tags</div> <div>No tag data</div>
<div>Featured Contributions</div> <div>No featured contributions</div>

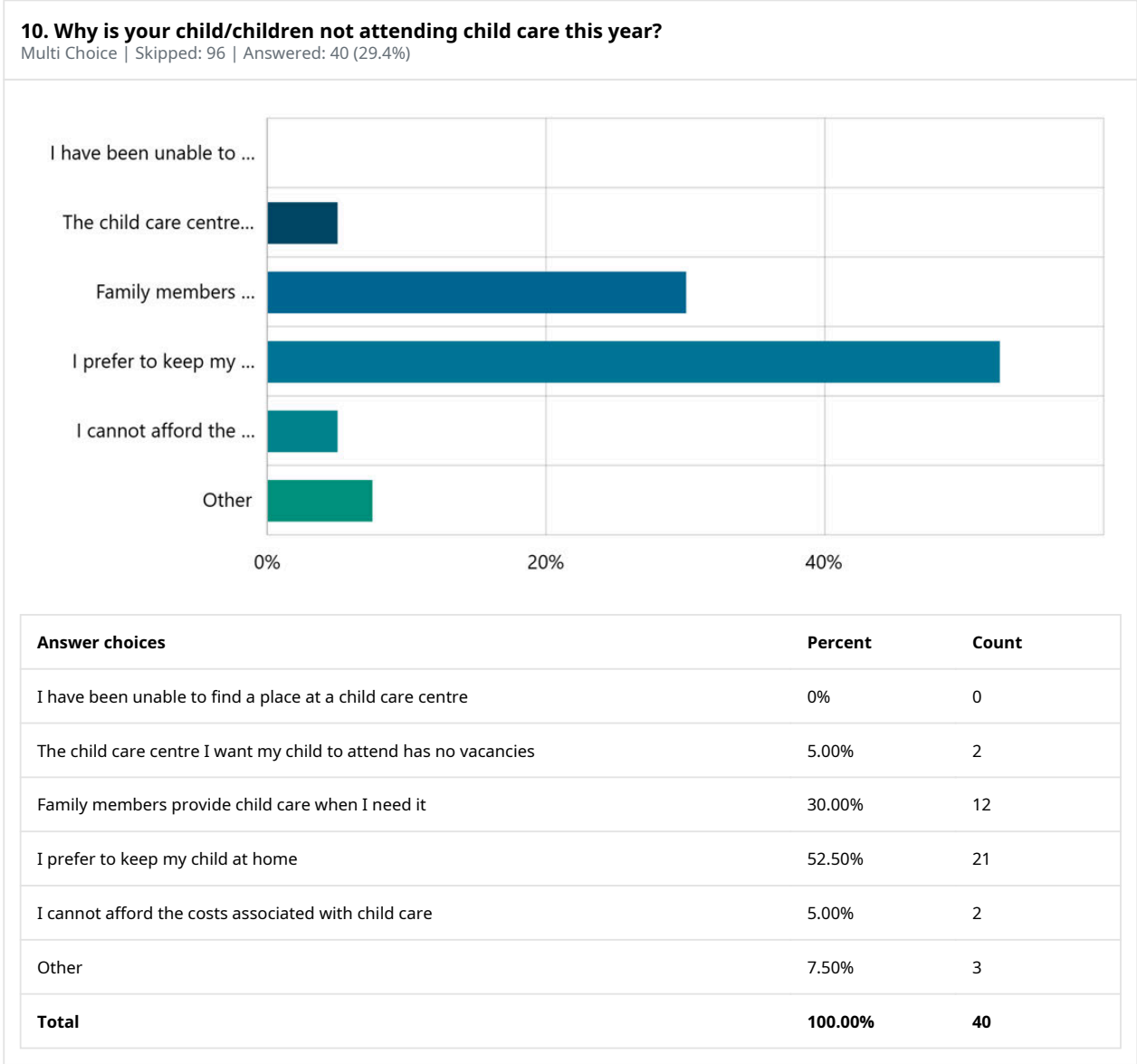




<div>7. What year and kindergarten did your child attend?</div> <div>Short Text Skipped: 113 Answered: 23 (16.9%)</div>
<div>Sentiment</div> <div>No sentiment data</div>
<div>Tags</div> <div>No tag data</div>
<div>Featured Contributions</div> <div>No featured contributions</div>

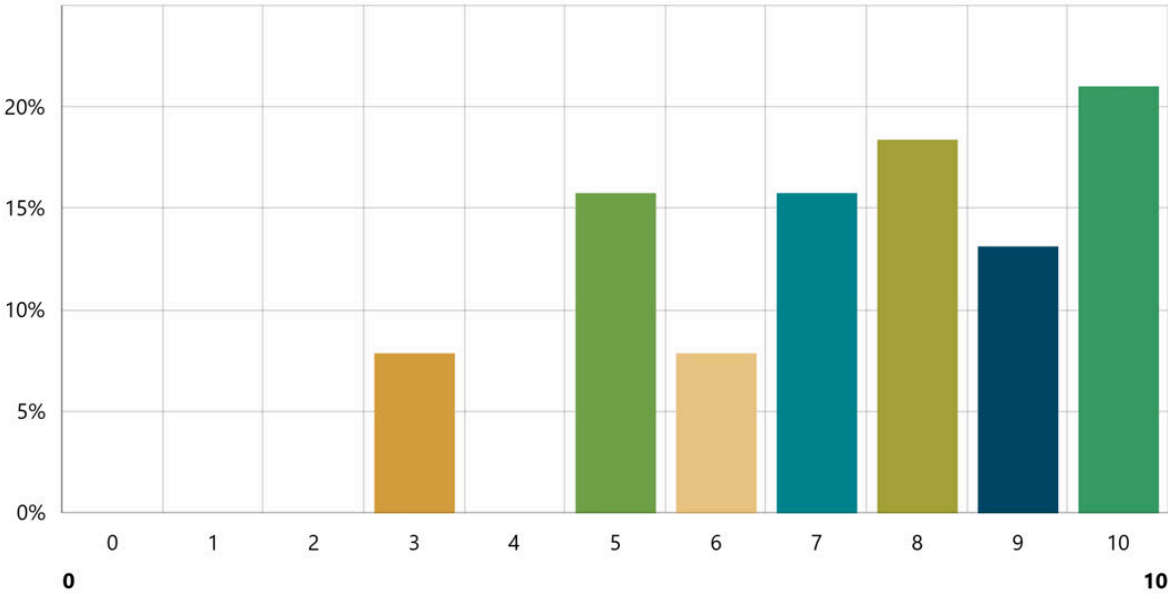






11. On a scale from 1 - 10 (1 poor to 10 excellent) how satisfied are you with the education and care your child receives at this service? Required

Slider | Skipped: 98 | Answered: 38 (27.9%)

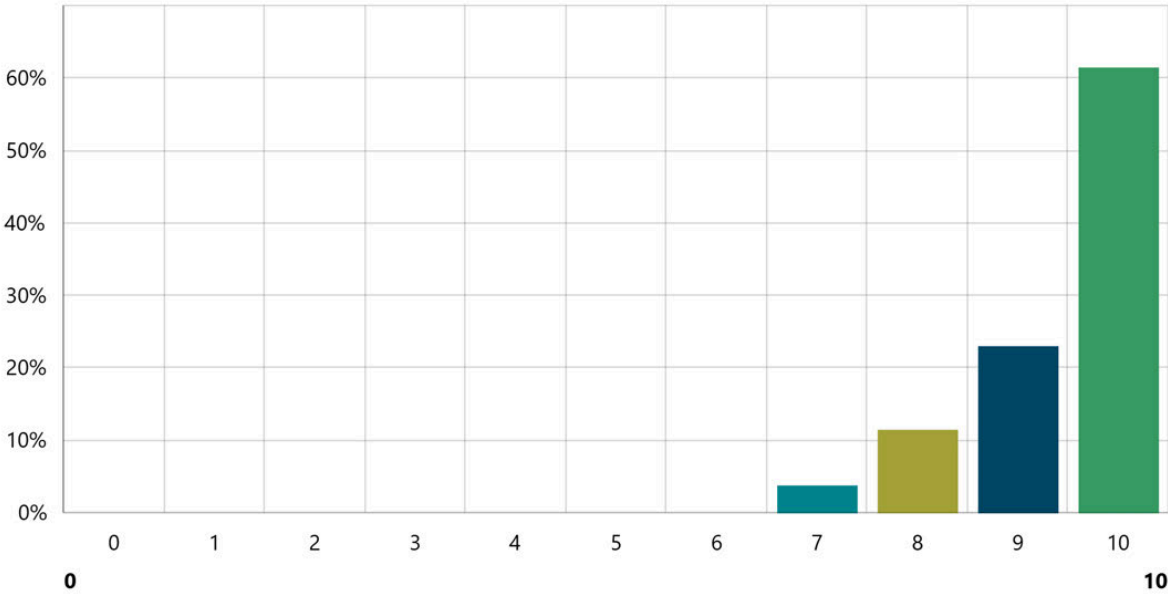


Count	Average	Median	Min	Max
38	7.37	8.00	3	10

0	1	2	3	4	5	6	7	8	9	10
0%	0%	0%	7.89%	0%	15.79%	7.89%	15.79%	18.42%	13.16%	21.05%
0	0	0	3	0	6	3	6	7	5	8

12. On a scale from 1 - 10 (1 poor to 10 excellent) how satisfied are you with the education and care your child receives at this service? Required

Slider | Skipped: 110 | Answered: 26 (19.1%)

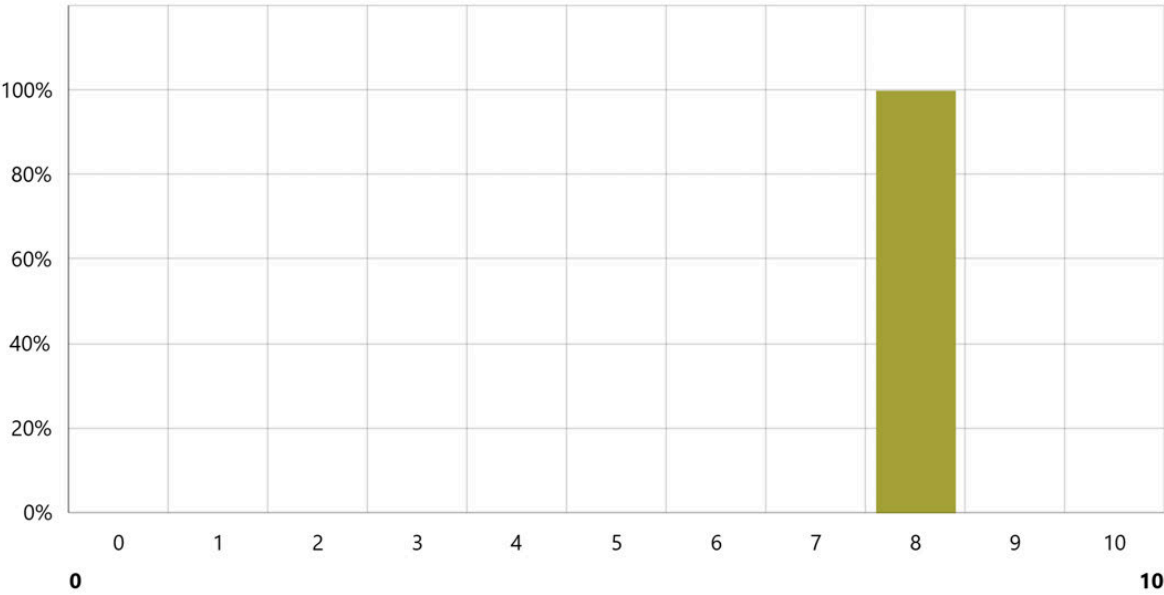


Count	Average	Median	Min	Max
26	9.42	10.00	7	10

0	1	2	3	4	5	6	7	8	9	10
0%	0%	0%	0%	0%	0%	0%	3.85%	11.54%	23.08%	61.54%
0	0	0	0	0	0	0	1	3	6	16

13. On a scale from 1 - 10 (1 poor to 10 excellent) how satisfied are you with the education and care your child receives at this service? Required

Slider | Skipped: 135 | Answered: 1 (0.7%)

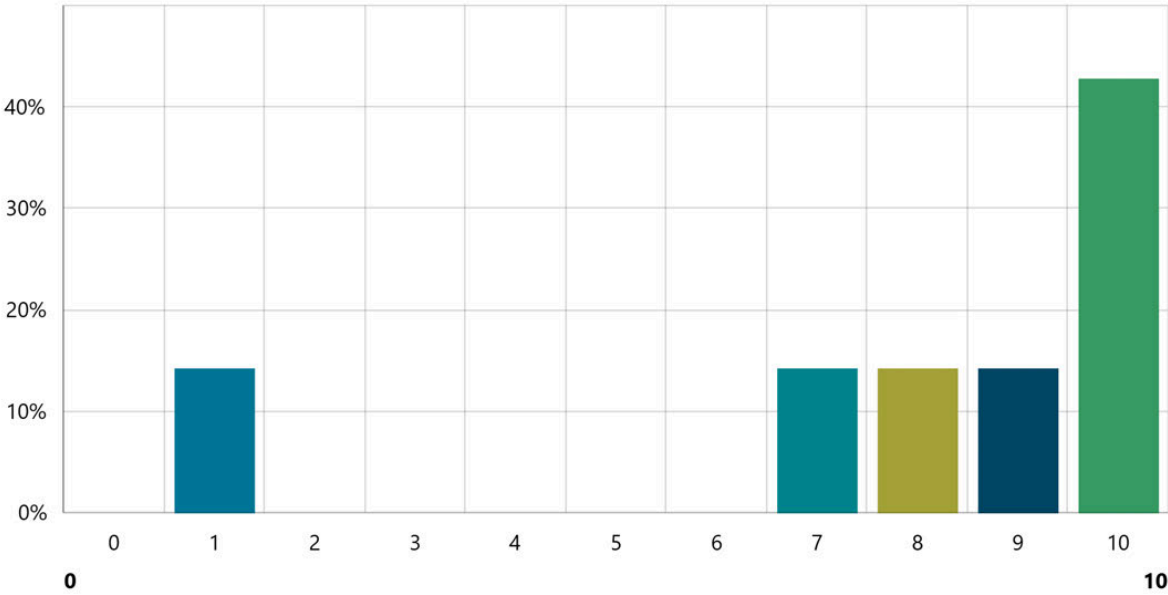


Count	Average			Median			Min			Max		
1	8.00			8.00			8			8		

0	1	2	3	4	5	6	7	8	9	10
0%	0%	0%	0%	0%	0%	0%	0%	100.00%	0%	0%
0	0	0	0	0	0	0	0	1	0	0

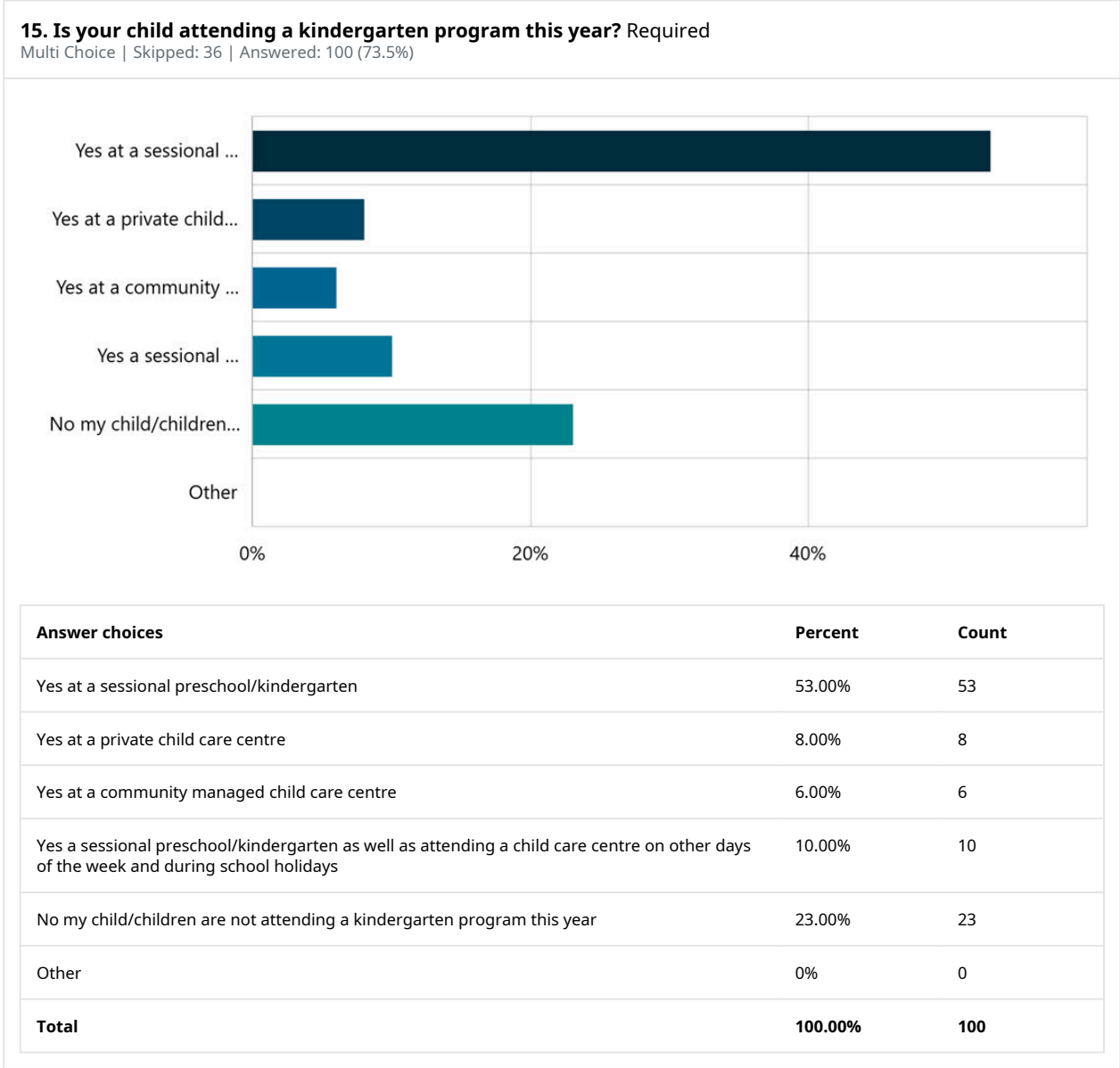
14. On a scale from 1 - 10 (1 poor to 10 excellent) how satisfied are you with the education and care your child receives at this service? Required

Slider | Skipped: 129 | Answered: 7 (5.1%)



Count	Average	Median	Min	Max
7	7.86	9.00	1	10

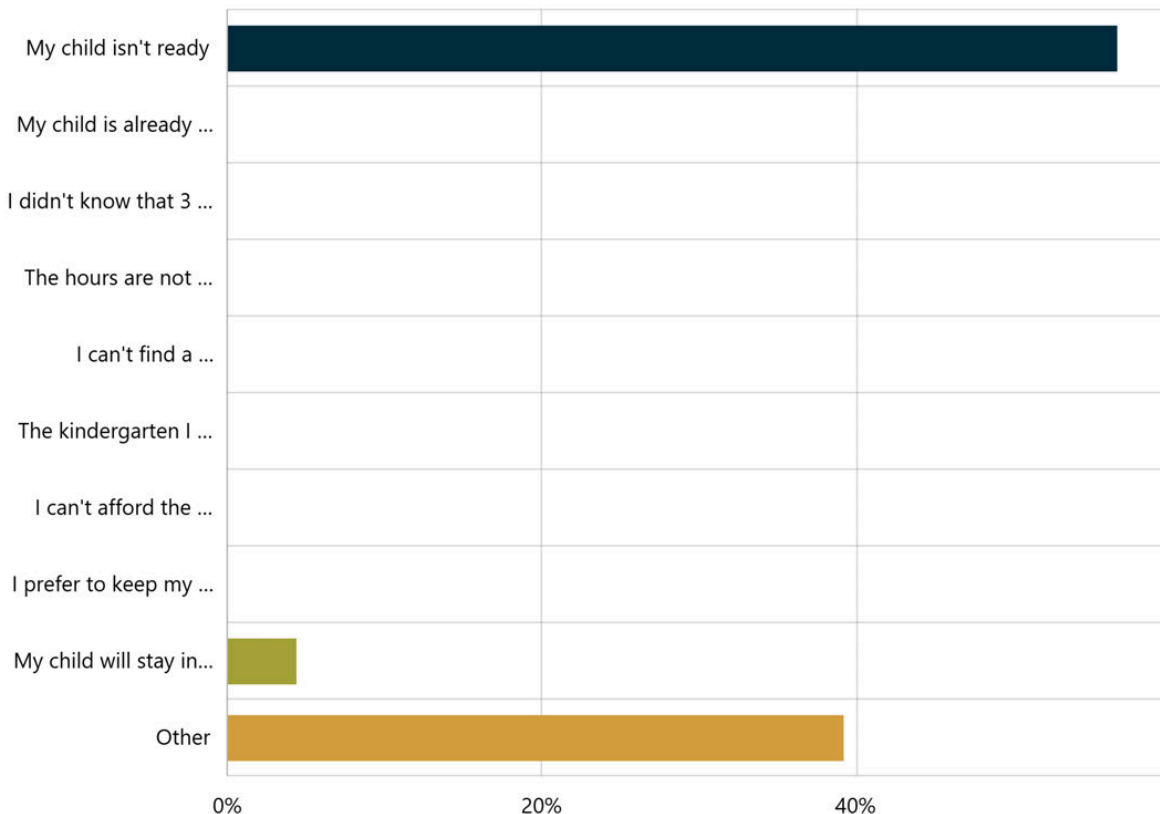
0	1	2	3	4	5	6	7	8	9	10
0%	14.29%	0%	0%	0%	0%	0%	14.29%	14.29%	14.29%	42.86%
0	1	0	0	0	0	0	1	1	1	3



<div>16. Which preschool/kindergarten is your child currently attending?</div> <div>Short Text Skipped: 84 Answered: 52 (38.2%)</div>
<div>Sentiment</div> <div>No sentiment data</div>
<div>Tags</div> <div>No tag data</div>
<div>Featured Contributions</div> <div>No featured contributions</div>

17. Why have you decided not to send your child/children to kindergarten this year? Required

Multi Choice | Skipped: 113 | Answered: 23 (16.9%)

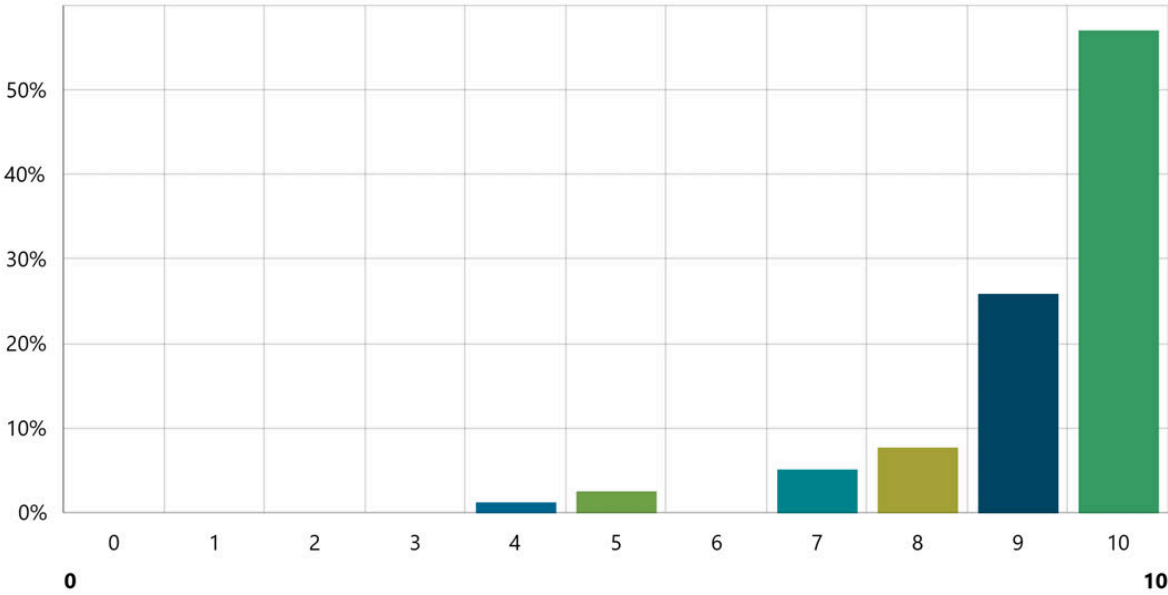


Answer choices	Percent	Count
My child isn't ready	56.52%	13
My child is already at school	0%	0
I didn't know that 3 year old kindergarten is available	0%	0
The hours are not suitable for our family	0%	0
I can't find a kindergarten program close enough to me	0%	0
The kindergarten I want to send my child to does not have any vacancies	0%	0
I can't afford the cost associated with attending/getting to kindergarten	0%	0
I prefer to keep my child at home	0%	0
My child will stay in a child care program without doing the kindergarten program and will not be accessing the kindergarten program offered within the service	4.35%	1
Other	39.13%	9

Total	100.00%	23
-------	---------	----

18. On a scale from 1 - 10 (1 poor to 10 excellent) how satisfied are you with the education and care your child receives at this service? Required

Slider | Skipped: 59 | Answered: 77 (56.6%)

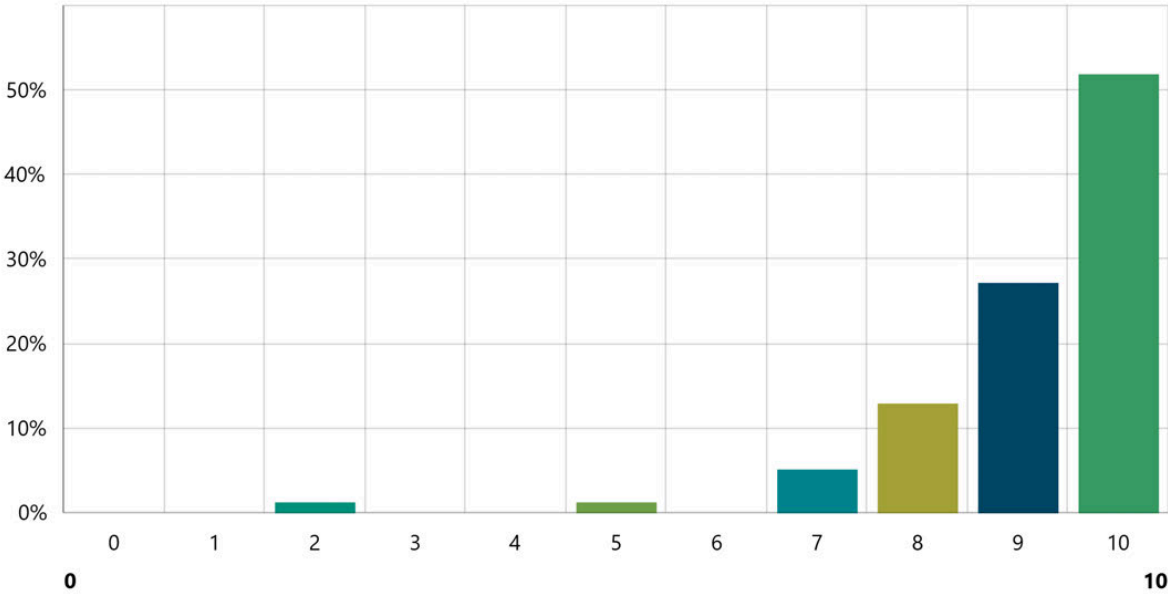


Count	Average	Median	Min	Max
77	9.22	10.00	4	10

0	1	2	3	4	5	6	7	8	9	10
0%	0%	0%	0%	1.30%	2.60%	0%	5.19%	7.79%	25.97%	57.14%
0	0	0	0	1	2	0	4	6	20	44

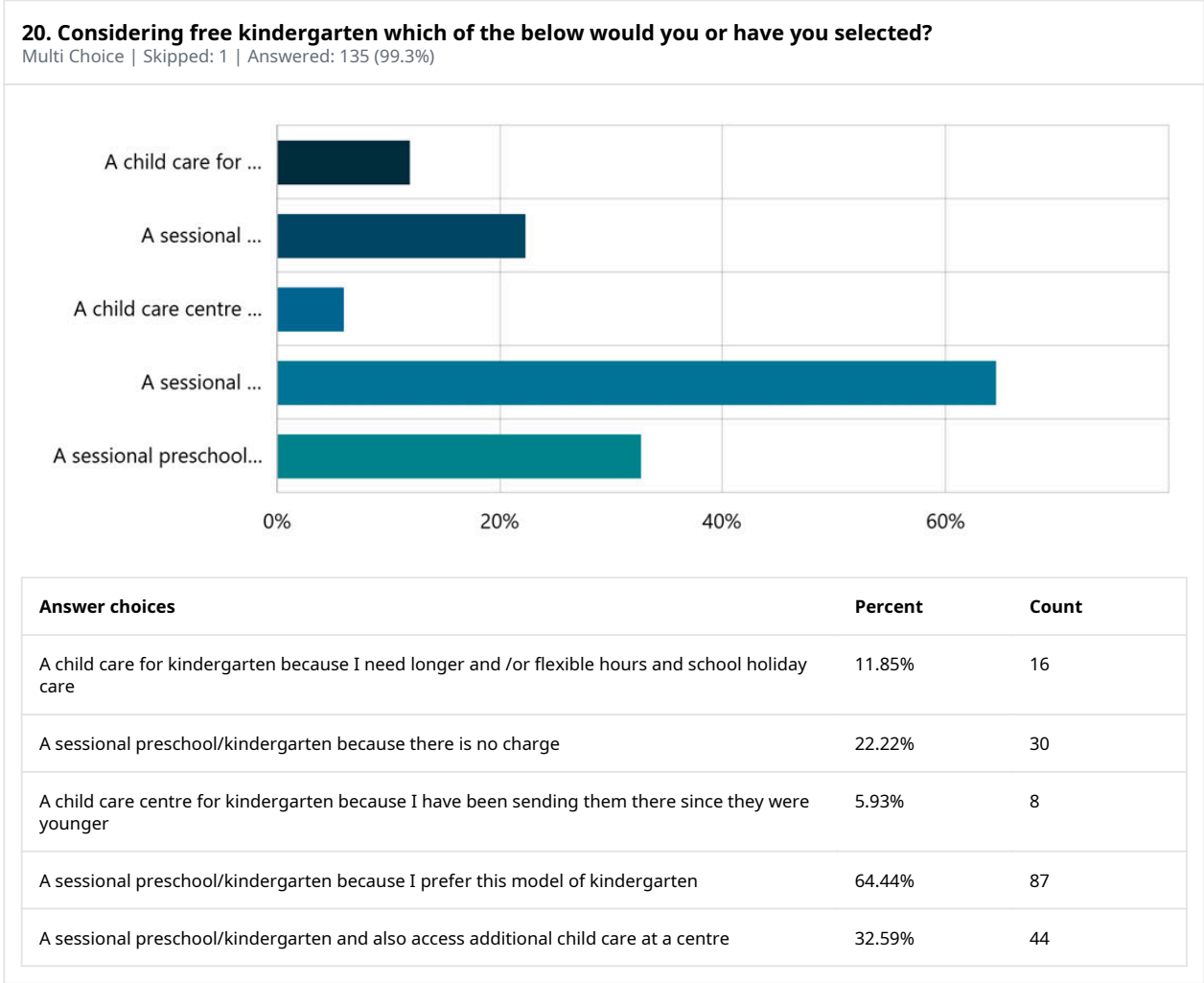
19. On a scale from 1 - 10 (1 poor to 10 excellent) how would you rate your family's overall experience attending this service? Required

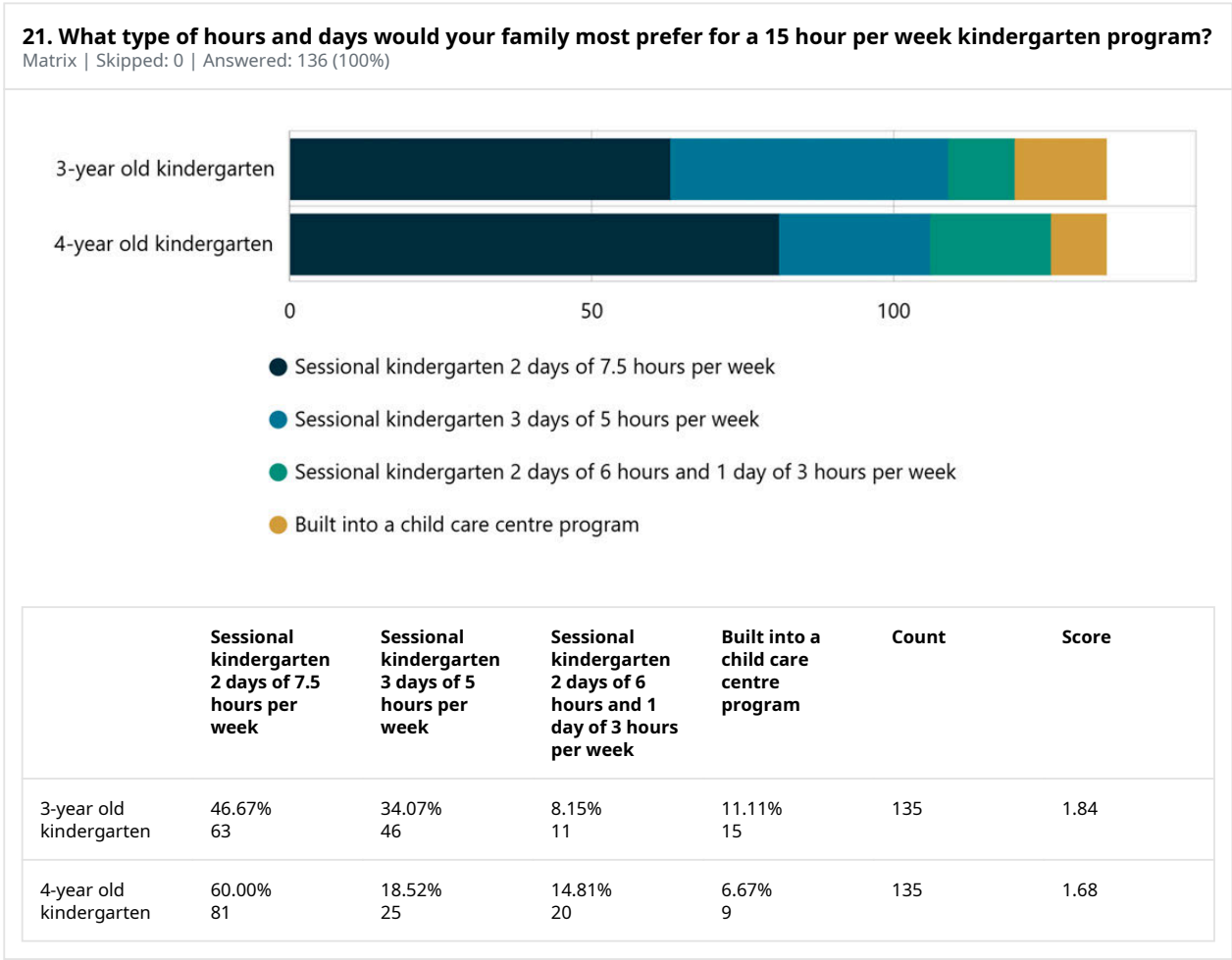
Slider | Skipped: 59 | Answered: 77 (56.6%)



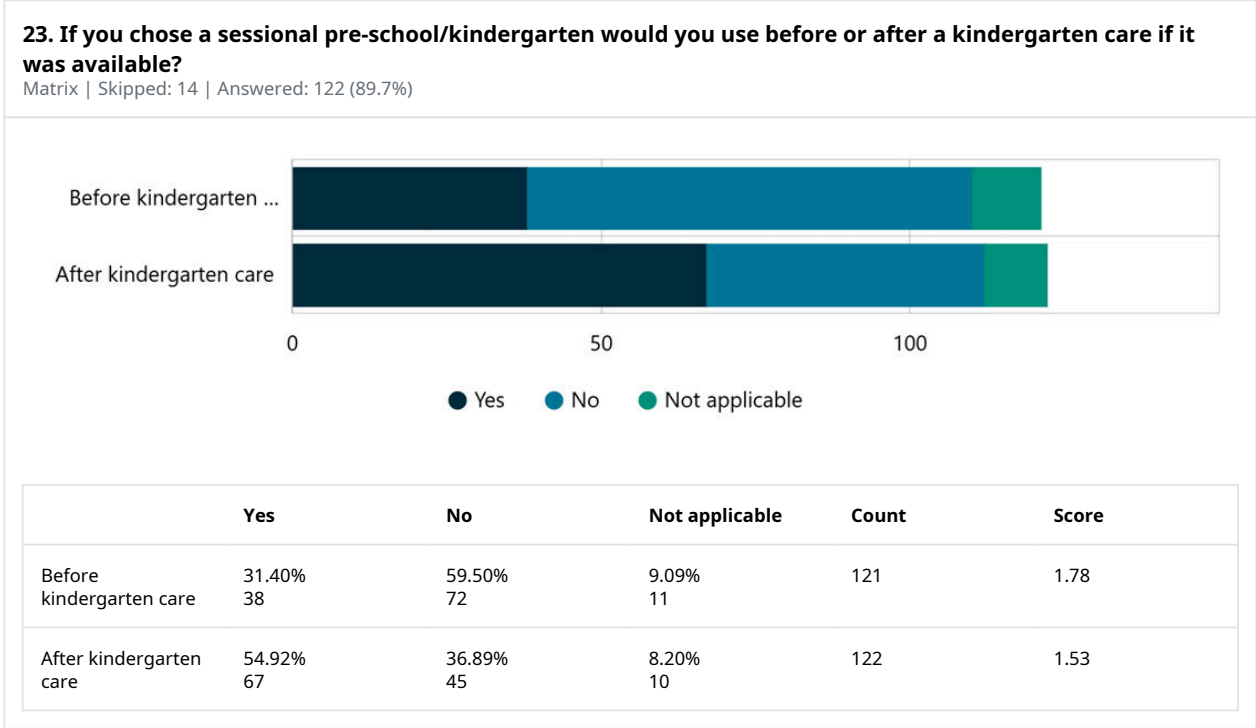
Count	Average	Median	Min	Max
77	9.14	10.00	2	10

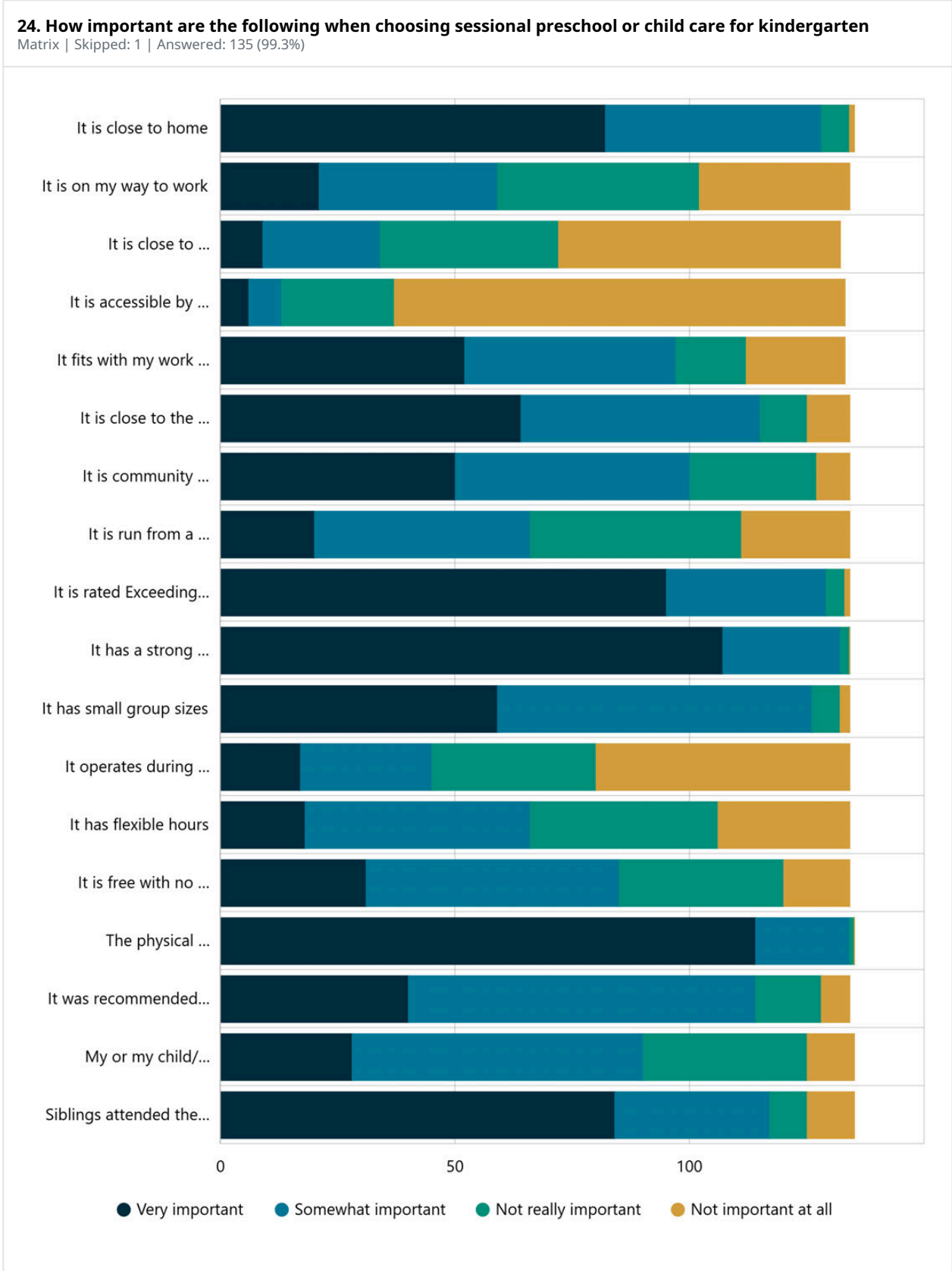
0	1	2	3	4	5	6	7	8	9	10
0%	0%	1.30%	0%	0%	1.30%	0%	5.19%	12.99%	27.27%	51.95%
0	0	1	0	0	1	0	4	10	21	40





<div>22. Other (please explain)</div> <div>Short Text Skipped: 121 Answered: 15 (11%)</div>
<div>Sentiment</div> <div>No sentiment data</div>
<div>Tags</div> <div>No tag data</div>
<div>Featured Contributions</div> <div>No featured contributions</div>



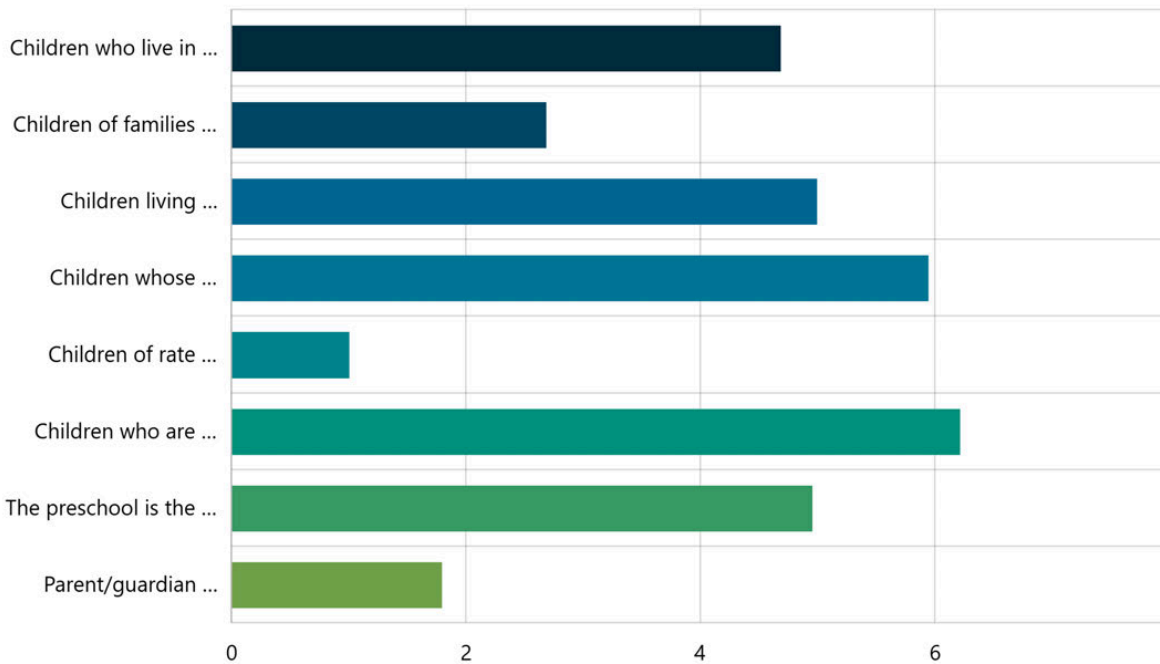


	Very important	Somewhat important	Not really important	Not important at all	Count	Score
It is close to home	60.74% 82	34.07% 46	4.44% 6	0.74% 1	135	1.45
It is on my way to work	15.67% 21	28.36% 38	32.09% 43	23.88% 32	134	2.64
It is close to grandparents or other family	6.82% 9	18.94% 25	28.79% 38	45.45% 60	132	3.13
It is accessible by public transport	4.51% 6	5.26% 7	18.05% 24	72.18% 96	133	3.58
It fits with my work hours	39.10% 52	33.83% 45	11.28% 15	15.79% 21	133	2.04
It is close to the school my child will attend	47.76% 64	38.06% 51	7.46% 10	6.72% 9	134	1.73
It is community managed/not for profit	37.31% 50	37.31% 50	20.15% 27	5.22% 7	134	1.93
It is run from a Council owned facility	14.93% 20	34.33% 46	33.58% 45	17.16% 23	134	2.53
It is rated Exceeding in the National Quality Standard for education and care	70.90% 95	25.37% 34	2.99% 4	0.75% 1	134	1.34
It has a strong educational program	79.85% 107	18.66% 25	1.49% 2	0% 0	134	1.22
It has small group sizes	44.03% 59	50.00% 67	4.48% 6	1.49% 2	134	1.63
It operates during school holidays	12.69% 17	20.90% 28	26.12% 35	40.30% 54	134	2.94
It has flexible hours	13.43% 18	35.82% 48	29.85% 40	20.90% 28	134	2.58
It is free with no additional charges	23.13% 31	40.30% 54	26.12% 35	10.45% 14	134	2.24
The physical environment is	84.44% 114	14.81% 20	0.74% 1	0% 0	135	1.16

inviting						
It was recommended to me	29.85% 40	55.22% 74	10.45% 14	4.48% 6	134	1.90
My or my child/children's friendship network attend the service	20.74% 28	45.93% 62	25.93% 35	7.41% 10	135	2.20
Siblings attended the service	62.22% 84	24.44% 33	5.93% 8	7.41% 10	135	1.59

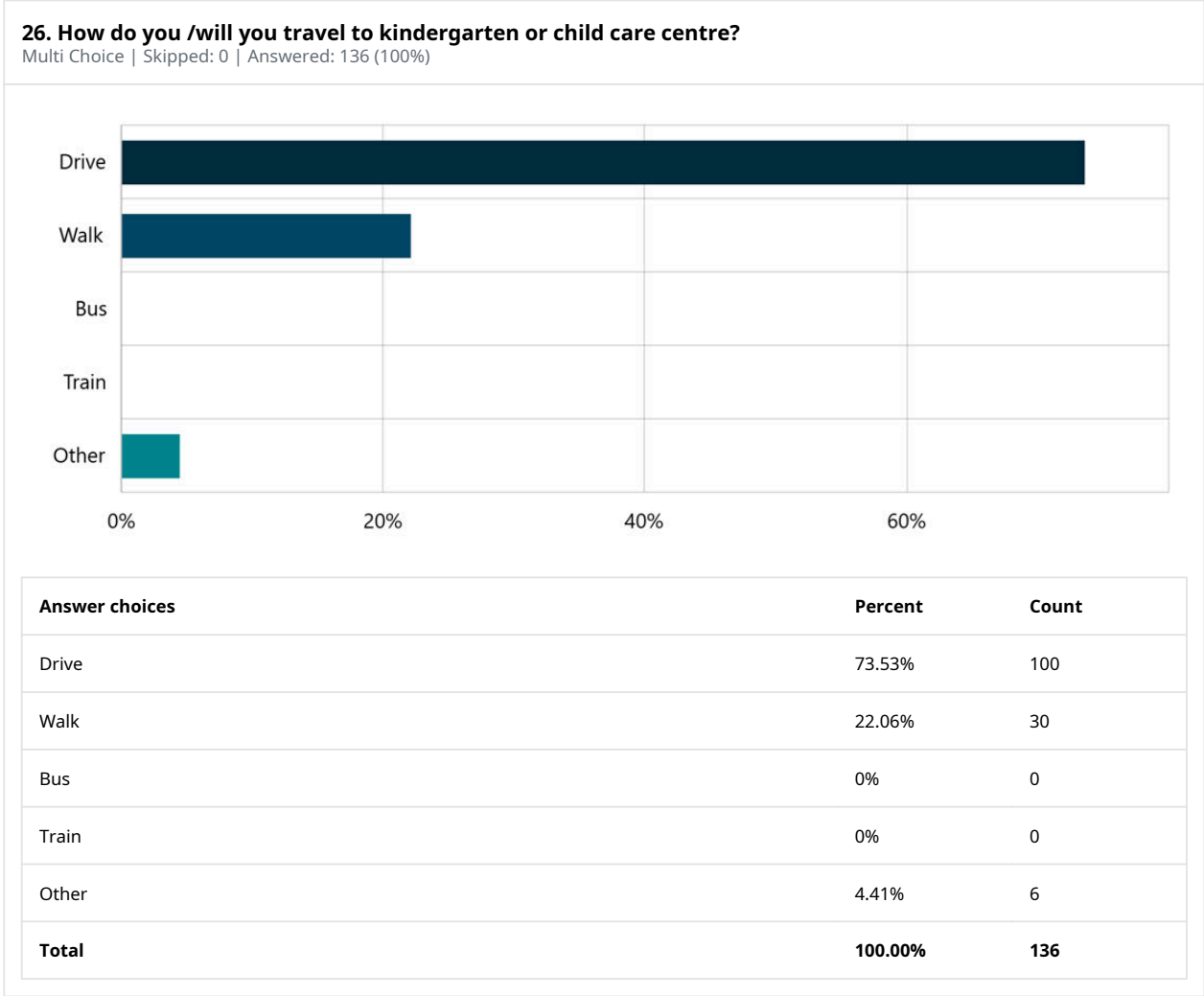
25. What would you like to see included in Nillumbik's additional priorities? Rank any factors you think should be considered in order of importance

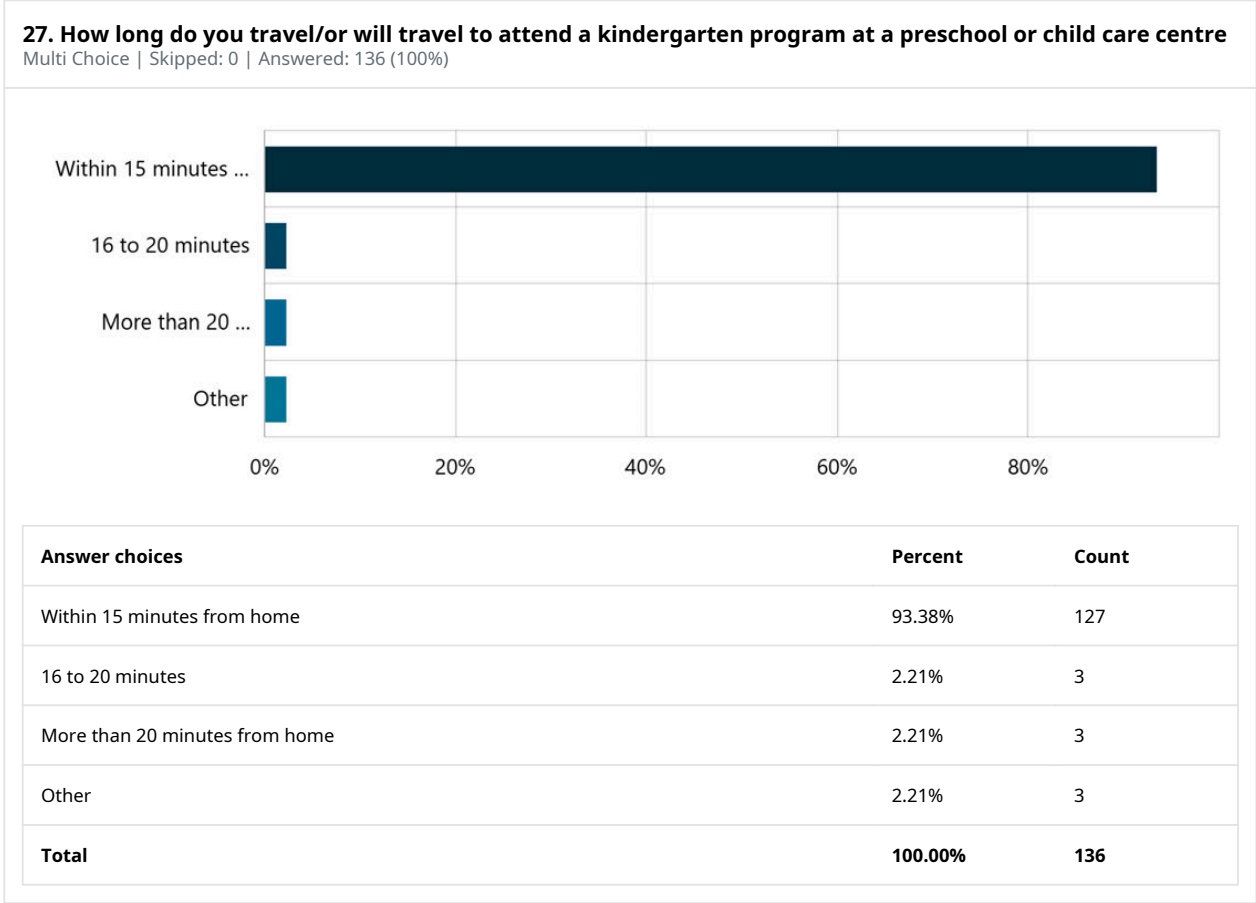
Ranking | Skipped: 5 | Answered: 131 (96.3%)



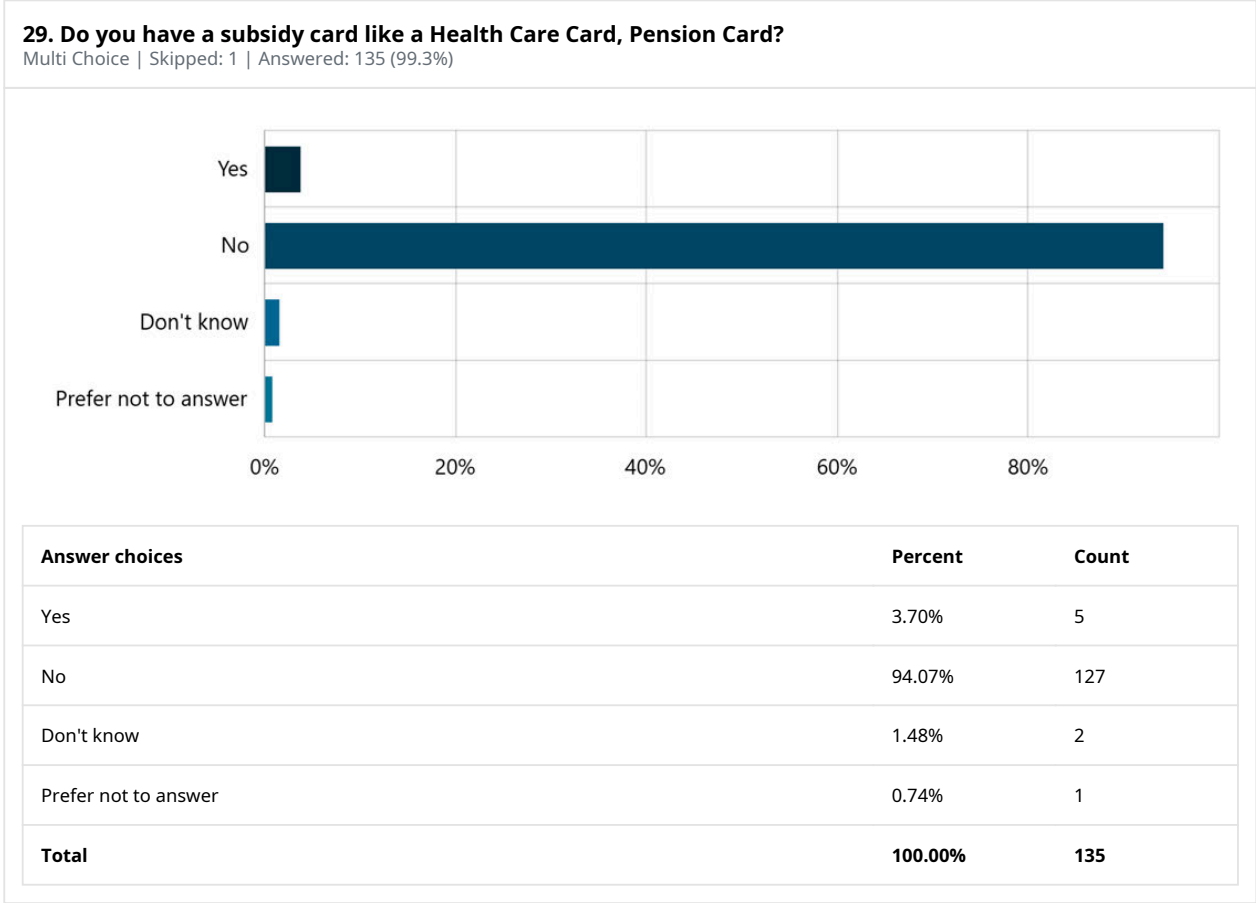
	1	2	3	4	5	6	7	8	Count	Score	Avg Rank
Children who live in Nillumbik Shire	19.64% 22	8.04% 9	16.96% 19	16.07% 18	34.82% 39	3.57% 4	0.89% 1	0% 0	112	4.68	3.53
Children of families intending to live in Nillumbik at the time of attending kindergarten	0.99% 1	7.92% 8	5.94% 6	4.95% 5	11.88% 12	43.56% 44	20.79% 21	3.96% 4	101	2.68	5.52
Children living within the township or suburb	9.48% 11	14.66% 17	25.86% 30	35.34% 41	10.34% 12	3.45% 4	0.86% 1	0% 0	116	4.99	3.36

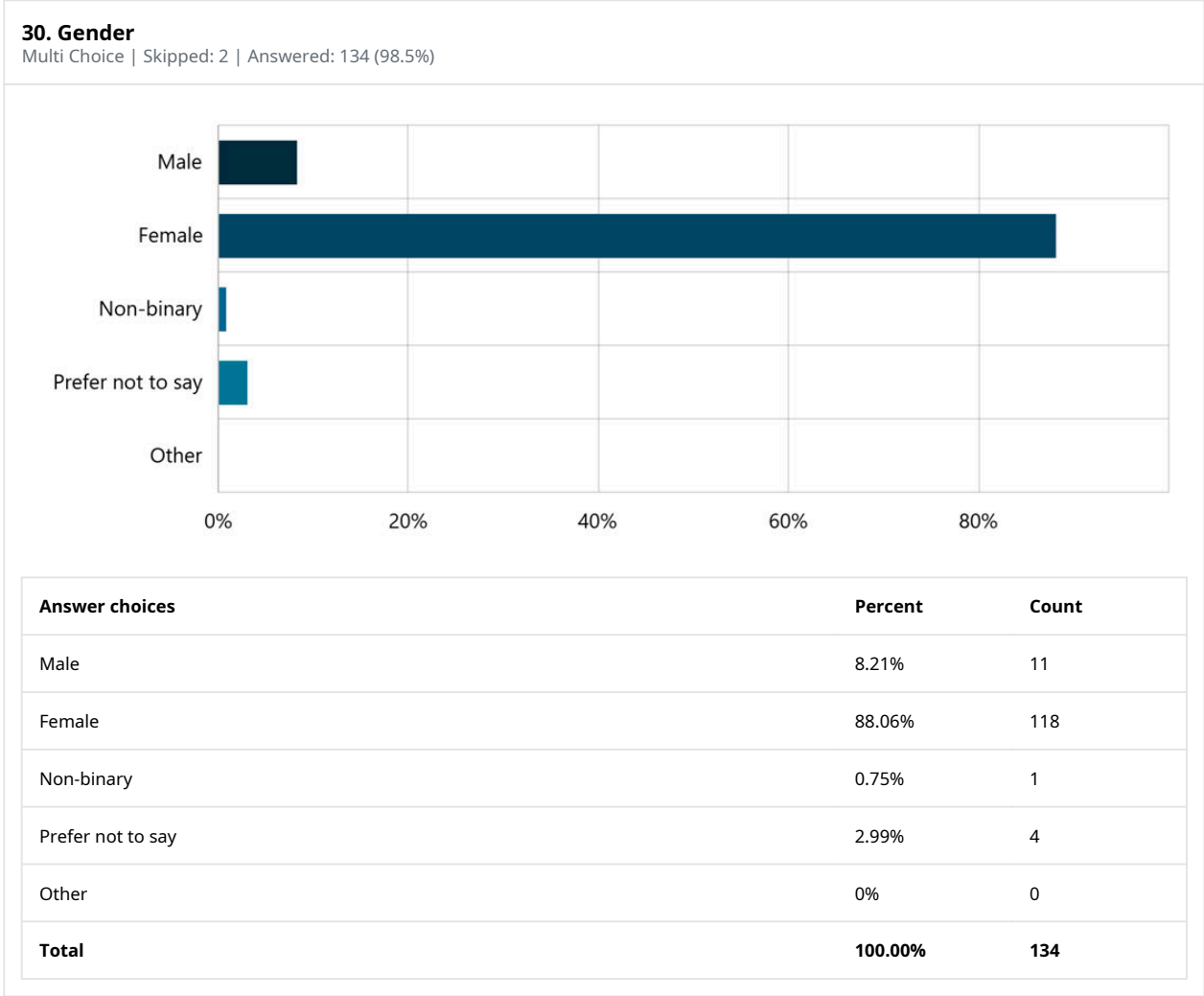
of the preschool											
Children whose sibling is attending or has attended in the last 2 years	15.87% 20	43.65% 55	15.87% 20	7.94% 10	5.56% 7	7.14% 9	2.38% 3	1.59% 2	126	5.94	2.83
Children of rate payers who don't live in the Shire	0% 0	0% 0	2.22% 2	1.11% 1	2.22% 2	3.33% 3	16.67% 15	74.44% 67	90	1.00	7.54
Children who are currently enrolled in the preschool	48.31% 57	21.19% 25	16.10% 19	5.93% 7	4.24% 5	3.39% 4	0.85% 1	0% 0	118	6.21	2.10
The preschool is the closest to the child's residence	16.38% 19	13.79% 16	25.00% 29	20.69% 24	12.93% 15	5.17% 6	5.17% 6	0.86% 1	116	4.95	3.41
Parent/guardian working or studying in Nillumbik	1.08% 1	0% 0	1.08% 1	5.38% 5	9.68% 9	22.58% 21	44.09% 41	16.13% 15	93	1.79	6.47
Score - Sum of the weight of each ranked position, multiplied by the response count for the position choice, divided by the total contributions. Weights are inverse to ranked positions. Avg Rank - Sum of the ranked position of the choice, multiplied by the response count for the position choice, divided by the total 'Count' of the choice.											

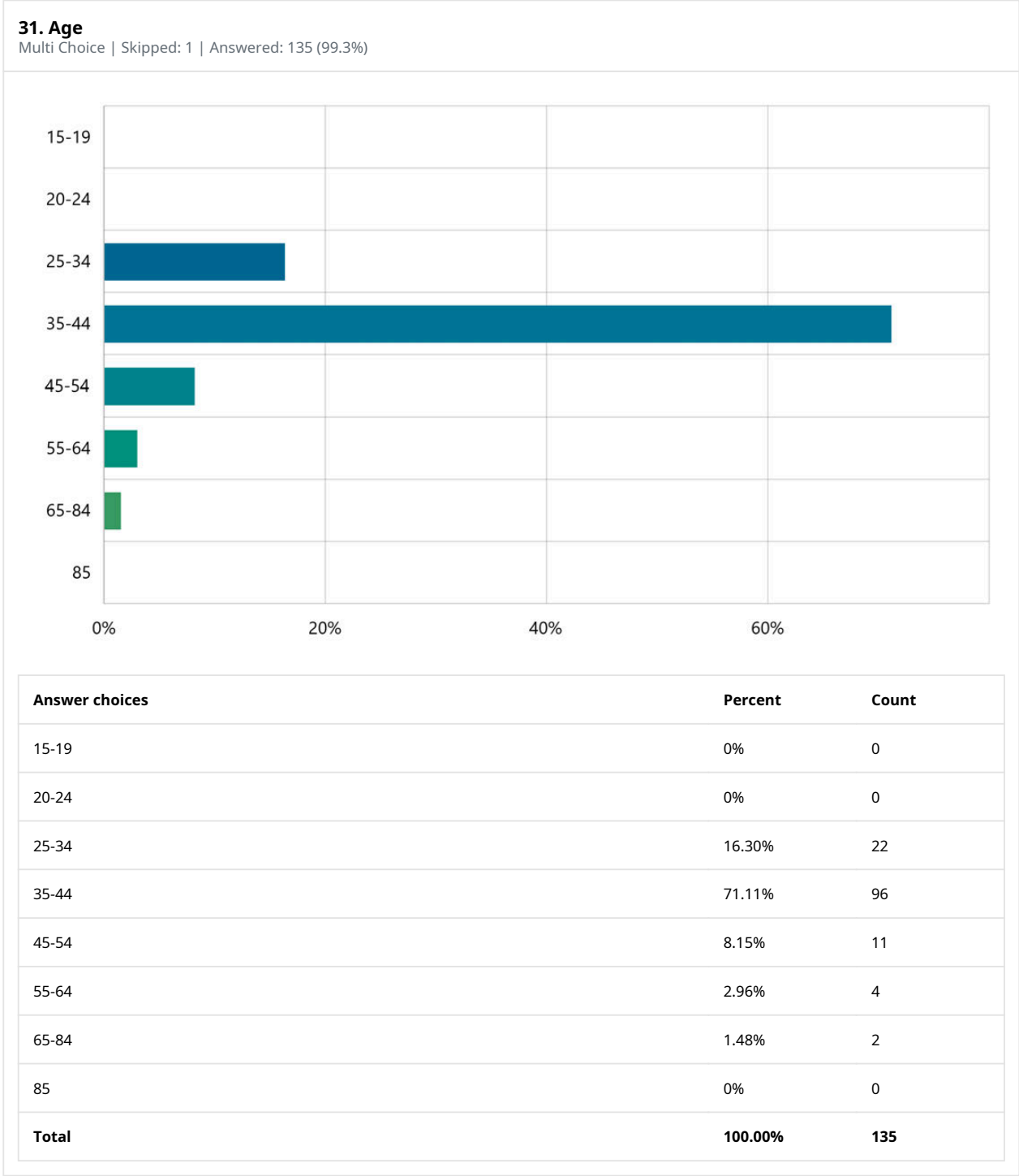


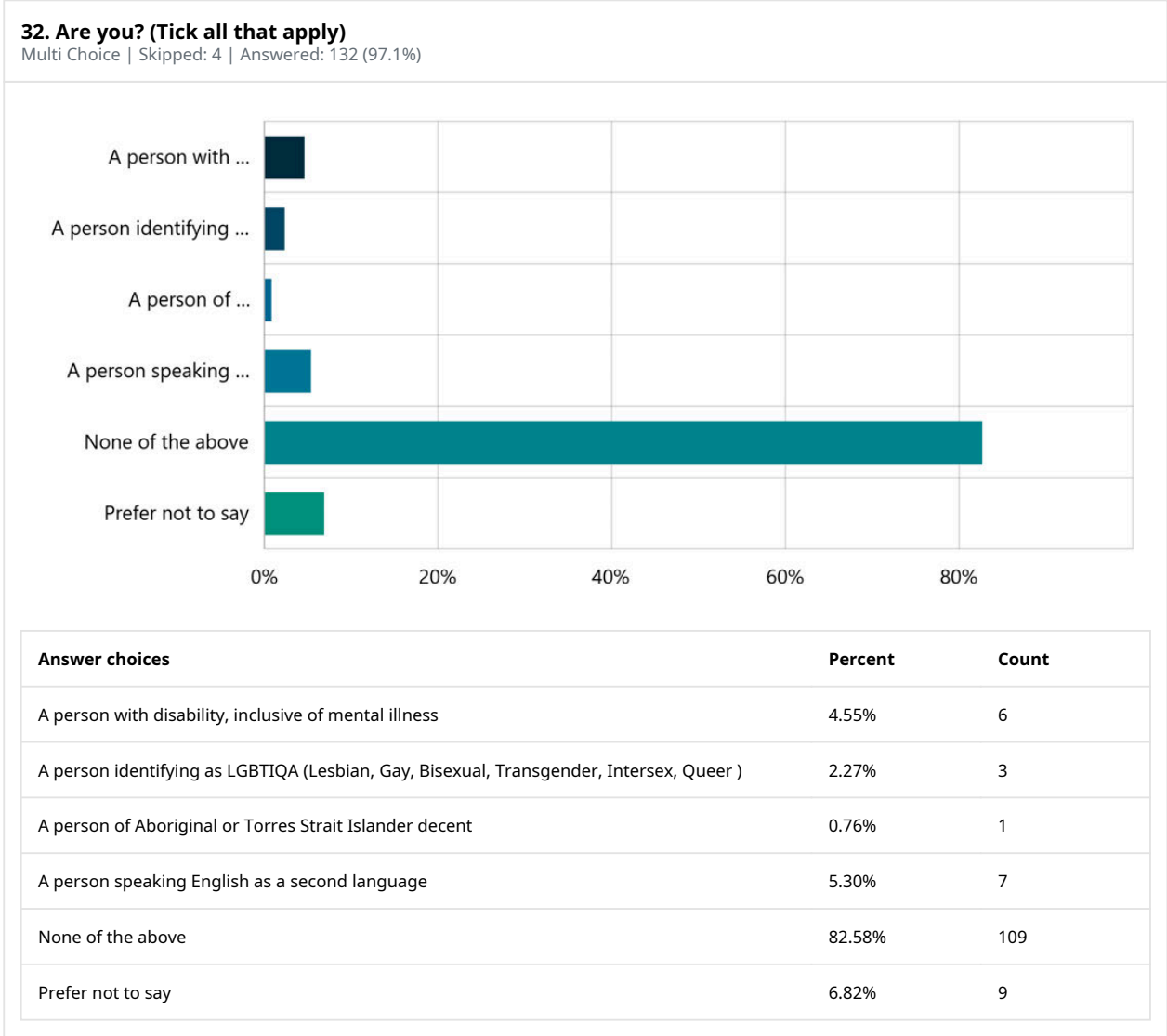


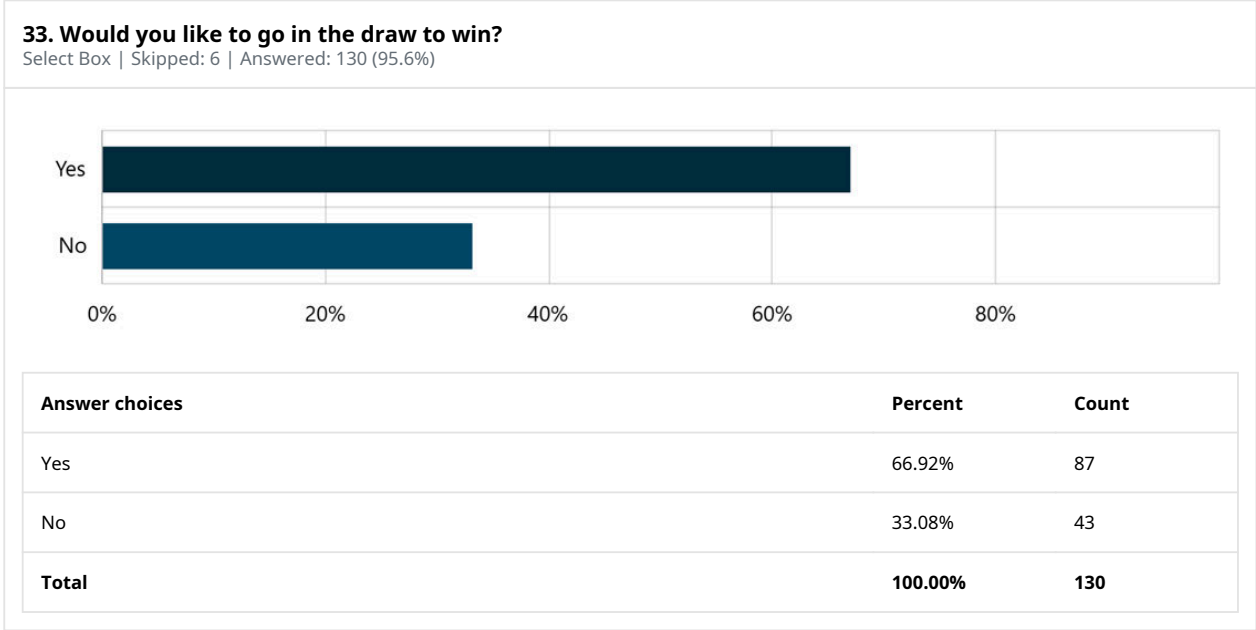
<div>28. Is there anything else you would like to share with Council relevant to future planning for kindergarten in Nillumbik?</div> <div>Long Text Skipped: 53 Answered: 83 (61%)</div>
<div>Sentiment</div> <div>No sentiment data</div>
<div>Tags</div> <div>No tag data</div>
<div>Featured Contributions</div> <div>No featured contributions</div>

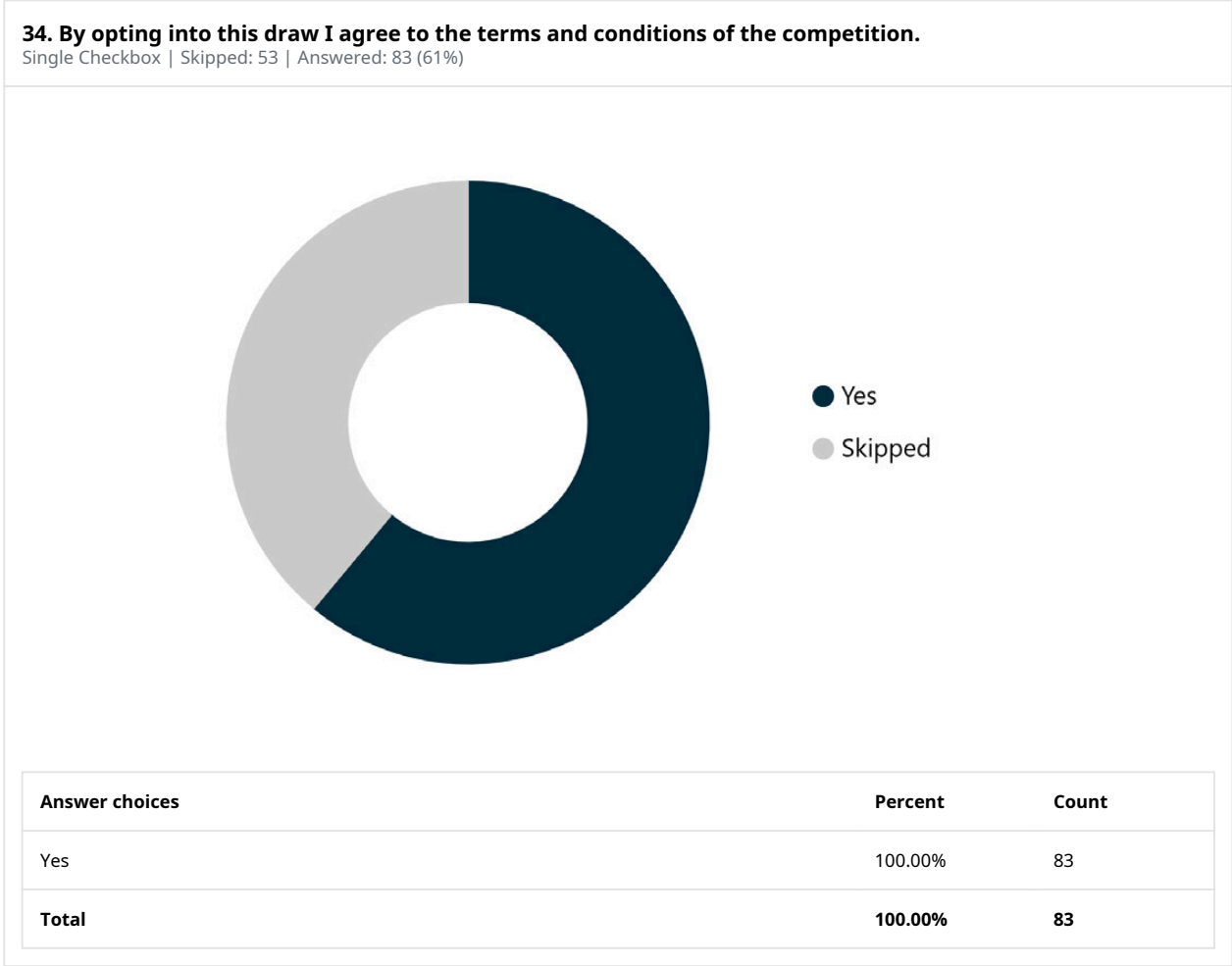












[illegible]

<div><div></div><div></div></div>	
<div><div></div><div></div></div>	
<div><div></div><div></div></div>	
<div><div></div><div></div></div>	
<div><div></div><div></div></div>	
<div><div></div><div></div></div>	
<div><div></div><div></div></div>	
<div><div></div><div></div></div>	
Showing 20 latest contributions only. Please see the data results for all contributions to this question.	

[illegible]

[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
Showing 20 latest contributions only. Please see the data results for all contributions to this question.	

Email | Skipped: 49 | Answered: 87 (64%)

Email | Skipped: 49 | Answered: 87 (64%)



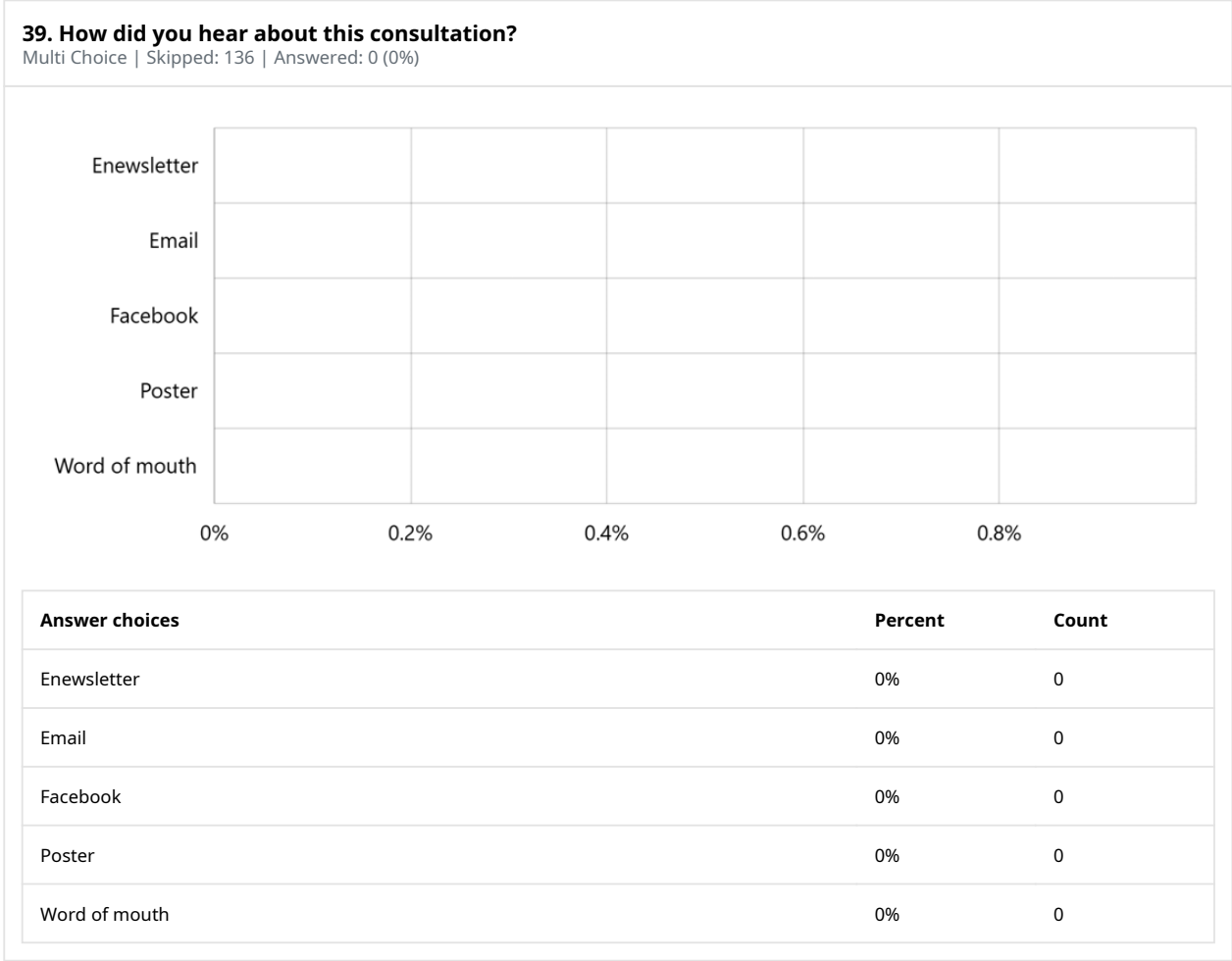
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Showing 20 latest contributions only. Please see the data results for all contributions to this question.

Telephone | Skipped: 55 | Answered: 81 (59.6%)

Telephone | Skipped: 55 | Answered: 81 (59.6%)



[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
Showing 20 latest contributions only. Please see the data results for all contributions to this question.	



Priority of access criteria – Department of Education, Kindergarten Funding Guide

High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in out-of-home care	<p>The child is:</p> <ul style="list-style-type: none"> • eligible for ESK or AEL, and/or • family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or • referred by one of the following: <ul style="list-style-type: none"> • Child Protection • Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) • Maternal and Child Health nurse • out-of-home care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families 'do you identify your child as Aboriginal and/or Torres Strait Islander?' and record this information in KIMS.
Asylum seeker and refugee children	<p>Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker, and/or</p> <p>Referred as a refugee or asylum seeker by a CALD outreach worker.</p>
Children that meet the eligibility criteria for the Kindergarten Fee Subsidy	<p>A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or</p> <p>The child is identified on their birth certificate as one of a set of triplets,</p>

	quadruplets or more.
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> • with an identified specific disability or developmental delay • who require additional assistance to fully participate in the kindergarten program • who require a combination of services which are individually planned 	<p>The child:</p> <ul style="list-style-type: none"> • holds a Child Disability Health Care Card, and/or • has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or • has been referred by: <ul style="list-style-type: none"> • the National Disability Insurance Scheme • Early Childhood Intervention Services • Preschool Field Officer • Maternal and Child Health nurse, or • is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four Year Old Kindergarten



3 and 4 Year Old Preschool Central Registration Program

Priority of Access and Offer Policy Guidelines

Nillumbik Shire Council

Civic Drive, Greensborough | PO Box 476, Greensborough 3088

9433 3111 | nillumbik@nillumbik.vic.gov.au

Revised January 2024

Contents

Objective	3
Purpose	3
Scope and coverage	3
Statement and principles	3
Definitions and abbreviations.....	4
Implementation	5
Eligibility criteria	5
Second year of funded preschool year.....	5
Early age entry into preschool	5
No Jab, No Play Legislation.....	6
Unsubsidised places	6
Application process	7
Submitting applications	7
Children with additional needs.....	7
Confirmation of applications	7
Application fees	7
Applications received after 30 June (late applications)	8
Changes to preschool application details.....	8
Deferrals	8
Cancellation of an application.....	8
Offer procedure.....	8
Pre-offer audit	8
Priority of access.....	8
Offer process	8
Preschool group allocation	13
Nominating a primary funded preschool program.....	13
Preschools offering extended out-of-hours care	13
Assessment of individual circumstances	13
Grievances and appeals	13
Privacy	13
Role of Council's Preschool Central Registration Officer	14
References	14
Appendix A: Central Registration Timeline.....	15
One year before your child attends 3 year old preschool.....	15
Two years before your child attends 4 year old preschool	16

Objective

The Priority of Access and Offer Policy Guidelines ensure a fair and equitable process for the management of the central registration and allocation of 3 year old and 4 year old preschool places in Nillumbik.

Purpose

Council's Preschool Central Registration Program manages applications and placement of children for 3 and 4 year old funded preschool programs. This guideline is underpinned by objectives set out in the following State and Local Government policies, frameworks and guidelines:

- Department of Education: [The Kindergarten Funding Guide](#)
- Municipal Association of Victoria: [Kindergarten Central Registration and Enrolment Scheme \(CRES\)](#)
- The National Quality Framework
- The Education and Care Services National Regulations 2011

This guide will outline:

- preschool central registration requirements for funded 3 and 4 year old preschool programs
- the process to be adhered to when submitting and accepting applications for 3 and 4 year old preschool programs
- the offer process of 3 and 4 year old preschool places

Scope and coverage

This guideline covers any person accessing or administering the Nillumbik Preschool Central Registrations Program.

This guideline applies to all:

- residents and non-residents of Nillumbik
- Council officers responsible for managing, overseeing or administering the Nillumbik Preschool Central Registration Program
- Committees of Management or Early Years Managers of Nillumbik's 3 and 4 year old preschool programs.

This guideline does not apply to:

- preschool programs operating in private services and child care centres

It must also be noted that such guidelines cannot identify the vast range of individual circumstances that families are in, and therefore, Council reserves the right to assess and make decisions based on individual circumstances.

Statement and principles

Council will provide a fair and equitable preschool registration process. Council will ensure the registration process:

- promotes fair and equitable access to preschool programs
- supports all eligible children to access a preschool program, including those who face identified barriers to participation
- does not inadvertently present barriers to participation

In order to achieve these objectives, Council will ensure the registration guidelines and processes:

- adhere to State and Local Government policies, frameworks and guidelines as listed in the Purpose section
- comply with Victorian and national legislation, including anti-discrimination, human rights and privacy laws
- are developed on the basis of local need determined by surveys of the local community
- support children who are experiencing disadvantage
- address issues of eligibility for funded places, vacant funded places and vacant unfunded places
- outline how waiting lists will be prioritised
- are effectively communicated to families and the local community
- considers policies associated with neighbouring municipalities and the related 3 and 4 year old central registrations policies

Definitions and abbreviations

Applicant

A parent or guardian who has lodged a completed 3 or 4 year old preschool application form.

Application

Form submitted to Council for registration into a preschool.

Early Years Manager

A not-for-profit organisation which receives funding from DET to manage early childhood services offering 3 and 4 year old preschool programs. The Early Years Manager is responsible for the overall service delivery of the preschool.

DE

Department of Education.

DH

Department of Health.

Early Start Kindergarten (ESK)

A child eligible for Early Start Kindergarten is any child aged three by 30 April of the year they are attending preschool, who has been identified by a parent, carer or legal guardian as being Aboriginal or Torres Strait Islander or is a refugee or asylum seeker, or has a parent who is a refugee or asylum seeker or if any member of the family has been involved with Child Protection, The Orange Door or Family Services Alliance Agencies in the past or present, all children in that family are eligible for ESK.

Enrolment

The point at which a family has formerly accepted a place in a group at the preschool.

Kindergarten

Kindergarten is the interchangeable term for Preschool. It is the term used by the State Government and is a universal early childhood program which is funded by the Victorian Government.

Preschool

Interchangeable term for Kindergarten.
See definition Kindergarten.

Preschool Central Registration Officer(s)

Council Officer(s) responsible for the administration of Nillumbik's 3 and 4 year old Preschool Central Registration & Enrolment Program.

Registration

An application form is verified and entered into Council's Central Registration system.

VACCA

Victorian Aboriginal Child Care Agency

Vulnerability

For the purpose of this document vulnerability refers to a child and family where there are risks to a child's wellbeing and development. In families experiencing vulnerability, the capacity of parents and care-givers to effectively care, protect and provide for their children's long term development and wellbeing is limited. Vulnerability can be of varying durations, long or short term and or situational. Consideration needs to be given to the context of the situation of the child/family.

Implementation

Eligibility criteria

As per the DE Kindergarten Funding Guidelines, funded preschool is available to:

- children who turn three years of age, on or before 30 April the year they will attend the funded 3 year old preschool program
- children who turn four years of age on, or before 30 April the year they will attend the funded 4 year old preschool program, and who intend to go to school the following year
- children who turn six years of age during the 4 year old preschool year who have been granted an exemption from school entry age requirements by the regional office of the DE
- children who have received approval for a second year of funded 4 year old preschool through DE
- children who are younger than four years of age by 30 April in the year of attendance whose family has requested and received approval for early age entry from the DE, or the non-government school that the child is to attend
- eligible children of three years of age on, or before 30 April of the year of attendance who are accessing the DE funded Early Start Kindergarten Program
- children who are fully immunised for their age (refer to No Jab, No Play Legislation information on page 6)

Families with children born between January and April 30 may choose whether to enrol their children in the year they turn three, or the following year. These decisions will be up to individual families. Services will work with families to consider what is best for the child. Factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and preferred school starting age. If a child born between January – 30 April is enrolled, services may decide, based on staffing ratios, if they can attend before they turn three.

Children accessing 3 year old funded kindergarten will transition to 4 year old kindergarten the following year.

What is Early Start Kindergarten? (ESK)

Early Start Kindergarten provides free or low cost kindergarten to eligible Aboriginal and Torres Strait Islander three year old children where programs are offered by a qualified teacher. Some services will be able to offer children a place in a program for four year olds or a mixed aged group. In addition to this if any member of the family has been involved with Child Protection, The Orange Door or Family Services Alliance Agencies in the past or present, all children in that family are eligible for ESK.

Family Services Alliance Agencies include:

- Uniting VICTAS
- Kids First
- Anglicare
- Berry Street
- DH
- VACCA
- CoHealth
- Brotherhood of St. Laurence

Early start Kindergarten (ESK) Checklist Points to consider:

- Is the child aged three years by 30 April in the year they will attend?
- Is the child Aboriginal or Torres Strait Islander?
- Is the child or their parent or guardian a refugee or asylum seeker?
- Is the child in Out of Home Care?
- Have the family ever had any contact with Child Protection?
- Have the family ever had any contact with The Orange Door?
- Have the family ever had contact or received parenting support with any of the Family Services Alliance Agencies? (Brotherhood of St Laurence, Kids First, Anglicare, Berry St, DH, VACCA, CoHealth, Cities of Yarra and Darebin)

Second year of funded preschool year

DE provides funding to support children to access a funded preschool program in the year before they start school. Where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded preschool may be considered. The early childhood teacher is responsible for determining a child's eligibility to receive a second year of funded preschool.

Once an assessment of the child is undertaken and a Declaration of Eligibility for a second year of funded kindergarten is completed and sent to the appropriate DE regional office, the child is eligible to attend a second year of funded preschool.

Children who are granted a second year of funded preschool will be offered a place at the preschool that they currently attend and a position has been reserved for them. In the event that a child is requesting to transfer to a different preschool for their second year, they will be offered the first available position within their priority category.

Early age entry into preschool

As per the DE Kindergarten Funding Guide: If a child is aged less than four by 30 April of the year they are to attend a funded year of 4 year old preschool, the parent must request early school entry approval. This request must be in writing for their child to be considered to attend in the following year. Requests can be made to the DE regional office or non-government primary school the child will be attending. A copy of the letter must accompany the preschool application form.

No Jab, No Play Legislation

As of 1 November 2018, early childhood education and care services need to ensure parents and carers of children attending their service provide an updated immunisation history statement as evidence that their child continues to be up to date with immunisations while attending the service twice per year.

This is in addition to the original requirement, introduced by law in January 2016, which requires children to be fully-vaccinated when enrolling in early childhood services.

All parents/guardians seeking to finalise enrolment of their child at an early childhood service (including preschool) in Victoria must provide evidence that their child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons

'Conscientious objection' is not an exemption under the 'No Jab No Play' Legislation.

You can get copy of your child's most recent Immunisation History Statement from the Australian Immunisation Register (AIR) as evidence of your child's immunisation.

An Immunisation History Statement can be requested the following ways:

- You can print a copy of your child's Immunisation History Statement from your [myGov account](#)
- The Express Plus Medicare mobile app
- Call the AIR on 1800 653 809
- visit a Medicare or Centrelink office

If your child is not fully immunised, or if you are not sure if your child is fully immunised, or you're interested to find out more you can visit [No Jab No Play – information for parents](#) to:

- locate and consult your nearest immunisation provider
- review the [Immunisation - childhood](#) fact sheet to find out what vaccines are due and when
- read the brochure [Starting childcare or kindergarten? Immunisation information for parents enrolling a child](#)
- read the [Immunisation after enrolment information sheet for parents](#)
- view additional resources on [No Jab No Play for early childhood services and immunisation providers](#).

Alternatively you can talk to your regular family doctor/GP for more information or to determine if your child is unable to be fully immunised for medical reasons. The GP will need to complete and sign a Medicare Immunisation Exemption Medical Contraindication Form and send it to the AIR. The parent/guardian will need to obtain an updated Immunisation History Statement from AIR and provide it to the preschool to finalise enrolment.

Unsubsidised places

Unsubsidised places refer to children who attend preschool but are not subsidised by DE. An unsubsidised child shall not take the place of an eligible child.

Parents/guardians who require an unsubsidised place are required to contact the Preschool Central Registration Officer and advise of the preschool they wish to attend.

A position can only be offered once all eligible children have been placed and the position will be withdrawn should an eligible child require a place.

The child's parent/guardian would need to pay the full DE funded fee for their child to attend preschool.

Application process

Submitting applications

Applications open on the first business day in February each year one year before children are eligible to attend 3 year old preschool and two years before children are eligible to attend 4 year old preschool. Applications remain open up until 30 June the year prior to attendance.

Applications can be submitted in a number of ways:

- **Online:**
Complete the application form online at [Apply for Preschool - Nillumbik Shire Council](#)
- **In person:**
Application forms are available on Council's website at [Apply for Preschool - Nillumbik Shire Council](#)

Application forms can be submitted in person or by mail.

Eligible children must be registered in the name identified on their birth certificate or equivalent or on the passport or travel documents for children born overseas.

Completed application forms can only be accepted with the required supporting documentation. A separate application form must be submitted for each eligible child.

Children with additional needs

Children with additional needs may be eligible for priority access into preschool and funding through the DE Kindergarten Inclusion Support packages. When the eligible child accepts a place at a Nillumbik preschool the Central Registration Officer will advise the preschool of the contact details for that child so that funding applications can be completed in a timely manner.

For this reason, parents/guardians are required to provide additional information within the preschool application and to the Preschool Central Registration Officer in relation to their child's additional needs.

Confirmation of applications

When a preschool application form is received, it is entered into the Preschool Central Registration system.

In the event of the application form being incomplete, the Preschool Central Registration Officer will contact the applicant to request the required information and/or documentation. The application will not be processed until the required information and/or documentation has been received.

Once the application is submitted, you will receive an acknowledgement email outlining your preschool preferences. It is important that you retain this email as it provides you with a link to update your registration should your contact details or preferences change.

Should you have any concerns with the preferences listed in the acknowledgement email, please contact the Preschool Registration Team on 9433 3161.

Application fees

From 1 February 2024, families wishing to apply to a Nillumbik Shire Council managed preschool service will not incur an application fee.

Applications received after 30 June (late applications)

Applications received after 30 June the year prior to attendance at preschool are considered late applications and will be given equal opportunity to positions during second and third round offers. This is provided that the application is received within a minimum of one week before the next round of offers commences. Due consideration will be given to children identified at risk or vulnerable.

Changes to preschool application details

To change your preschool preference, please use the "change details" link found in your acknowledgement email. If you are unable to locate your acknowledgement email, please contact the Preschool Registration Team on 9433 3161 or at preschool@nillumbik.vic.gov.au

Application changes can be made before 30 June in the offer year without affecting the offer process. Any changes made after 30 June will be considered a late application and will follow the late application process.

To update personal details such as address / phone / email please contact the Preschool Registration Team at preschool@nillumbik.vic.gov.au or on 9433 3161.

Deferrals

If a parent/guardian identifies that their child would benefit from commencing preschool a year later, they can choose to defer their application any time up until the day of commencement in the 3 or 4 year old preschool program.

Deferred applications will be considered a new registration for the following preschool year and will therefore go through the same offer process again to obtain a spot at the preferred preschool (places will not be carried forward from the previous year).

To defer a child after a preschool offer has been accepted please contact the Preschool Central Registration Officer on 9433 3161 or email preschool@nillumbik.vic.gov.au

Cancellation of an application

Cancellation of an application can be made by contacting the Preschool Registration Team on 9433 3161 or email preschool@nillumbik.vic.gov.au

At the time of cancellation, Council will seek information regarding the reasons for cancellation to inform planning and central registration service delivery.

Offer procedure

Pre-offer audit

During April in the year prior to attendance in the 3 and 4 year old program, applicants will be sent a notice known as the audit letter confirming their application information. Any changes to this information needs to be made in writing by the applicant by completing the registration audit form by the date stipulated in the audit letter.

Priority of access

All applications for 3 and 4 year old preschool in Council's Central Registration & Enrolment Program are processed in accordance with the priority of access as outlined in the tables (pages 9-11). This aligns in with the DE Kindergarten Funding Guide and the Municipal Association of Victoria's Kindergarten Central Registration and Enrolment Scheme (CRES).

Offer process

The preschool central registration process runs according to a systematic timeline. The offer process will commence in July of the year prior to attendance, with first round offers being sent from Council to all registered families.

Applicants must respond to their offer by clicking the offer link in their email where they will have to the option to:

- accept the offer
- accept the offer but wait for a higher preference preschool
- decline the offer
- defer the application to the following year

Second and third round offers are processed in July and August.

After round three, Council will continue to make offers until all positions are filled or all children are offered a place, whichever comes first. If a place has not been offered during this process, children will remain on a waiting list until September when they will be contacted to either consider an alternative preschool where a vacancy exists or cancel the application.

See Appendix A for the Central Registration Timeline.

3 Year Old Preschool Priority of Access - applies to attendance from 2022

Priority status	Verification process / documentation required
Priority 1	
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is referred by:</p> <ul style="list-style-type: none"> • Child Protection • The Orange Door • One of the Child and Family Services Alliance Agencies, including: <ul style="list-style-type: none"> • Brotherhood of St Laurence • Kids First • Anglicare • Berry Street • DHHS • VACCA • CoHealth • Cities of Yarra and Darebin • Maternal and child health nurse, or out-of-home care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth health care card, pensioner concession card, Veteran's Affairs card or multiple birth children (triplets or more)
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<p>The child is:</p> <p>Previously approved for Kindergarten Inclusion Support Package, or referred by:</p> <ul style="list-style-type: none"> • The National Disability Insurance Scheme • Early Childhood Intervention Service • Preschool Field Officer, or • Maternal and child health nurse • Holds a Child Disability health care card
Priority 2	
Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers	<p>Current proof of residency document such as:</p> <ul style="list-style-type: none"> • Rate payer notice • Driver licence • Utility bill (gas, electric, phone) • Contract Of Sale document • Certified statutory declaration
Priority 3	
Children who have a connection to Nillumbik (only one form of connection is required)	<p>A child with a connection to Nillumbik is defined as meeting one of the following:</p> <ul style="list-style-type: none"> • The child's parent/guardian is working or studying within Nillumbik which is evidenced by a letter from an employer or educational institution • The child has regular child care arrangements in Nillumbik which is evidenced by a letter or an invoice from the child care service provider or a certified statutory declaration from an unpaid child care provider • The child has a sibling who attended the preschool within five years of the child's intended attendance year, which is evidenced by an attendance record or invoice from the preschool • The preferred Nillumbik preschool is the closest preschool to the child's place of residence when travelling the shortest practical route (as verified by Google maps)
Priority 4	
	Children who are non-residents, and do not have a connection to Nillumbik

4 Year Old Preschool Priority of Access - applies to attendance from 2023

Priority Status	Verification process / documentation required
Priority 1	
Children at risk of abuse or neglect, including children in Out of Home care	<p>The child is:</p> <ul style="list-style-type: none"> attending a 3 year old preschool program through Early Start Kindergarten or Access to Early Learning, and is <p>referred by:</p> <ul style="list-style-type: none"> Child Protection The Orange Door One of the Child and Family Services Alliance Agencies, including: <ul style="list-style-type: none"> Brotherhood of St Laurence Kids First Anglicare Berry Street DHHS VACCA CoHealth Cities of Yarra and Darebin Maternal and Child Health nurse, or Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or multiple birth children (triplets or more)
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> require additional assistance in order to fully participate in the kindergarten program require a combination of services which are individually planned have an identified specific disability or developmental delay 	<p>The child;</p> <ul style="list-style-type: none"> is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten holds a Child Disability Health Care Card has been previously approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> The National Disability Insurance Scheme Early Childhood Intervention Service Preschool Field Officer, or Maternal and Child Health nurse
Priority 2	
<ul style="list-style-type: none"> Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers <p>and</p> <ul style="list-style-type: none"> Is attending the 3 year old program at the preschool 	<p>Current proof of residency document such as:</p> <ul style="list-style-type: none"> Rate payer notice Driver licence Utility bill (gas, electric, phone) Contract Of Sale document Certified statutory declaration Attendance record or invoice from the preschool
Priority 3	
Children who are not residents/ratepayers but are enrolled in the 3 year old program at the preschool	The child is attending the 3 year old program at the preschool that they are applying for the 4 year old program
Priority 4	
Children who are residents/intending to be residents or are ratepayers but are not enrolled in the 3 year old program at the preschool	<p>Current proof of residency document such as:</p> <ul style="list-style-type: none"> Rate payer notice Driver licence Utility bill (gas, electric, phone) Contract Of Sale document Certified statutory declaration

Priority 5	
Children who are not residents but have a connection to the preschool/Nillumbik (only one form of connection is required)	<p>A child with a connection to Nillumbik is defined as meeting one or more of the following:</p> <ul style="list-style-type: none"> • The child's parent/guardian is working or studying within Nillumbik which is evidenced by a letter from an employer or educational institution • The child has regular child care arrangements in Nillumbik which is evidenced by a letter or an invoice from the child care service provider or a certified statutory declaration from an unpaid child care provider • The child has a sibling who has attended the first preference preschool within five years of the child's intended attendance year, which is evidenced by an attendance record or invoice from the preschool • The preferred (selected) Nillumbik preschool is the closest to the child's place of residence when travelling the shortest practical route as evidenced by rate notice/driver's licence (verified by Google maps)
Priority 6	
Children who are not residents and do not have a connection to the preschool/Nillumbik	Non-resident/ratepayer children with no connection

Preschool group allocation

Once the offer process is complete, Council will release a detailed list of confirmed registrations to each preschool management body including parent/guardian's name, children's name, date of birth, gender and contact details including address, phone and email address.

Preschools will then liaise directly with families and will send out group preference sheets to families mid September of the year prior to attendance and families will be requested to return their preference sheet, with their non-refundable deposit fee within a specified time frame.

Preschools will have three weeks to finalise their group preferences and must notify families by 30 October in the year prior to preschool attendance.

Group allocation policies and practices are determined by individual preschools. Please note: Program timetables are developed by preschools and may be subject to change at any time.

Nominating a primary funded preschool program

Children are eligible to receive preschool funding at one nominated preschool. At the time of enrolment at the preschool, or during the course of the preschool year, families should notify the service if they are accessing a preschool program at a second service (preschool or long day care centre).

Preschools offering extended out-of-hours care

Some preschools within Nillumbik offer extended hours care or outside school hours programs. Additional fees are charged by preschools for these programs. Fee rebates may be available to families dependent on the service. For more information, please contact your service.

Assessment of individual circumstances

It must be noted that these guidelines cannot identify the vast range of individual circumstances for families and therefore Council reserves the right to assess and make decisions based on individual circumstances.

Final decisions on the assessment of individual circumstances, not outlined in these guidelines will be forwarded to Council's Coordinator Early Years at preschool@nillumbik.vic.gov.au

Grievances and appeals

Any grievances or appeals in relation to these guidelines or with the implementation are to be directed through to Nillumbik Shire Council's Preschool Central Registrations at preschool@nillumbik.vic.gov.au

Should there be no satisfactory resolution, the applicant is requested to outline their grievance in writing to:

Coordinator Early Years
Nillumbik Shire Council
PO Box 471
GREENSBOROUGH VIC 3088

A formal response will be sent within ten business days of receipt of the letter.

Privacy

Nillumbik Shire Council is committed to the responsible collection and handling of personal information.

Personal information requested through the preschool central registration program is required to assist in the placement of children. Information gathered through the registration process will be treated in accordance with legislative guidelines and Council policies.

Personal information will only be shared with those directly responsible for the administration of the preschool central registration system, the committee of management and staff at the relevant preschool as appropriate.

If the information is sought from any other source it will not be divulged without parental consent, except if requested by law enforcement or government representatives (e.g. disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health, safety or welfare).

If families choose not to provide the information requested, Council may not be able to place the child at a preschool. All application forms will be destroyed seven years after the final attendance of the child.

For more information relating to Council's Privacy Policy, including rights to access to any information collected on this form, refer to www.nillumbik.vic.gov.au/privacy

Role of Council's Preschool Central Registration Officer

It is the role of Council's Preschool Central Registration Officer to:

- maintain preschool central registrations for the current year along including the following and subsequent years
- receive preschool application forms, enter and amend data on both children and preschools, and maintain the registration system of children attending 3 and 4 year old preschool in Nillumbik
- distribute information relating to the central registration process and timeline to preschools within Nillumbik
- collaborate with neighbouring local councils and those in the wider catchment to align dates
- ensure documents associated with the central registrations program are up to date and accessible to the public
- liaise with Nillumbik preschool management groups to ensure the efficiency of processes and information exchange
- point of contact for preschool applications enquiries and the central registration process
- resource the annual Preschool Committee of Management Enrolment Officer's training sessions
- distribute surveys and collate feedback relating to the central registration program
- liaise with software providers to ensure systems are effective and support the implementation of the program and guidelines.

Role of the preschool service's Enrolment Officer

It is the role of Committees of Management and Early Years Managers Preschool Enrolment Officer to:

- ensure contact details of the Preschool Enrolment Officer are displayed at the preschool
- ensure information about the preschool application process is available at the preschool
- direct enquiries relating to the central registration process and its implementation to the Preschool Central Registration Officer
- maintain registration records and ensure they are provided to the incoming Preschool Enrolment Officer
- upon receipt of the enrolment list a letter of acknowledgement will be sent including session times, fee structure and the Preschools Policy pertaining to group allocation
- advise Nillumbik's Central Registration Officer of cancellations and children's non attendance
- adhere to timeline as outlined in the Preschool Central Registration Timeline to ensure the central registration process is correctly implemented. See Appendix A for Central Registration Timeline
- complete data collection and reporting as required by DET within the funding guidelines

References

- Department of Education and Training: *The Kindergarten Funding Guide 2016*
- Municipal Association of Victoria: *Kindergarten Central Registration and Enrolment Resource Guide for Victorian Local Government July 2018*
- *Disability Discrimination Act 1992*(Commonwealth)
- *Equal Opportunity Act 2010*(Victoria)
- *The Privacy and Data Protection Act 2014* (PDPA)
- *Education and Care Services National Law 2010*
- *The Australian Human Rights Commission Act 1986*
- *Sexual Discrimination Act 1984*(Commonwealth)

Appendix A: Central Registration Timeline

One year before your child attends 3 year old preschool

TIMEFRAME	EVENT
February 1	Application forms can be submitted to Council (date of application is not applied during the offer process)
April	Audit emails sent from Council to all registered families
May 1	Final day for families to return registration audit forms
June 30	Last date to change preferences without affecting the allocation process
July	
<i>Mid</i>	First round offer letters sent from Council to families
<i>Late</i>	Final opportunity for families to respond to first round offers
<i>Late</i>	Second round offer letters sent from Council to families
August	
<i>Early</i>	Final opportunity for families to respond to second round offers
<i>Mid</i>	Third round offer letters sent from Council to families Final opportunity for families to respond to third round offers
<i>Late</i>	All “accepted but waiting” statuses to be changed to “accepted” or families to be placed onwaiting lists for preferred preschool Council to provide preschools with contact details of all accepted places
September	
<i>Early</i>	Families who did not receive an offer will be sent details about vacancies within the Shire Enrolment information and group selection forms (if applicable) sent from preschools to families
<i>Mid</i>	Last day for families to nominate their preferred preschool session (if applicable)
October	
<i>Early</i>	Preschools to inform families of their group allocation for the following year

Two years before your child attends 4 year old preschool

TIMEFRAME	EVENT
February 1	Application forms can be submitted to Council (date of application is not applied during the offer process)
April	Audit emails sent from Council to all registered families
May 1	Final day for families to return registration audit forms
June 30	Last date to change preferences without affecting the allocation process
July	
<i>Mid</i>	First round offer letters sent from Council to families
<i>Late</i>	Final opportunity for families to respond to first round offers
<i>Late</i>	Second round offer letters sent from Council to families
August	
<i>Early</i>	Final opportunity for families to respond to second round offers
<i>Mid</i>	Third round offer letters sent from Council to families Final opportunity for families to respond to third round offers
<i>Late</i>	All “accepted but waiting” statuses to be changed to “accepted” or families to be placed on waiting lists for preferred preschool Council to provide preschools with contact details of all accepted places
September	
<i>Early</i>	Families who did not receive an offer will be sent details about vacancies within the Shire Enrolment information and group selection forms (if applicable) sent from preschools to families
<i>Mid</i>	Last day for families to nominate their preferred preschool session (if applicable)
October	
<i>Early</i>	Preschools to inform families of their group allocation for the following year

THIS PAGE WAS LEFT INTENTIONALLY BLANK

3 Year Old Preschool Priority of Access - applies to attendance from 2022

Priority status	Verification process / documentation required
Priority 1 Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is referred by: <ul style="list-style-type: none"> • Child Protection • The Orange Door • One of the Child and Family Services Alliance Agencies, including: <ul style="list-style-type: none"> • Brotherhood of St Laurence • Kids First • Anglicare • Berry Street • DHHS • VACCA • CoHealth • Cities of Yarra and Darebin • Maternal and child health nurse, or out-of-home care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth health care card, pensioner concession card, Veteran's Affairs card or multiple birth children (triplets or more)
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	The child is: <ul style="list-style-type: none"> • Previously approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> • The National Disability Insurance Scheme • Early Childhood Intervention Service • Preschool Field Officer, or • Maternal and child health nurse • Holds a Child Disability health care card
Priority 2 Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers	Current proof of residency document such as: <ul style="list-style-type: none"> • Rate payer notice • Driver licence • Utility bill (gas, electric, phone) • Contract Of Sale document • Certified statutory declaration
Priority 3 Children who have a connection to Nillumbik (only one form of connection is required)	A child with a connection to Nillumbik is defined as meeting one of the following: <ul style="list-style-type: none"> • The child's parent/guardian is working or studying within Nillumbik which is evidenced by a letter from an employer or educational institution • The child has regular child care arrangements in Nillumbik which is evidenced by a letter or an invoice from the child care service provider or a certified statutory declaration from an unpaid child care provider • The child has a sibling who attended the preschool within five years of the child's intended attendance year, which is evidenced by an attendance record or invoice from the preschool • The preferred Nillumbik preschool is the closest preschool to the child's place of residence when travelling the shortest practical route (as verified by Google maps)
Priority 4 Children who are non-residents, and do not have a connection to Nillumbik	

4 Year Old Preschool Priority of Access - applies to attendance from 2023

Priority Status	Verification process / documentation required
Priority 1 Children at risk of abuse or neglect, including children in Out of Home care	The child is: <ul style="list-style-type: none"> • attending a 3 year old preschool program through Early Start Kindergarten or Access to Early Learning, and is referred by: <ul style="list-style-type: none"> • Child Protection • The Orange Door • One of the Child and Family Services Alliance Agencies, including: <ul style="list-style-type: none"> ○ Brotherhood of St Laurence ○ Kids First ○ Anglicare ○ Berry Street ○ DHHS ○ VACCA ○ CoHealth ○ Cities of Yarra and Darebin • Maternal and Child Health nurse, or Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or multiple birth children (triplets or more)
Children with additional needs, defined as children who: <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	The child; <ul style="list-style-type: none"> • is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • holds a Child Disability Health Care Card • has been previously approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> • The National Disability Insurance Scheme • Early Childhood Intervention Service • Preschool Field Officer, or • Maternal and Child Health nurse
Priority 2 <ul style="list-style-type: none"> • Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers and <ul style="list-style-type: none"> • Is attending the 3 year old program at the preschool 	Current proof of residency document such as: <ul style="list-style-type: none"> • Rate payer notice • Driver licence • Utility bill (gas, electric, phone) • Contract Of Sale document • Certified statutory declaration • Attendance record or invoice from the preschool
Priority 3 Children who are not residents/ratepayers but are enrolled in the 3 year old program at the preschool	The child is attending the 3 year old program at the preschool that they are applying for the 4 year old program
Priority 4 Children who are residents/intending to be residents or are ratepayers but are not enrolled in the 3 year old program at the preschool	Current proof of residency document such as: <ul style="list-style-type: none"> • Rate payer notice • Driver licence • Utility bill (gas, electric, phone) • Contract Of Sale document • Certified statutory declaration

Priority 5

Children who are not residents but have a connection to the preschool/Nillumbik (only one form of connection is required)

A child with a connection to Nillumbik is defined as meeting one or more of the following:

- The child's parent/guardian is working or studying within Nillumbik which is evidenced by a letter from an employer or educational institution
- The child has regular child care arrangements in Nillumbik which is evidenced by a letter or an invoice from the child care service provider or a certified statutory declaration from an unpaid child care provider
- The child has a sibling who has attended the first preference preschool within five years of the child's intended attendance year, which is evidenced by an attendance record or invoice from the preschool
- The preferred (selected) Nillumbik preschool is the closest to the child's place of residence when travelling the shortest practical route as evidenced by rate notice/driver's licence (verified by Google maps)

Priority 6

Children who are not residents and do not have a connection to the preschool/Nillumbik

Non-resident/ratepayer children with no connection

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Nillumbik Audit and Risk Committee minutes

Monday 24 February 2025 at 4.10pm

Civic Drive, Greensborough and via MS Teams



Held Monday 24 February 2025 at 4.10pm, at Civic Drive Greensborough and via MS Teams

1 Present

Independent members: John Watson (Chair), Greg Rimmer-Hollyman, Jonathan Kyvelidis

Councillors:

Nil

Council officers:

Carl Cowie (Chief Executive Officer), Melika Sukunda (Interim Chief Operating Officer), Jeremy Livingston (Director Culture and Performance), Blaga Naumoski (Director Governance, Communications & Community Safety), Heath Gillet (Operations Centre Manager), Daniel Tarquinio (Manager IT)

Other invitees:

Graham Noriskin (Pitcher Partners), Richard Wilson (Pitcher Partners)

2 The Chair welcomed attendees and acknowledged the traditional owners and custodians of the lands on which attendees were meeting.

3 The Chair welcomed the new Councillor Committee members.

4 Apologies

Nil.

5 Items presented for noting:

Item 10. Noting of Minutes

Item 12. Table of actions arising

Item 15. Internal Audit Status report

Item 16. Recent Risk and Issues Brief

Item 23. Rates in arrears report

Item 24. Councillor expenses report

The above items were taken as read and accompanying recommendations agreed.

6 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

Decision

The Audit and Risk Committee work plan was discussed by the Committee.

The Committee request that a review of the work plan be undertaken, including:

- Consideration of extreme or high-rated operation risk on an annual basis.
- Review of the ten year financial plan, including the review of the underlying assumptions for both the plan and the annual budget.
- Receive and review the Annual Asset Valuation and Fair Value Assessment
- Annual or bi-annual Audit and Risk Committee self-assessment.

The Audit Committee work plan was received and noted.

7 Disclosure of any conflicts of interests

Nil

8 Declarations

- i. CEO – Any impending legal action, legislation breaches or instances of fraud.

Nil

- ii. Internal Auditors – Any obstructions to the work of the internal audit.

Nil

9 Vale Craig Commane

The Committee recorded a condolence motion in recognition of the passing of Craig Commane (Risk and Safety Lead) and the dedication and tenacity he demonstrated during his tenure.

The Committee acknowledged the value and significant contribution Craig made to The Committee, and through The Committee, to Council.

Moved: Jonathan

Seconded: Greg

Carried unanimously.

10 Minutes of the meeting held 26 August 2024

The minutes of the Audit and Risk Committee meeting held on 26 August 2024 were confirmed by circular resolution.

11 CEO Update

The CEO update was presented to the Committee.

Decision

The CEO update was received and noted.

12 Draft 2024/2025 VAGO Audit Strategy

The draft 2024/2025 VAGO Audit Strategy was presented to the Committee.

Decision

The draft 2024/2025 VAGO Audit Strategy was received and accepted.

13 Tree Management Internal Audit Report

The Tree Management Internal Audit Report was presented to the Committee.

Decision

The Tree Management Internal Audit and was received and endorsed, with the recommendations strongly supported.

Several questions were raised by the Committee regarding the ProMapp system function, mapping and identification of trees, allocation of monitoring and maintenance workflows and contractor management processes, which were addressed by management who confirmed that all high risk trees have been identified and reviewed for safety.

Management will provide an update regarding the tree management maintenance tender outcome once this process has concluded.

14 Cybersecurity Dashboard and the Essential 8 update

The Cybersecurity Dashboard and the Essential 8 update were presented to the Committee.

Decision

The Cybersecurity Dashboard and the Essential 8 update were received and noted.

The Committee requested that management include policy exemptions in future bi-annual reporting that may impact the Essential 8 score.

15 Stock-take of internet facing technology assets

The Stock-take of internet facing technology assets was presented to the Committee.

Decision

The Stock-take of internet facing technology assets was received and noted.

16 Pending audit recommendations report

The status report of pending audit recommendations report was presented to the Committee.

Decision

The pending audit recommendations report was received and noted.

The table on page 10 will be updated to reflect the number of items now outstanding.

The Committee asked the internal auditors to come back with a proposal to review high-risk internal audit findings.

17 Risk and Safety report

The Risk and Safety report was presented to the Committee.

Decision

The Risk and Safety report was received and noted.

The Committee requested that leisure centre incident reporting to reviewed and details of “major” incidents to be reported back to the Committee.

18 December Quarter Financial Report Summary and December Quarter Financial Report

The December Quarter Financial Report Summary and December Quarter Financial Report were presented to the Committee.

Decision

The December Quarter Financial Report Summary and December Quarter Financial Report were received and noted.

19 Other Business

The Fraud Control Policy and Control System Review will be presented at the November 2025 meeting.

The Committee was made aware that the Chair has been invited to present to Councillors on the role and responsibilities of the Audit and Risk Committee, and highlight sector issues which may impact them in their capacity as Councillors.

The Committee discussed the possibility of running a further risk session with Councillors regarding financial literacy and related sector issues.

20 Next meeting

The next Audit and Risk Committee meeting was scheduled to be held on 2 June 2025 at Civic Drive, Greensborough

Draft Budget 2025-2026



Contents

	Page
Introduction	3
Budget Reports	
1. Link to the Integrated Planning and Reporting Framework	10
2. Services, initiatives and service performance indicators	12
3. Financial statements	20
Comprehensive Income Statement	
Balance Sheet	
Statement of Changes in Equity	
Statement of Cash Flows	
Statement of Capital Works	
Statement of Human Resources	
4. Notes to the financial statements	36
5. Financial performance indicators	54
Appendices	
1. Fees and charges	62

Budget influences

Financial sustainability is an continual challenge faced by Nillumbik and is an ongoing area of focus throughout the budgeting process. 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 longer-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 \$1.03 billion. Apart from land, these assets comprise more than \$63 million in buildings and around \$458 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 2025-2026 Budget has been prepared in conjunction with the development of the Council Plan.

In compliance with the Fair Go Rates System (FGRS) Council is applying a 3.00 percent increase to rates for the 2025-2026 year.

Council proposes an increase of 3.27 percent to the domestic waste service standard charge for the 2025-2026 financial year. This is being driven by an increase in the disposal costs in recycling and general waste as well as increases to the landfill levy.

Council acknowledges the numerous threats facing all communities and ecosystems as a result of climate change and continues to commit to the implementation of the Climate Action Plan. This is reflected across the 2025-2026 financial year with budget allocations to multiple climate and biodiversity initiatives.

A capital works program of \$21.46 million is proposed for 2025-26 including \$5.4 million in grant funded works.

Key projects include:

- Kangaroo Ground landfill rehabilitation works
- Diamond Creek Mens Shed
- Yarrambat Football Club change rooms
- Road and carpark renewal
- Buildings renewal (including public toilets)
- Drainage works

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

The Budget forecasts an operating surplus of \$4.9 million on an accrual accounting basis. The increase when compared to the 2024-2025 forecast is largely attributable to the increase of one-off capital grant income.

Financial Snapshot

Key Statistics	2024-25 Forecast \$'000	2025-26 Budget \$'000
Total operating income	127,480	117,935
Total operating expenditure	112,273	113,040
Comprehensive operating surplus	15,207	4,895
Capital works program	48,642	21,458
Funding the capital works program		
Council cash	32,142	14,010
Borrowings	-	2,100
Grants	15,064	5,348
Reimbursements	277	-
Contributions	1,159	-
Budgeted expenditure by strategic objective	Budget \$'000	% of Budget
Community and connection	15,202	14.96
Place and Space	45,508	44.76
Sustainable and resilient	16,297	16.03
Responsible and accountable	24,653	24.25

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 \$74 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 27 March 2025 to 27 April 2025. 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 up until 27 April 2025 and will be considered by Council in May, 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 2025-2026 Budget is for the year 1 July 2025 to 30 June 2026 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 2026 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 March 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.

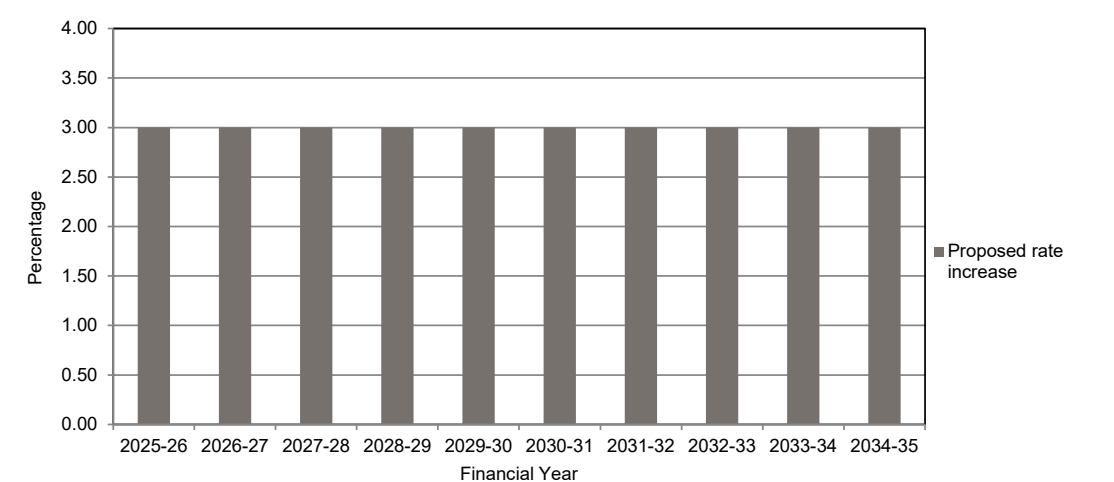
The final step is for Council to adopt the Budget after receiving and considering any submissions from interested parties. The Budget is required to be adopted by 30 June 2025. The key dates for the Budget process are summarised below:

Budget process	Timing
1. Officers update Council's long term financial projections	December 2024 - February 2025
2. Officers prepare draft operating and capital budgets	December 2024 - February 2025
3. Council considers draft budgets at briefings of Councillors	February 2025 - March 2025
4. Proposed budget submitted to Council for approval	25 March 2025
5. Public notice advising intention to adopt Budget	27 March 2025
6. Community engagement process undertaken	27 March 2025 - 27 April 2025
7. Submissions period closes	27 April 2025
8. Submissions considered by Planning and Consultation Committee	13 May 2025
9. Budget submissions presented to Council	27 May 2025
10. Budget presented to Council for adoption	27 May 2025

Budget Trends and Summary

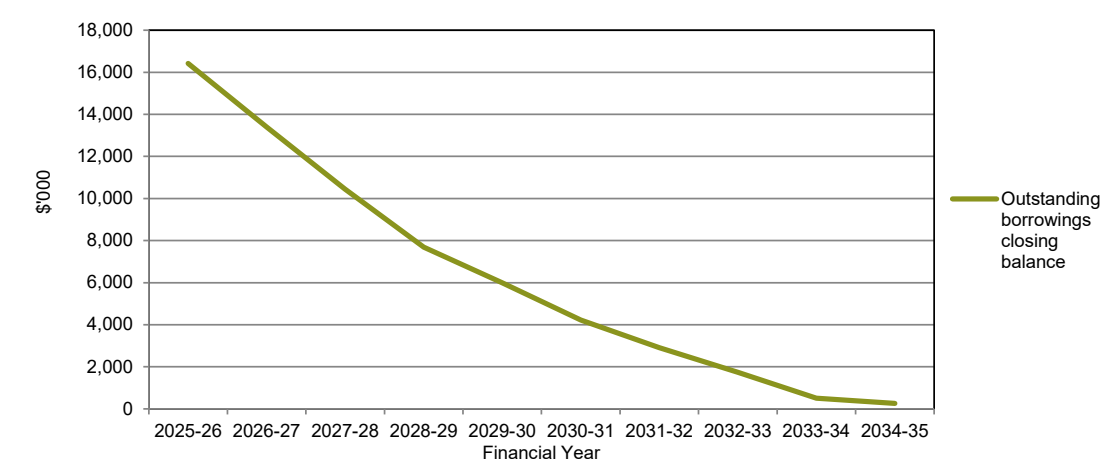
Council has prepared the Budget for the 2025-2026 financial year which seeks to balance the demand for services and infrastructure. Key budget trends and outcomes information is provided below.

Rate trends



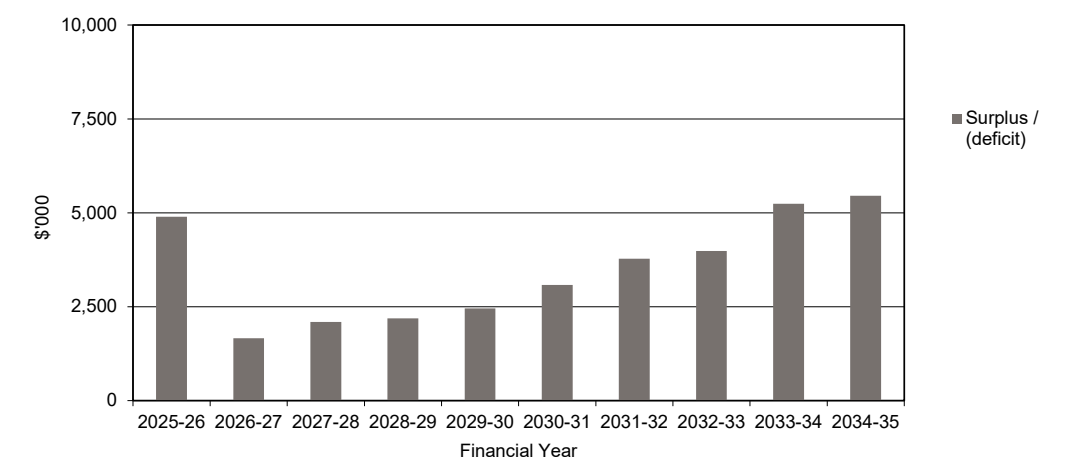
The graph above outlines Council's budgeted rate increase for 2025-2026 which is in compliance with the rate cap. The rate cap will be 3.00 percent in 2025-2026. It has been assumed that the rate cap will be 3.00 percent in each of the following years.

Borrowing trends and outcomes



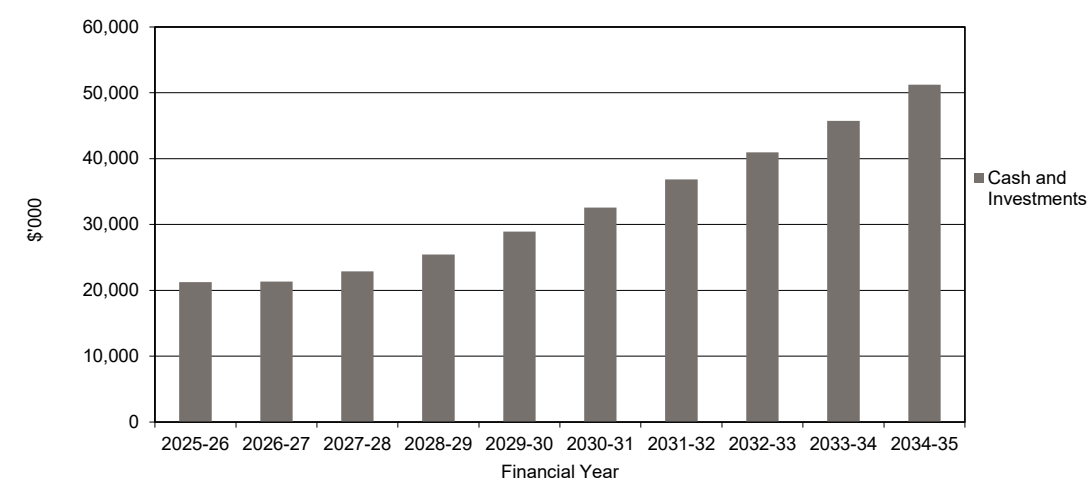
Council is proposing to take out up to \$2.1 million in new borrowings in 2025-2026 to fund capital works with \$900,000 to be set aside to enable Council to respond to potential Government grant funding or co-contribution opportunities. The graph above outlines Council's existing loan borrowings with the declining trend reflective of current repayment schedules. Borrowings remain within the Auditor-General's low risk range.

Operating result



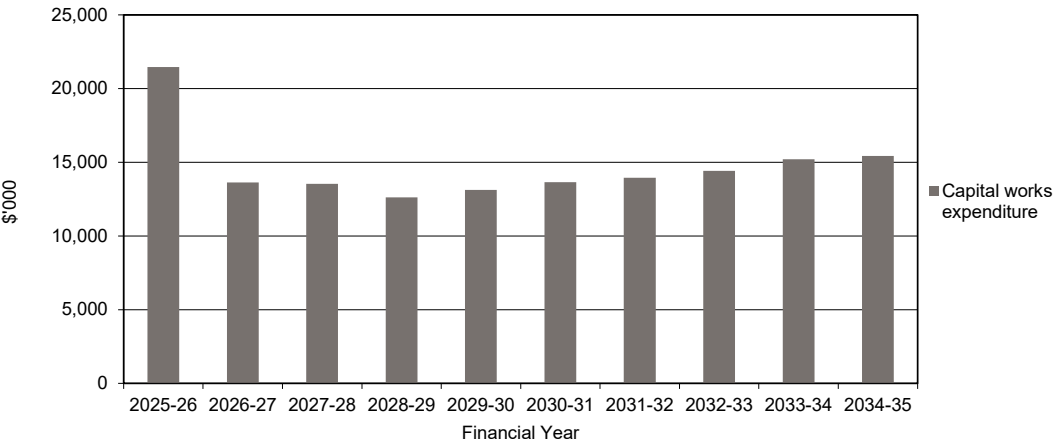
The expected operating result for the 2025-2026 year is a surplus of \$4.90 million. The above graph projects surpluses to be achieved over the projected 10 years providing capacity for capital investment and debt reduction. The fluctuations are driven by the anticipated receipt of one-off capital grant 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.

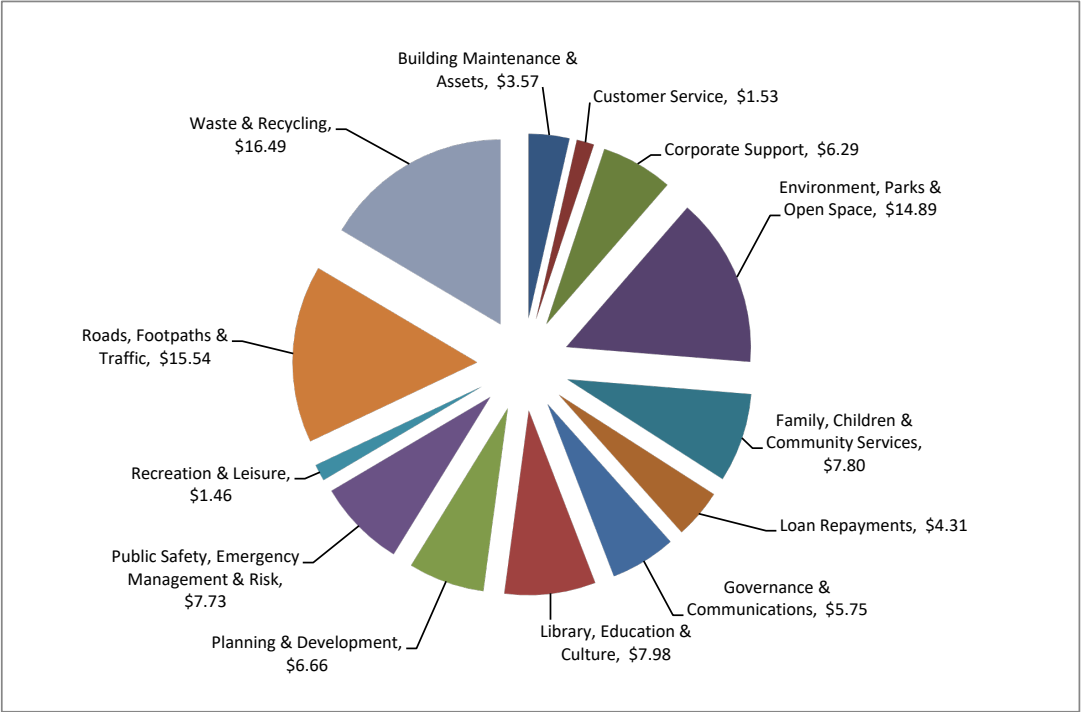
Capital works



The capital works program for 2025-26 will total \$21.46 million, of which \$14.01 million will be funded by Council cash, \$5.35 million from grants and \$2.1 million in borrowings. The capital expenditure program has been set and prioritised based on Council's assessment of the need for key projects. The 2025-2026 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.

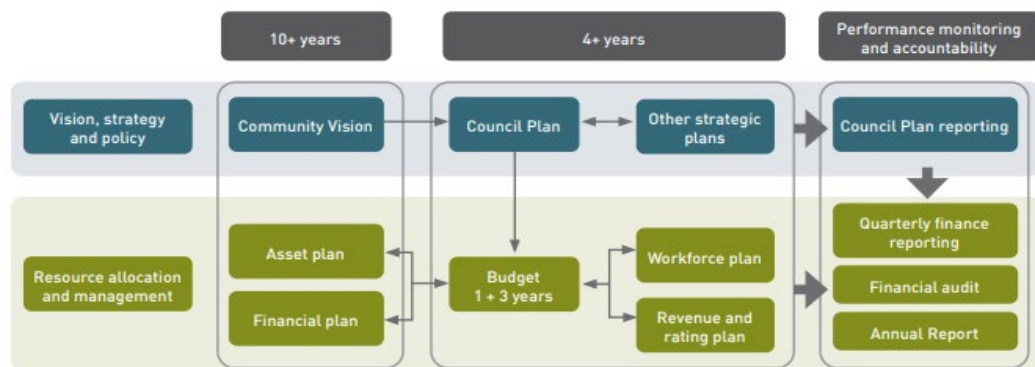


1. Link to the Integrated Planning and Reporting Framework

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.

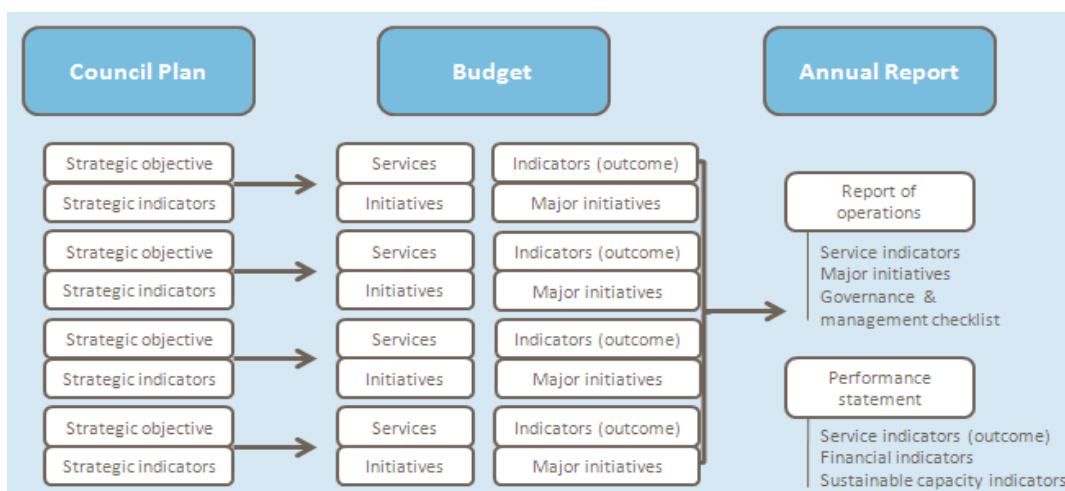
1.2 Strategic objectives

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 2025-2026 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 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.	2,178 299 1,879
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.	1,868 2 1,866

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.	477 - 477
Early years	Provides support and training to families with young children and services delivering early years' education and care programs.	643 <u>265</u> 378
Library and community education	Provides facilities and programs for the whole community, including libraries, Living & Learning Nillumbik and Edendale Community Environment Farm.	7,061 <u>1,624</u> 5,437
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.	2,003 <u>666</u> 1,337
School crossings	Provision of school crossing supervisors for school children across the Shire.	972 <u>392</u> 580

Major Initiatives

- 1) Allocation to support the youth hub service in Diamond Creek
- 2) Facilitate place-making across the Shire to support shared outcomes between community and Council

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2023-24 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	77.43%
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	87.23%

Libraries	Participation	Library membership (Percentage of the resident municipal population who are registered library members)	[Number of registered library members / municipal population] x 100	45.75%
-----------	---------------	---------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	--------

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.	955 <u>6</u> 949
Building safety and regulation	Responsible for administration and enforcement of certain parts of the Building Act 1993 and Regulations.	1,294 <u>764</u> 530
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.	3,620 <u>1,650</u> 1,970
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.	15,519 <u>15,478</u> 41
Local laws and parking	Administers local laws, car parking regulation and amenity protection for the whole community.	1,057 <u>709</u> 348
Parks and reserves maintenance	Maintains parks, sportsgrounds, conservation reserves, street trees and roadsides across the Shire.	8,395 <u>50</u> 8,345
Property and asset management	Provides infrastructure, asset management and planning, building maintenance and fencing, and property, fleet, community centres and halls network management.	4,405 <u>540</u> 3,865
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.	5,111 <u>1</u> 5,110

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	3,942 <u>920</u> 3,022
Strategic planning	Provides land use planning and policy, planning scheme management, activity centre planning and heritage protection across the Shire.	1,209 <u>-</u> 1,209

Major Initiatives

- 1) Diamond Creek Community Facilities Masterplan
- 2) Allocation towards Wadambuk St Andrews Community Centre service agreement
- 3) Planning Scheme Amendment for Housing Strategy and Neighbourhood Character Study
- 4) Significant Strategic Planning Initiatives
- 5) School Safety Traffic Priority Program

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2023-24 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	12.47
Statutory planning	Service standard	Planning applications decided within required timeframes	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning decisions made] x 100	64.02%
Roads	Condition	Sealed local roads maintained to condition standards	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x 100	95.47%

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.	1,399 5 1,394
Recycling and Waste Services	Provides collection of household waste, recycling, green waste, hard waste, waste education and landfill rehabilitation for the whole community.	13,796 682 13,114
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.	1,103 297 806

Major Initiatives

- 1) Climate Action Plan implementation
- 2) Nillumbik Environment Climate Action Hub at Edendale Community Environment Farm
- 3) Continue to deliver Nillumbik Forest Health Monitoring Program
- 4) Enhance promotion and support of 'Friends of' groups and opportunities for environmental volunteers
- 5) Deliver the Nillumbik Gardens for Wildlife Program in partnership with community volunteers
- 6) Reassess the vegetation condition of Council's bushland reserves

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2023-24 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	70.61%

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.	981 <u>1,013</u> (32)
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.	2,504 <u>5</u> 2,499
Communications	Assists Council and staff to communicate its decisions, services, activities and events through print and electronic communication channels.	1,340 <u>-</u> 1,340
Customer Service	Provides frontline customer service and reception services, and is responsible for driving key changes in behaviour achieving customer experience improvements.	1,257 <u>-</u> 1,257
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.	1,627 <u>-</u> 1,627
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.	878 <u>312</u> 566
Finance	Provides internal service delivery in finance, budgeting and procurement services, rates and property valuations.	6,598 <u>4,204</u> 2,394
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.	3,392 <u>-</u> 3,392
Human Resources	Provides internal service delivery in the areas of recruitment and selection, staff learning and development and employee and industrial relations.	1,732 <u>190</u> 1,542
Information and Technology	Provides internal service delivery in information technology services and solutions, on-line services and telecommunications.	4,346 <u>137</u> 4,209

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2023-24 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	0.00%
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 community consultation and engagement (Community satisfaction rating out of 100 with the consultation and engagement efforts of the Council. This includes consulting and engaging directly with the community on key local issues requiring decisions by Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	69.30

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 2024-2025 Annual Report. The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor General's 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	11,954	15,202	3,248
Place and Space	25,390	45,508	20,118
Sustainable and resilient	15,313	16,297	984
Responsible and accountable	18,793	24,653	5,860
Total services and initiatives	71,450	101,660	30,210
<u>Add</u>			
Depreciation	15,225		
Amortisation - right of use assets	572		
Finance costs - leases	204		
Written down value of assets sold	271		
<u>Subtract</u>			
Debt redemption	2,746		
Transfer to and from reserves	1,820		
Deficit before funding sources	83,156		
<u>Funding sources added back:</u>			
Net rates and charges	82,432		
Capital funding sources	5,619		
Total funding sources	88,051		
Operating (surplus)/deficit for the year	(4,895)		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2025-2026 has been supplemented with projections to 2034-2035.

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 2030

	Notes	Forecast Budget	Budget	Projections			
		2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Income / Revenue							
Rates and charges	4.1.1	80,272	83,311	86,186	88,770	91,444	93,269
Statutory fees and fines	4.1.2	2,128	2,077	2,140	2,204	2,270	2,338
User fees	4.1.3	18,541	19,267	19,845	20,440	21,053	21,685
Grants - operating	4.1.4	7,967	5,750	5,922	6,100	6,283	6,472
Grants - capital	4.1.4	15,064	5,348	1,404	1,478	1,478	1,478
Contributions - monetary	4.1.5	1,263	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	2,245	2,078	2,141	2,205	2,271	2,339
Total income / revenue		127,480	117,935	117,745	121,307	124,912	127,697
Expenses							
Employee costs	4.1.7	42,547	43,676	45,126	46,590	47,984	49,421
Materials and services	4.1.8	45,786	46,355	47,770	49,203	50,650	52,139
Depreciation	4.1.9	15,120	15,225	15,239	15,406	15,388	15,498
Allowance for impairment losses		-	-	-	-	-	-
Depreciation - right of use assets	4.1.10	460	572	456	542	475	519
Borrowing costs		966	800	759	608	467	355
Finance costs - leases		131	204	182	178	141	102
Other expenses	4.1.11	7,263	6,208	6,554	6,688	7,616	7,205
Total expenses		112,273	113,040	116,086	119,215	122,721	125,239
Surplus / (deficit) for the year		15,207	4,895	1,659	2,092	2,191	2,458
Other comprehensive income							
Items that will not be reclassified to surplus or deficit in future periods							
Net asset revaluation gain /(loss)		-	-	-	-	-	-
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods							
		-	-	-	-	-	-
Total comprehensive result		15,207	4,895	1,659	2,092	2,191	2,458

Comprehensive Income Statement Forward Estimates
For the five years ending 30 June 2035

	Forward Estimates				
	2030-31	2031-32	2032-33	2033-34	2034-35
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates and charges	96,134	99,064	102,135	105,315	107,965
Statutory fees and fines	2,408	2,481	2,555	2,632	2,711
User fees	22,335	23,005	23,696	24,406	25,139
Grants - operating	6,666	6,866	7,072	7,284	7,502
Grants - capital	1,478	1,478	1,478	1,478	1,478
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	2,409	2,482	2,556	2,633	2,712
Total income	131,550	135,500	139,619	143,879	147,642
Expenses					
Employee costs	50,901	52,425	53,994	55,611	57,277
Materials and services	53,673	55,253	56,881	58,557	60,284
Depreciation	15,565	15,549	15,487	15,558	15,496
Allowance for impairment losses	-	-	-	-	-
Depreciation - right of use assets	431	431	431	431	431
Borrowing costs	271	190	125	64	20
Finance costs - leases	77	77	77	77	77
Other expenses	7,552	7,794	8,643	8,338	8,604
Total expenses	128,470	131,719	135,638	138,636	142,189
Surplus (deficit) for the year	3,080	3,781	3,981	5,243	5,453
Other comprehensive income					
Items that will not be reclassified to surplus or deficit in future periods					
Net asset revaluation gain /(loss)	-	-	-	-	-
Share of other comprehensive income of associates and joint ventures	-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods	-	-	-	-	-
Total comprehensive result	3,080	3,781	3,981	5,243	5,453

Balance Sheet

For the five years ending 30 June 2030

	Notes	Forecast Budget	Budget	Projections			
		2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Current assets							
Cash and cash equivalents		30,657	21,249	21,327	22,903	25,427	28,937
Trade and other receivables		7,649	7,076	7,065	7,278	7,495	7,662
Prepayments		-	-	-	-	-	-
Other financial assets		250	250	250	250	250	250
Non-current assets classified as held for sale		-	-	-	-	-	-
Other assets		33	33	33	33	34	34
Total current assets	4.2.1	38,589	28,607	28,675	30,464	33,206	36,884
Non-current assets							
Trade and other receivables		570	456	365	292	234	187
Other financial assets		5	5	5	5	5	5
Investments in associates and joint arrangement and subsidiaries		1,650	1,650	1,650	1,650	1,650	1,650
Property, infrastructure, plant & equipment		1,058,990	1,064,575	1,062,659	1,060,106	1,056,934	1,054,040
Right-of-use assets	4.2.4	1,661	1,865	1,294	1,739	1,432	1,351
Investment property		-	-	-	-	-	-
Intangible assets		-	-	-	-	-	-
Total non-current assets	4.2.1	1,062,876	1,068,552	1,065,972	1,063,793	1,060,255	1,057,234
Total assets		1,101,465	1,097,159	1,094,647	1,094,256	1,093,461	1,094,117
Current liabilities							
Trade and other payables		5,991	5,997	6,197	6,380	6,633	6,776
Trust funds and deposits		3,729	3,729	3,729	3,729	3,729	3,729
Provisions		13,335	8,506	8,665	8,827	8,992	9,161
Contract and other liabilities		2,260	802	211	222	222	222
Interest-bearing liabilities	4.2.3	2,747	3,028	2,947	2,759	1,696	1,774
Lease liabilities	4.2.4	450	321	721	615	621	508
Total current liabilities	4.2.2	28,512	22,383	22,470	22,532	21,894	22,169
Non-current liabilities							
Provisions		16,312	15,764	15,216	14,668	14,121	13,574
Interest-bearing liabilities	4.2.3	14,320	13,266	10,319	7,560	5,864	4,091
Lease liabilities	4.2.4	1,212	1,544	573	1,124	810	843
Total non-current liabilities	4.2.2	31,844	30,574	26,107	23,352	20,795	18,507
Total liabilities		60,356	52,957	48,577	45,884	42,689	40,677
Net assets		1,041,109	1,044,201	1,046,070	1,048,372	1,050,773	1,053,441
Equity							
Accumulated surplus		414,978	419,873	421,532	423,624	425,815	428,273
Reserves		626,131	624,328	624,538	624,748	624,958	625,168
Total equity		1,041,109	1,044,201	1,046,070	1,048,372	1,050,773	1,053,441

Balance Sheet Forward Estimates

For the five years ending 30 June 2035

	Forward Estimates				
	2030-31	2031-32	2032-33	2033-34	2034-35
	\$'000	\$'000	\$'000	\$'000	\$'000
Current assets					
Cash and cash equivalents	32,567	36,840	40,941	45,727	51,237
Trade and other receivables	7,893	8,130	8,377	8,633	8,859
Prepayments	-	-	-	-	-
Other financial assets	250	250	250	250	250
Non-current assets classified as held for sale	-	-	-	-	-
Other assets	34	35	35	35	36
Total current assets	40,745	45,255	49,603	54,645	60,382
Non-current assets					
Trade and other receivables	150	120	96	77	61
Other financial assets	5	5	5	5	5
Investments in associates and joint arrangement and subsidiaries	1,650	1,650	1,650	1,650	1,650
Property, infrastructure, plant & equipment	1,051,569	1,049,609	1,048,204	1,046,967	1,046,534
Right-of-use assets	1,098	1,613	1,244	1,109	1,109
Investment property	-	-	-	-	-
Intangible assets	-	-	-	-	-
Total non-current assets	1,054,472	1,052,997	1,051,199	1,049,808	1,049,359
Total assets	1,095,217	1,098,252	1,100,802	1,104,454	1,109,741
Current liabilities					
Trade and other payables	6,985	7,193	7,459	7,630	7,862
Trust funds and deposits	3,729	3,729	3,729	3,729	3,729
Provisions	9,333	9,508	9,687	9,870	10,056
Contract and other liabilities	222	222	222	222	222
Interest-bearing liabilities	1,308	1,170	1,231	248	-
Lease liabilities	508	508	508	508	508
Total current liabilities	22,085	22,331	22,836	22,207	22,377
Non-current liabilities					
Provisions	13,027	12,481	11,935	11,389	10,844
Interest-bearing loans and borrowings	2,783	1,613	382	-	-
Lease liabilities	590	1,105	735	601	601
Total non-current liabilities	16,400	15,198	13,052	11,990	11,445
Total liabilities	38,484	37,529	35,887	34,197	33,822
Net assets	1,056,732	1,060,723	1,064,914	1,070,257	1,075,919
Equity					
Accumulated surplus	431,352	435,134	439,115	444,358	449,811
Reserves	625,380	625,589	625,799	626,009	626,219
Total equity	1,056,732	1,060,723	1,064,914	1,070,367	1,076,030

Statement of Changes in Equity

For the five years ending 30 June 2030

* 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
2025 Forecast Actual				
Balance at beginning of the financial year	1,025,902	399,771	590,134	35,997
Surplus / (deficit) for the year	15,207	15,207	-	-
Net asset revaluation gain / (loss)	20,600	-	20,600	-
Transfer to other reserves	2,276	-	-	2,276
Transfer from other reserves	(22,876)	-	-	(22,876)
Balance at end of the financial year	1,041,109	414,978	610,734	15,397
2026				
Balance at beginning of the financial year	1,041,109	414,978	610,734	15,397
Surplus / (deficit) for the year	4,895	4,895	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	4.3.1 2,276	-	-	2,276
Transfer from other reserves	4.3.1 (4,079)	-	-	(4,079)
Balance at end of the financial year	4.3.2 1,044,201	419,873	610,734	13,594
2027				
Balance at beginning of the financial year	1,044,201	419,873	610,734	13,594
Surplus / (deficit) for the year	1,659	1,659	-	-
Net asset revaluation increment / (decrement)	-	-	-	-
Transfer to other reserves	2,290	-	-	2,290
Transfer from other reserves	(2,080)	-	-	(2,080)
Balance at end of the financial year	1,046,070	421,532	610,734	13,804
2028				
Balance at beginning of the financial year	1,046,070	421,532	610,734	13,804
Surplus / (deficit) for the year	2,092	2,092	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	1,527	-	-	1,527
Transfer from other reserves	(1,317)	-	-	(1,317)
Balance at end of the financial year	1,048,372	423,624	610,734	14,014
2029				
Balance at beginning of the financial year	1,048,372	423,624	610,734	14,014
Surplus / (deficit) for the year	2,191	2,191	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(317)	-	-	(317)
Balance at end of the financial year	1,050,773	425,815	610,734	14,224
2030				
Balance at beginning of the financial year	1,050,773	425,815	610,734	14,224
Surplus / (deficit) for the year	2,458	2,458	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(317)	-	-	(317)
Balance at end of the financial year	1,053,441	428,273	610,734	14,434

Statement of Changes in Equity Forward Estimates

For the five years ending 30 June 2035

* 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
2031				
Balance at beginning of the financial year	1,053,441	428,273	610,734	14,434
Surplus / (deficit) for the year	3,080	3,080	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(316)	-	-	(316)
Balance at end of the financial year	1,056,732	431,353	610,734	14,645
2032				
Balance at beginning of the financial year	1,056,732	431,353	610,734	14,645
Surplus / (deficit) for the year	3,781	3,781	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(317)	-	-	(317)
Balance at end of the financial year	1,060,723	435,134	610,734	14,855
2033				
Balance at beginning of the financial year	1,060,723	435,134	610,734	14,855
Surplus / (deficit) for the year	3,981	3,981	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(317)	-	-	(317)
Balance at end of the financial year	1,064,914	439,115	610,734	15,065
2034				
Balance at beginning of the financial year	1,064,914	439,115	610,734	15,065
Surplus / (deficit) for the year	5,243	5,243	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(317)	-	-	(317)
Balance at end of the financial year	1,070,367	444,358	610,734	15,275
2035				
Balance at beginning of the financial year	1,070,367	444,358	610,734	15,275
Surplus / (deficit) for the year	5,453	5,453	-	-
Net asset revaluation gain / (loss)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(317)	-	-	(317)
Balance at end of the financial year	1,076,030	449,811	610,734	15,485

Statement Cash Flows

For the five years ending 30 June 2030

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

	Notes	Forecast Budget	Budget	Projections			
		2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)
Cash flows from operating activities							
Rates and charges		86,110	83,883	86,286	88,672	91,329	93,182
Statutory fees and fines		2,446	2,106	2,141	2,193	2,259	2,330
User fees		18,859	19,296	19,846	20,429	21,042	21,677
Grants - operating		7,133	5,487	5,804	6,092	6,272	6,464
Grants - capital		10,775	4,211	931	1,476	1,467	1,470
Contributions - monetary		1,263	104	107	110	113	116
Interest received		1,250	1,350	1,391	1,432	1,475	1,519
Dividends received		-	-	-	-	-	-
Trust funds and deposits taken		-	-	-	-	-	-
Other receipts		995	728	751	773	796	820
Net GST refund / payment		-	-	-	-	-	-
Employee costs		(42,378)	(43,503)	(44,951)	(46,410)	(47,799)	(49,236)
Materials and services		(49,879)	(52,927)	(48,128)	(49,578)	(50,961)	(52,554)
Trust funds and deposits repaid		-	-	-	-	-	-
Other payments		(7,263)	(6,208)	(6,554)	(6,688)	(7,616)	(7,205)
Net cash provided by / (used in) operating activities	4.4.1	29,311	14,527	17,622	18,501	18,377	18,583
Cash flows from investing activities							
Payments for property, infrastructure, plant and equipment		(45,113)	(21,858)	(13,210)	(13,077)	(12,171)	(12,670)
Proceeds from sale of property, infrastructure, plant and equipment		222	271	91	427	159	269
Payments for investments		-	-	-	-	-	-
Proceeds from sale of investments		-	-	-	-	-	-
Loan and advances made		-	-	-	-	-	-
Payments of loans and advances		-	-	-	-	-	-
Net cash provided by / (used in) investing activities	4.4.2	(44,891)	(21,587)	(13,119)	(12,650)	(12,012)	(12,401)
Cash flows from financing activities							
Finance costs		(966)	(800)	(759)	(608)	(467)	(355)
Proceeds from borrowings		-	1,974	-	-	-	-
Repayment of borrowings		(2,617)	(2,746)	(3,028)	(2,947)	(2,759)	(1,696)
Interest paid - lease liability		(131)	(204)	(182)	(178)	(141)	(102)
Repayment of lease liabilities		(460)	(572)	(456)	(542)	(475)	(519)
Net cash provided by / (used in) financing activities	4.4.3	(4,174)	(2,349)	(4,425)	(4,276)	(3,842)	(2,672)
Net increase / (decrease) in cash & cash equivalents		(19,753)	(9,408)	78	1,576	2,524	3,510
Cash and cash equivalents at the beginning of the financial year		50,410	30,657	21,249	21,327	22,903	25,427
Cash and cash equivalents at the end of the financial year		30,657	21,248	21,327	22,903	25,427	28,937

Statement of Cash Flows Forward Estimates

For the five years ending 30 June 2035

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

	Forward Estimates				
	2030-31	2031-32	2032-33	2033-34	2034-35
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows /	Inflows /	Inflows /	Inflows /	Inflows /
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
Cash flows from operating activities					
Rates and charges	95,986	98,904	101,961	105,129	107,799
Statutory fees and fines	2,396	2,469	2,543	2,619	2,700
User fees	22,323	22,993	23,684	24,393	25,128
Grants - operating	6,654	6,854	7,060	7,271	7,491
Grants - capital	1,466	1,466	1,466	1,465	1,467
Contributions - monetary	120	124	127	131	135
Interest received	1,565	1,612	1,660	1,710	1,761
Dividends received	-	-	-	-	-
Trust funds and deposits taken	-	-	-	-	-
Other receipts	844	870	896	923	951
Net GST refund / payment	-	-	-	-	-
Employee costs	(50,712)	(52,231)	(53,796)	(55,409)	(57,072)
Materials and services	(54,019)	(55,605)	(57,175)	(58,943)	(60,613)
Trust funds and deposits repaid	-	-	-	-	-
Other payments	(7,552)	(7,794)	(8,643)	(8,338)	(8,604)
Net cash provided by / (used in) operating activities	19,073	19,662	19,781	20,952	21,143
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(13,179)	(13,487)	(13,941)	(14,713)	(14,930)
Proceeds from sale of property, infrastructure, plant and equipment	289	102	63	350	72
Payments for investments	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-
Loan and advances made	-	-	-	-	-
Payments of loans and advances	-	-	-	-	-
Net cash provided by / (used in) investing activities	(12,890)	(13,385)	(13,878)	(14,363)	(14,858)
Cash flows from financing activities					
Finance costs	(271)	(190)	(125)	(64)	(20)
Proceeds from borrowings	-	-	-	-	-
Repayment of borrowings	(1,774)	(1,308)	(1,170)	(1,231)	(248)
Interest paid - lease liability	(77)	(77)	(77)	(77)	(77)
Repayment of lease liabilities	(431)	(431)	(431)	(431)	(431)
Net cash provided by / (used in) financing activities	(2,553)	(2,005)	(1,803)	(1,803)	(775)
Net increase / (decrease) in cash & cash equivalents	3,630	4,272	4,100	4,786	5,510
Cash and cash equivalents at the beginning of the financial year	28,937	32,567	36,840	40,941	45,727
Cash and cash equivalents at the end of the financial year	32,567	36,840	40,940	45,727	51,237

Statement of Capital Works

For the five years ending 30 June 2030

	Notes	Forecast Budget 2024-25 \$'000	Budget 2025-26 \$'000	Projections 2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Property							
Land		-	-	-	-	-	-
Land improvements		-	-	-	-	-	-
Total land		-	-	-	-	-	-
Buildings		6,161	4,178	2,250	2,320	2,480	2,558
Heritage buildings		-	-	-	-	-	-
Building improvements		-	-	-	-	-	-
Leasehold improvements		-	-	-	-	-	-
Total buildings		6,161	4,178	2,250	2,320	2,480	2,558
Total property		6,161	4,178	2,250	2,320	2,480	2,558
Plant and equipment							
Heritage plant and equipment		-	-	-	-	-	-
Plant, machinery and equipment		2,266	1,614	469	1,896	480	1,493
Fixtures, fittings and furniture		(0)	-	-	-	-	-
Computers and telecommunications		-	-	-	-	-	-
Library books		-	-	-	-	-	-
Total plant and equipment		2,265	1,614	469	1,896	480	1,493
Infrastructure							
Roads		8,621	2,830	2,880	2,940	3,020	3,070
Bridges		241	285	2,160	560	175	200
Footpaths and cycleways		967	630	580	580	620	650
Drainage		960	950	1,050	1,100	1,200	1,100
Recreational, leisure and community facilities		18,442	6,974	1,238	1,565	2,605	1,385
Waste management		7,011	2,793	1,763	1,000	-	-
Parks, open space and streetscapes		1,287	635	640	680	765	790
Aerodromes		-	-	-	-	-	-
Off street car parks		-	-	-	-	-	-
Other infrastructure		2,686	570	605	890	1,270	1,878
Total infrastructure		40,215	15,666	10,916	9,316	9,655	9,073
Total capital works expenditure	4.5.1	48,642	21,458	13,635	13,532	12,614	13,124
Represented by:							
New asset expenditure		9,392	2,645	2,563	960	630	610
Asset renewal expenditure		8,504	9,774	5,554	7,364	6,417	7,886
Asset expansion expenditure		1,974	1,930	-	-	-	-
Asset upgrade expenditure		28,773	7,108	5,518	5,207	5,567	4,628
Total capital works expenditure	4.5.1	48,642	21,458	13,635	13,532	12,614	13,124
Funding sources represented by:							
Grants		15,064	5,348	1,404	1,478	1,478	1,478
Contributions		1,159	-	-	-	-	-
Council cash		32,419	14,010	12,231	12,054	11,136	11,646
Borrowings		-	2,100	-	-	-	-
Total capital works expenditure	4.5.1	48,642	21,458	13,635	13,532	12,614	13,124

Statement of Capital Works Forward Estimates
For the five years ending 30 June 2035

	Forward Estimates				
	2030-31 \$'000	2031-32 \$'000	2032-33 \$'000	2033-34 \$'000	2034-35 \$'000
Property					
Land	-	-	-	-	-
Land improvements	-	-	-	-	-
Total land	-	-	-	-	-
Buildings	2,655	3,260	3,405	3,595	3,630
Heritage buildings	-	-	-	-	-
Building improvements	-	-	-	-	-
Leasehold improvements	-	-	-	-	-
Total buildings	2,655	3,260	3,405	3,595	3,630
Total property	2,655	3,260	3,405	3,595	3,630
Plant and equipment					
Heritage plant and equipment	-	-	-	-	-
Plant, machinery and equipment	1,192	580	240	1,302	282
Fixtures, fittings and furniture	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-
Library books	-	-	-	-	-
Total plant and equipment	1,192	580	240	1,302	282
Infrastructure					
Roads	3,120	3,290	3,450	3,450	3,500
Bridges	200	200	220	230	225
Footpaths and cycleways	650	695	830	850	865
Drainage	1,200	1,200	1,300	1,300	1,325
Recreational, leisure and community facilities	1,440	1,445	1,530	1,625	1,760
Waste management	-	-	-	-	-
Parks, open space and streetscapes	815	820	870	940	1,055
Aerodromes	-	-	-	-	-
Off street car parks	-	-	-	-	-
Other infrastructure	2,372	2,467	2,573	1,913	2,784
Total infrastructure	9,797	10,117	10,773	10,308	11,514
Total capital works expenditure	13,644	13,957	14,418	15,205	15,427
Represented by:					
New asset expenditure	610	645	740	790	800
Asset renewal expenditure	8,057	8,138	8,301	9,136	8,684
Asset expansion expenditure	-	-	-	-	-
Asset upgrade expenditure	4,977	5,175	5,377	5,279	5,942
Total capital works expenditure	13,644	13,957	14,418	15,205	15,427
Funding sources represented by:					
Grants	1,478	1,478	1,478	1,478	1,478
Contributions	-	-	-	-	-
Council cash	12,166	12,479	12,940	13,727	13,949
Proceeds on sale of assets	-	-	-	-	-
Total capital works expenditure	13,644	13,957	14,418	15,205	15,427

For the five years ending 30 June 2030

	Forecast Budget	Budget	Projections			
	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Staff expenditure						
Employee costs - operating	41,132	42,429	43,702	45,013	46,364	47,755
Employee costs - capital	-	-	-	-	-	-
	EFT	EFT	EFT	EFT	EFT	EFT
Permanent EFT numbers	329.85	333.31	333.31	333.31	333.31	333.31
Limited tenures	4.75	2.00	2.00	2.00	2.00	2.00
Total staff numbers	334.60	335.31	335.31	335.31	335.31	335.31

Statement of Human Resources Forward Estimates

For the five years ending 30 June 2035

	Forward Estimates				
	2030-31 \$'000	2031-32 \$'000	2032-33 \$'000	2033-34 \$'000	2034-35 \$'000
Staff expenditure					
Employee costs - operating	49,187	50,663	52,183	53,748	55,361
Employee costs - capital	-	-	-	-	-
	EFT	EFT	EFT	EFT	EFT
Permanent EFT numbers	333.31	333.31	333.31	333.31	333.31
Limited tenures	2.00	2.00	2.00	2.00	2.00
Total staff numbers	335.31	335.31	335.31	335.31	335.31

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

Directorate	Composition				
	Budget	Permanent		Casual	Temp
	2025-26 \$'000	Full time \$'000	Part time \$'000	\$'000	\$'000
Operations	13,695	13,545	150	-	-
Planning, Environment and Strategy	9,026	8,141	885	-	-
Community Services	7,535	4,064	3,203	-	268
Culture and Performance	5,362	4,340	1,022	-	-
Governance, Communications and Community Safety	6,812	5,372	1,440	-	-
Total expenditure	42,429	35,462	6,700	-	268

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

Directorate	Composition			
	Budget	Permanent		Temp
	2025-26	Full time	Part time	
Operations	113.60	112.00	1.60	-
Planning, Environment and Strategy	69.02	61.00	8.02	-
Community Services	57.50	29.00	26.50	2.00
Culture and Performance	41.40	32.00	9.40	-
Governance, Communications and Community Safety	53.79	38.00	15.79	-
Total staff	335.31	272.00	61.31	2.00

Summary of Planned Human Resources Expenditure
For the five years ending 30 June 2030

	Budget	Projections			
	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000
Operations					
Permanent - Full time	13,545	13,951	14,370	14,801	15,245
Female	4,528	4,664	4,804	4,948	5,096
Male	9,017	9,287	9,566	9,853	10,149
Self-described gender	-	-	-	-	-
Permanent - Part time	150	155	159	163	167
Female	45	46	47	48	49
Male	106	109	112	115	118
Self-described gender	-	-	-	-	-
Total Operations	13,696	14,106	14,529	14,964	15,412
Planning, Environment and Strategy					
Permanent - Full time	8,141	8,385	8,636	8,895	9,162
Female	3,993	4,113	4,236	4,363	4,494
Male	4,043	4,165	4,290	4,419	4,552
Self-described gender	104	107	110	113	116
Permanent - Part time	885	911	938	966	995
Female	787	811	835	860	886
Male	97	100	103	106	109
Self-described gender	-	-	-	-	-
Total Planning, Environment and Strategy	9,026	9,296	9,574	9,861	10,157
Community Services					
Permanent - Full time	4,064	4,187	4,313	4,442	4,575
Female	3,205	3,301	3,400	3,502	3,607
Male	735	757	780	803	827
Self-described gender	125	129	133	137	141
Permanent - Part time	3,470	3,574	3,681	3,791	3,905
Female	3,470	3,574	3,681	3,791	3,905
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
Total Community Services	7,534	7,761	7,994	8,233	8,480
Culture and Performance					
Permanent - Full time	4,256	4,384	4,515	4,651	4,790
Female	1,753	1,805	1,859	1,915	1,972
Male	2,504	2,579	2,656	2,736	2,818
Self-described gender	-	-	-	-	-
Permanent - Part time	1,022	1,053	1,084	1,117	1,151
Female	814	839	864	890	917
Male	208	214	220	227	234
Self-described gender	-	-	-	-	-
Total Culture and Performance	5,278	5,437	5,599	5,768	5,941
Governance, Communications and Community Safety					
Permanent - Full time	5,353	5,514	5,680	5,851	6,026
Female	4,008	4,128	4,252	4,380	4,511
Male	1,345	1,386	1,428	1,471	1,515
Self-described gender	-	-	-	-	-
Permanent - Part time	1,440	1,483	1,528	1,574	1,621
Female	989	1,019	1,050	1,082	1,114
Male	451	464	478	492	507
Self-described gender	-	-	-	-	-
Total Governance, Communications and Community Safety	6,793	6,997	7,208	7,425	7,647

Summary of Planned Human Resources Expenditure
For the five years ending 30 June 2035

	Forward Estimates				
	2030-31 \$'000	2031-32 \$'000	2032-33 \$'000	2033-34 \$'000	2034-35 \$'000
Operations					
Permanent - Full time	15,702	16,173	16,658	17,158	17,673
Female	5,249	5,406	5,568	5,735	5,907
Male	10,453	10,767	11,090	11,423	11,766
Self-described gender	-	-	-	-	-
Permanent - Part time	172	178	184	190	196
Female	50	52	54	56	58
Male	122	126	130	134	138
Self-described gender	-	-	-	-	-
Total Operations	15,874	16,351	16,842	17,348	17,869
Planning, Environment and Strategy					
Permanent - Full time	9,437	9,721	10,013	10,313	10,623
Female	4,629	4,768	4,911	5,058	5,210
Male	4,689	4,830	4,975	5,124	5,278
Self-described gender	119	123	127	131	135
Permanent - Part time	1,020	1,043	1,067	1,091	1,124
Female	908	928	949	970	999
Male	112	115	118	121	125
Self-described gender	-	-	-	-	-
Total Planning, Environment and Strategy	10,457	10,764	11,080	11,404	11,747
Community Services					
Permanent - Full time	4,712	4,853	4,998	5,148	5,303
Female	3,715	3,826	3,941	4,059	4,181
Male	852	878	904	931	959
Self-described gender	145	149	153	158	163
Permanent - Part time	4,022	4,143	4,267	4,395	4,527
Female	4,022	4,143	4,267	4,395	4,527
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
Total Community Services	8,734	8,996	9,265	9,543	9,830
Culture and Performance					
Permanent - Full time	4,934	5,082	5,235	5,392	5,554
Female	2,031	2,092	2,155	2,220	2,287
Male	2,903	2,990	3,080	3,172	3,267
Self-described gender	-	-	-	-	-
Permanent - Part time	1,186	1,221	1,257	1,295	1,334
Female	945	973	1,002	1,032	1,063
Male	241	248	255	263	271
Self-described gender	-	-	-	-	-
Total Culture and Performance	6,120	6,303	6,492	6,687	6,888
Governance, Communications and Community Safety					
Permanent - Full time	6,206	6,392	6,584	6,782	6,985
Female	4,646	4,785	4,929	5,077	5,229
Male	1,560	1,607	1,655	1,705	1,756
Self-described gender	-	-	-	-	-
Permanent - Part time	1,669	1,719	1,770	1,823	1,878
Female	1,147	1,181	1,216	1,252	1,290
Male	522	538	554	571	588
Self-described gender	-	-	-	-	-
Total Governance, Communications and Community Safety	7,875	8,111	8,354	8,605	8,863

Summary of Planned Human Resources Expenditure
For the five years ending 30 June 2030

	Budget	Projections			
	2025-26	2026-27	2027-28	2028-29	2029-30
	FTE	FTE	FTE	FTE	FTE
Operations					
Permanent - Full time	112.00	112.00	112.00	112.00	112.00
Female	35.00	35.00	35.00	35.00	35.00
Male	77.00	77.00	77.00	77.00	77.00
Self-described gender	-	-	-	-	-
Permanent - Part time	1.60	1.10	1.10	1.10	1.10
Female	1	-	-	-	-
Male	1.10	1.10	1.10	1.10	1.10
Self-described gender	-	-	-	-	-
Total Operations	113.60	113.10	113.10	113.10	113.10
Planning, Environment and Strategy					
Permanent - Full time	61.00	61.00	61.00	61.00	61.00
Female	30.00	30.00	30.00	30.00	30.00
Male	30.00	30.00	30.00	30.00	30.00
Self-described gender	1.00	1.00	1.00	1.00	1.00
Permanent - Part time	8.02	8.02	8.02	8.02	8.02
Female	7.13	7.13	7.13	7.13	7.13
Male	0.89	0.89	0.89	0.89	0.89
Self-described gender	-	-	-	-	-
Total Planning, Environment and Strategy	69.02	69.02	69.02	69.02	69.02
Community Services					
Permanent - Full time	29.00	29.00	29.00	29.00	29.00
Female	22.00	22.00	22.00	22.00	22.00
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	28.50	28.50	28.50	28.50	28.50
Female	28.50	28.50	28.50	28.50	28.50
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
Total Community Services	57.50	57.50	57.50	57.50	57.50
Culture and Performance					
Permanent - Full time	32.00	32.00	32.00	32.00	32.00
Female	15.00	15.00	15.00	15.00	15.00
Male	17.00	17.00	17.00	17.00	17.00
Self-described gender	-	-	-	-	-
Permanent - Part time	9.40	9.40	9.40	9.40	9.40
Female	7.40	7.40	7.40	7.40	7.40
Male	2	2	2	2	2
Self-described gender	-	-	-	-	-
Total Culture and Performance	41.40	41.40	41.40	41.40	41.40
Governance, Communications and Community Safety					
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	15.79	15.79	15.79	15.79	15.79
Female	10.49	10.49	10.49	10.49	10.49
Male	5	5	5	5	5
Self-described gender	-	-	-	-	-
Total Governance, Communications and Community Safety	53.79	53.79	53.79	53.79	53.79

Summary of Planned Human Resources Expenditure

For the five years ending 30 June 2035

	Forward Estimates				
	2030-31 FTE	2031-32 FTE	2032-33 FTE	2033-34 FTE	2034-35 FTE
Operations					
Permanent - Full time	112.00	112.00	112.00	112.00	112.00
Female	35.00	35.00	35.00	35.00	35.00
Male	77.00	77.00	77.00	77.00	77.00
Self-described gender	-	-	-	-	-
Permanent - Part time	1.10	1.10	1.10	1.10	1.10
Female	-	-	-	-	-
Male	1.10	1.10	1.10	1.10	1.10
Self-described gender	-	-	-	-	-
Total Operations	113.10	113.10	113.10	113.10	113.10
Planning, Environment and Strategy					
Permanent - Full time	61.00	61.00	61.00	61.00	61.00
Female	30.00	30.00	30.00	30.00	30.00
Male	30.00	30.00	30.00	30.00	30.00
Self-described gender	1.00	1.00	1.00	1.00	1.00
Permanent - Part time	8.02	8.02	8.02	8.02	8.02
Female	7.13	7.13	7.13	7.13	7.13
Male	0.89	0.89	0.89	0.89	0.89
Self-described gender	-	-	-	-	-
Total Planning, Environment and Strategy	69.02	69.02	69.02	69.02	69.02
Community Services					
Permanent - Full time	29.00	29.00	29.00	29.00	29.00
Female	22.00	22.00	22.00	22.00	22.00
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	28.50	28.50	28.50	28.50	28.50
Female	28.50	28.50	28.50	28.50	28.50
Male	-	-	-	-	-
Self-described gender	-	-	-	-	-
Total Community Services	57.50	57.50	57.50	57.50	57.50
Culture and Performance					
Permanent - Full time	32.00	32.00	32.00	32.00	32.00
Female	15.00	15.00	15.00	15.00	15.00
Male	17.00	17.00	17.00	17.00	17.00
Self-described gender	-	-	-	-	-
Permanent - Part time	9.40	9.40	9.40	9.40	9.40
Female	7.40	7.40	7.40	7.40	7.40
Male	2	2	2	2	2
Self-described gender	-	-	-	-	-
Total Culture and Performance	41.40	41.40	41.40	41.40	41.40
Governance, Communications and Community Safety					
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	15.79	15.79	15.79	15.79	15.79
Female	10.49	10.49	10.49	10.49	10.49
Male	5	5	5	5	5
Self-described gender	-	-	-	-	-
Total Governance, Communications and Community Safety	53.79	53.79	53.79	53.79	53.79

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 2025-2026 the FGRS cap has been set at 3.00 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 3.00 percent rate cap applied to the average general rate.

Rates and charges are due on a quarterly instalment basis. The due dates for the 2025-2026 financial year will be:

- 30 September 2025,
- 30 November 2025,
- 28 February 2026 and
- 31 May 2026

(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 2025-2026 to \$80.26 million.

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

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change	
			\$'000	%
General rates	64,612	66,864	2,252	3.49
Service charges	15,059	15,657	598	3.97
Special rates and charges	295	295	-	-
Interest on rates and charges	306	495	189	61.63
Total rates and charges	80,272	83,311	3,039	3.79

** 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	2024-25 Rate in Dollar	2025-26 Rate in Dollar	Change %
General	0.002378	0.002378	-
Farm Land	0.002021	0.002021	-
Commercial/Industrial	0.002758	0.002758	-
Vacant Land - Residential and Specified Low Density Residential Zones	0.003531	0.003531	-
Cultural and Recreational Land	0.000927	0.000927	-

** 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	2024-25 \$'000	2025-26 \$'000	Change \$'000	%
General	60,283	62,460	2,177	3.61
Farm Land	613	628	15	2.45
Commercial/Industrial	3,012	3,117	105	3.49
Vacant Land - Residential and Specified Low Density Residential Zones	656	611	(45)	(6.86)
Cultural and Recreational Land	5	5	-	-
Total amount to be raised by general rates	64,569	66,821	2,252	3.49

** 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	2024-25 Number	2025-26 Number	Change Number	%
Residential	22,820	22,910	90	0.39
Farm Land	143	144	1	0.70
Commercial / Industrial	1,004	1,003	(1)	(0.10)
Vacant Land - Residential and Specified Low Density Residential Zones	239	220	(19)	(7.95)
Cultural and Recreational Land	2	2	-	-
Total number of assessments	24,208	24,279	71	0.29

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	2024-25 \$'000	2025-26 \$'000	Change \$'000	%
Residential	25,350,827	25,500,938	150,111	0.59
Farm Land	303,125	301,525	(1,600)	(0.53)
Commercial / Industrial	1,092,020	1,097,185	5,165	0.47
Vacant Land - Residential and Specified Low Density Residential Zones	185,695	167,985	(17,710)	(9.54)
Cultural and Recreational Land	5,100	5,100	-	-
Total value of land	26,936,767	27,072,733	135,966	0.50

** estimated total value of each type or class of land, and the estimated total value of land to be updated once total value of each type or class of land has 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	2024-25 \$	2025-26 \$	Change \$	%
Waste Management - Residential - Standard service	658.35	679.87	21.52	3.27
Waste Management - 80 litre landfill bin	526.68	543.90	17.22	3.27
Waste Management - 2 x 120 litre landfill bin	921.69	951.82	30.13	3.27
Waste Management - 140 litre landfill bin - fortnightly collection	724.19	747.86	23.67	3.27
Waste Management - 120 litre landfill bin – weekly collection	1,185.03	1,223.77	38.74	3.27
Waste Management - Elderly persons units - bin	164.59	169.97	5.38	3.27

Council has proposed to increase the domestic waste service standard charge by 3.27%.

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	2024-25	2025-26	Change	
	\$	\$	\$	%
Waste Management - Residential - Standard service	12,099,815	12,408,987	309,172	2.56
Waste Management - 80 litre landfill bin	306,528	318,726	12,198	3.98
Waste Management - 2 x 120 litre landfill bin	1,942,001	2,114,944	172,943	8.91
Waste Management - 140 litre landfill bin - fortnightly collection	617,010	719,441	102,431	16.60
Waste Management - 120 litre landfill bin – weekly collection	78,212	79,545	1,333	1.70
Waste Management - Elderly persons units - bin	15,142	15,637	495	3.27

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:

	2024-25	2025-26	Change	
	\$	\$	\$	%
General rates	64,569,068	66,820,742	2,251,674	3.49
Service charges	15,058,708	15,657,280	598,572	3.97
Total Rates and charges	79,627,776	82,478,022	2,850,246	3.58

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

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

	2024-25	2025-26
Number of rateable properties	24,206	24,277
Base Average Rates	\$2,595.86	\$2,672.04
Maximum Rate Increase (set by the State Government)	2.75%	3.00%
Council Rate Cap Applied	2.75%	3.00%
Capped Average Rate based on Council rate cap	\$2,667.29	\$2,752.20
Budgeted General Rates Revenue subject to FGRS	\$ 64,564,340	\$ 66,816,014

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 (I) 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 0.2378 percent (0.2378 cents in the dollar of CIV) for all rateable residential properties and ordinary vacant land;
- A general rate of 0.2021 percent (0.2021 cents in the dollar of CIV) for all rateable farm land properties;
- A general rate of 0.2758 percent (0.2758 cents in the dollar of CIV) for all rateable commercial and industrial properties;
- A general rate of 0.3531 percent (0.3531 cents in the dollar of CIV) for all rateable vacant land - residential and specified low density residential zones; and
- A general rate of 0.0927 percent (0.0927 cents in the dollar of CIV) for all rateable cultural and recreational properties.

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 2024-25 \$'000	Budget 2025-26 \$'000	Change	
			\$'000	%
Animal infringements	3	3	-	-
Infringements & costs	683	783	100	14.64
Town planning fees	1,132	981	(151)	(13.34)
Building fees	310	310	-	-
Total statutory fees and fines	2,128	2,077	(51)	(2.40)

Statutory fees and fines (\$51,000 decrease)

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include animal registrations, *Public Health and Wellbeing Act 2008* registrations and parking fines.

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

4.1.3 User fees

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change	
			\$'000	%
Adult education	207	235	28	13.53
Building services	210	215	5	2.38
Child care/children's programs	453	463	10	2.21
Edendale farm	204	221	17	8.33
Environmental health	281	287	6	2.14
Hall & sports ground hire	280	341	61	21.79
Leisure centre and recreation	14,780	15,361	581	3.93
Pound release	25	25	-	-
Registration fees	855	855	-	-
Subdivision supervision	256	240	(16)	(6.25)
Waste management services	690	690	-	-
Other fees and charges	300	334	34	11.33
Total user fees	18,541	19,267	726	3.92

User fees (\$0.73 million increase)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure and other community facilities and the provision of human services such as family day care and home help services. In setting the Budget, the key principle for determining the level of user charges has been to ensure that increases are generally consistent with cost increases.

Revenue generated from user charges has increased, driven by the increase in charges as listed in **Appendix 1** - Nillumbik Shire Council 2025-2026 Fees and Charges. There is an overall projected increase in revenue generated by 3.92 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 2024-25 \$'000	Budget 2025-26 \$'000	Change \$'000 %	
Grants were received in respect of the following:				
Summary of grants:				
Commonwealth funded grants	4,044	4,092	48	1.19
State funded grants	18,987	7,006	(11,981)	(63.10)
Total grants received	23,031	11,098	(11,933)	(51.81)
(a) Operating Grants				
<i>Recurrent - Commonwealth Government</i>				
Aged care	133	137	4	3.01
Family and children	237	264	27	11.39
Financial Assistance Grants	3,674	3,691	17	0.46
<i>Recurrent - State Government</i>				
Adult education	251	238	(13)	(5.18)
Community Development	-	50	50	100.00
Community health	17	17	-	-
Environment	10	-	(10)	(100.00)
Family and children	473	300	(173)	(36.58)
Maternal and child health	831	661	(170)	(20.46)
School crossing supervisors	355	392	37	10.42
Total recurrent grants	5,981	5,750	(231)	(3.86)
<i>Non-recurrent - Commonwealth Government</i>				
Family and children	307	-	(307)	(100.00)
<i>Non-recurrent - State Government</i>				
Community Development	37	-	(37)	(100.00)
Emergency Management	282	-	(282)	(100.00)
Environment	791	-	(791)	(100.00)
Family and children	390	-	(390)	(100.00)
Recycling and Waste Services	115	-	(115)	(100.00)
Roads	50	-	(50)	(100.00)
Pandemic response	14	-	(14)	(100.00)
Total non-recurrent grants	1,986	-	(1,986)	(100.00)
Total operating grants	7,967	5,750	(2,217)	(27.83)

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change \$'000 %	
(b) Capital Grants				
<i>Non-recurrent - Commonwealth Government</i>				
Footpaths	142	-	(142)	(100.00)
Recreational, leisure and community facilities	5,802	1,866	(3,936)	(67.84)
Roads	2,906	1,182	(1,724)	(59.33)
<i>Non-recurrent - State Government</i>				
Environment	1,098	-	(1,098)	(100.00)
Family and children	775	-	(775)	(100.00)
Recreational, leisure and community facilities	4,285	2,300	(1,985)	(46.32)
Roads	56	-	(56)	(100.00)
Total non-recurrent grants(capital)	15,064	5,348	(9,716)	(64.50)
Total capital grants	15,064	5,348	(9,716)	(64.50)
Total Grants	23,031	11,098	(11,933)	(51.81)

Grants - Operating (\$2.22 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 27.83 percent or \$2.22 million. This is mainly due to a large number of one-off non-recurrent grants received in 2024-2025.

Grants - Capital (\$11.93 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 51.81 percent or \$11.93 million mainly due to specific funding for large capital works projects in 2024-2025.

Section 4.5 Capital works program includes further detailed analysis of the grants and contributions expected to be received during the 2025-2026 year.

4.1.5 Contributions

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change \$'000 %	
Monetary	1,263	104	(1,159)	(91.77)
Non-monetary	-	-	-	-
Total contributions	1,263	104	(1,159)	(91.77)

Contributions (\$1.16 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.

4.1.6 Other income

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change	
			\$'000	%
Interest on investments	1,250	1,350	100	8.00
Other rent	313	327	14	4.47
Sale of valuations	15	20	5	33.33
WorkCover insurance recoveries	150	120	(30)	(20.00)
Reimbursements	335	57	(278)	(82.99)
Other	182	204	22	12.09
Total other income	2,245	2,078	(167)	(7.44)

Other income (\$167,000 decrease)

Other revenue is showing a slight decrease of 7.44 percent compared to the prior financial year mainly due to anticipated interest on investments.

4.1.7 Employee costs

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change	
			\$'000	%
Casual staff	496	455	- 41	(8.27)
Fringe benefits tax and WorkCover	150	120	(30)	(20.00)
Oncost recoveries	9,145	9,560	415	4.54
Wages and salaries	32,756	33,541	785	2.40
Total employee costs	42,547	43,676	1,129	2.65

Employee benefits (\$1.13 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 Council's Enterprise Agreement. The superannuation rate has been increased to 12.00 percent to reflect changes in the superannuation guarantee legislation.

4.1.8 Materials and services

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change \$'000 %	
Contract payments:				
Audit	246	248	2	0.81
External labour hire	53	51	(2)	(3.77)
HACC contracts	249	260	11	4.42
Leisure	13,865	14,183	318	2.29
Other	1,896	2,203	307	16.19
Valuations	55	55	-	-
Waste services	7,821	7,966	145	1.85
Materials and Services:				
Building maintenance	391	390	(1)	(0.26)
Communications	200	210	10	5.00
Corporate information	71	71	-	-
Corporate support	114	97	(17)	(14.91)
Emergency management	267	274	7	2.62
Fleet operations	983	981	(2)	(0.20)
Insurances	1,709	1,823	114	6.67
IT & telephone	2,669	2,591	(78)	(2.92)
Materials, maintenance & equip	10,555	9,693	(862)	(8.17)
Other	484	491	7	1.45
Planning & building services	29	29	-	-
Stationery, printing & postage	344	345	1	0.29
Subscriptions, Publications & Memberships	347	396	49	14.12
Utilities	1,106	1,280	174	15.73
Waste services	2,332	2,718	386	16.55
Total materials and services	45,786	46,355	569	1.24

Materials and services (\$0.57 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 2024-25 \$'000	Budget 2025-26 \$'000	Change \$'000 %	
Property	1,915	2,964	1,049	54.78
Plant & equipment	704	1,145	441	62.64
Infrastructure	12,501	11,116	(1,385)	(11.08)
Total depreciation and amortisation	15,120	15,225	105	0.69

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 2024-25 \$'000	Budget 2025-26 \$'000	Change \$'000	%
Plant & equipment	460	572	112	24.35
Total amortisation - right of use assets	460	572	112	24.35

4.1.11 Other expenses

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change \$'000	%
Aged & family services	444	33	(411)	(92.57)
Arts and cultural services	444	428	(16)	(3.60)
Community development	328	228	(100)	(30.49)
Council support	4	4	-	-
Councillors' allowances	323	323	-	-
Economic development	394	395	1	0.25
Environmental works	85	78	(7)	(8.24)
Leisure & education services	9	10	1	11.11
Library contributions (Yarra Plenty Regional Library)	3,197	3,277	80	2.50
Municipal laws	53	53	-	-
Short-term lease hire	22	25	3	13.64
Other	1,597	936	(661)	(41.39)
Payment agents & bank fees	189	200	11	5.82
Planning & building	97	97	-	-
Strategic planning	68	118	50	73.53
Youth services	9	3	(6)	(66.67)
Total other expenses	7,263	6,208	(1,055)	(14.53)

Other expenses (\$1.06 million decrease)

Other expenses are forecast to decrease by 14.53 percent or \$1.06 million. This is mainly as a result of reductions in aged and family services related expenditure and costs associated with the 2024 Council elections.

4.2 Balance Sheet

4.2.1 Assets

Current Assets (\$9.98 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 (\$5.68 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 (\$6.13 million decrease)

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

Non Current Liabilities (\$1.27 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.

	2024-25	2025-26
	\$	\$
Amount borrowed as at 30 June of the prior year	19,683	17,066
Amount proposed to be borrowed	-	2,100
Amount projected to be paid	(2,617)	(2,746)
Amount of borrowings as at 30 June	17,066	16,420

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 2024-25 \$'000	Budget 2025-26 \$'000
Right-of-use assets		
Plant and equipment	1,661	1,865
Total right-of-use assets	1,661	1,865
Lease liabilities		
Current lease Liabilities		
Plant and equipment	450	321
Total current lease liabilities	450	321
Non-current lease liabilities		
Plant and equipment	1,212	1,544
Total non-current lease liabilities	1,212	1,544
Total lease liabilities	1,662	1,865

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 (\$1.94 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 (\$3.09 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 such as developer contributions and asset sales.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities (\$14.78 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 (\$23.30 million decrease)

The overall decrease is a reflection of timing of cash flows associated with the capital works program for the 2025-2026 year. The statement of capital works provides a full detail of projects for the 2025-2026 year.

4.4.3 Net cash flows provided by/used in financing activities (\$1.83 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 2025-26 year, classified by expenditure type and funding source.

4.5.1 Summary

	Forecast 2024-25 \$'000	Budget 2025-26 \$'000	Change	
			\$'000	%
Property	6,161	4,178	(1,983)	(32.19)
Plant and equipment	2,265	1,614	(651)	(28.73)
Infrastructure	40,216	15,666	(24,550)	(61.05)
Total	48,642	21,458	(27,184)	(55.89)

* Forecast includes capital works projects carried forward from 2023-2024 - \$29.14 million

4.5.1 (a) Property (\$4.18 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 (\$1.61 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 (\$15.67 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 2025-2026 year, \$2.83 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).

\$6.97 million will be expended on recreational, leisure and community facilities, key projects being:

- Edendale / Eltham dog park trail connection (\$2 million);
- Yarrambat Football Club change rooms (\$1.8 million)
- Carpark upgrades (\$0.55 million) and
- Diamond Creek Pool - plant room and equipment (\$0.35 million).

\$0.64 million will be expended on parks, open space and streetscapes, key projects being:

- Playground renewal and upgrades (\$0.32 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.

\$0.95 million will be expended on drainage renewal and upgrade projects.

\$2.79 million will be expended on waste management in relation to the rehabilitation of the Kangaroo Ground landfill site.

\$0.28 million will be expended on bridge works.

Other infrastructure expenditure includes

- Major roads street lighting lamp replacement (\$0.1 million)
- Street tree planting (\$0.13 million) and
- Melbourne Water flood mapping (\$90,000).

Asset Class	Project Cost	Asset expenditure types			
		Renewal	Upgrade	Expansion	New
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	4,178	1,538	710	1,930	-
Plant and equipment	1,614	1,614	-	-	-
Infrastructure	15,666	6,622	6,348	330	2,365
Total	21,458	9,774	7,058	2,260	2,365

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	4,178	965	-	2,598	615
Plant and equipment	1,614	-	-	1,614	-
Infrastructure	15,666	4,383	-	9,798	1,485
Total	21,458	5,348	-	14,010	2,100

Grants - Capital (\$5.35 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 2025-2026 include funding for the Edendale / Eltham dog park trail connection, Yarrambat Football Club change rooms, Diamond Creek mens shed, and road and carpark renewal and carpark upgrades. A list of projects with their funding source is provided below in 4.5.2.

Council Cash (\$14.01 million)

It is expected that in 2025-2026, \$14.01 million of rates revenue will be used to fund various capital projects including the Kangaroo Ground landfill rehabilitation (\$2.79 million) and Buildings renewal works (\$1.53 million).

Borrowings (\$2.1 million)

For 2025-2026, \$2.1 million of reserve fund will be used to fund part of the new capital works program including:

- Diamond Creek mens shed (\$0.96 million); and
- Yarrambat Football Club change rooms (\$0.9 million).

\$1.33 million will be set aside to enable Council to respond to potential Government grant funding opportunities.

4.5.2 Capital works program

For the year ending 30 June 2026

* The below is a schedule of proposed and planned works for the 2025-2026 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
PROPERTY					
LAND	-	-	-	-	-
LAND IMPROVEMENTS	-	-	-	-	-
BUILDINGS					
Asset renewal expenditure					
Buildings renewal (including public toilets)	1,538	-	-	1,538	-
Total asset renewal expenditure - buildings	1,538	-	-	1,538	-
Asset upgrade expenditure					
Civic Drive accessible lift and car parking	100	-	-	100	-
Disability access works upgrade	100	-	-	100	-
Buildings upgrade	400	-	-	400	-
Climate Action Fund	110	-	-	110	-
Total asset upgrade expenditure - buildings	710	-	-	710	-
Asset expansion expenditure					
Diamond Creek mens shed	1,930	965	-	350	615
Total asset expansion expenditure - buildings	1,930	965	-	350	615
TOTAL BUILDINGS	4,178	965	-	2,598	615
BUILDING IMPROVEMENTS	-	-	-	-	-
LEASEHOLD IMPROVEMENTS	-	-	-	-	-
HERITAGE BUILDINGS	-	-	-	-	-
TOTAL PROPERTY	4,178	965	-	2,598	615
PLANT AND EQUIPMENT					
PLANT, MACHINERY AND EQUIPMENT (PM&E)					
Asset renewal expenditure					
Fleet replacement	263	-	-	263	-
Major plant replacement	1,351	-	-	1,351	-
Total asset renewal expenditure - PM&E	1,614	-	-	1,614	-
TOTAL PLANT, MACHINERY & EQUIPMENT	1,614	-	-	1,614	-
FIXTURES, FITTINGS AND FURNITURE (FF&F)					
COMPUTERS AND TELECOMMUNICATIONS	-	-	-	-	-
HERITAGE PLANT AND EQUIPMENT	-	-	-	-	-
LIBRARY BOOKS	-	-	-	-	-
TOTAL PLANT AND EQUIPMENT	1,614	-	-	1,614	-

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
INFRASTRUCTURE					
ROADS					
Asset renewal expenditure					
Road and carpark renewal	1,640	782	-	858	-
Total asset renewal expenditure - roads	1,640	782	-	858	-
Asset upgrade expenditure					
Road safety	390	-	-	390	-
Road upgrade	800	400	-	400	-
Total asset upgrade expenditure - roads	1,190	400	-	790	-
TOTAL ROADS	2,830	1,182	-	1,648	-
BRIDGES					
Asset renewal expenditure					
Bridge renewal	150	-	-	150	-
Total asset renewal expenditure - bridges	150	-	-	150	-
New asset expenditure					
Alistair Knox Park shared trail bridge planning and design	135	-	-	135	-
Total new asset expenditure - bridges	135	-	-	135	-
TOTAL BRIDGES	285	-	-	285	-
FOOTPATHS AND CYCLEWAYS					
Asset renewal expenditure					
Footpath renewal	350	-	-	350	-
Total asset renewal expenditure - footpaths	350	-	-	350	-
New asset expenditure					
Footpaths new	280	-	-	280	-
Total new asset expenditure - footpaths	280	-	-	280	-
TOTAL FOOTPATHS AND CYCLEWAYS	630	-	-	630	-
DRAINAGE					
Asset renewal expenditure					
Drainage (reactive)	400	-	-	400	-
Total asset renewal expenditure - drainage	400	-	-	400	-
Asset upgrade expenditure					
Drainage (proactive)	550	-	-	550	-
Total asset upgrade expenditure - drainage	550	-	-	550	-
TOTAL DRAINAGE	950	-	-	950	-
RECREATIONAL, LEISURE AND COMMUNITY FACILITIES					
Asset renewal expenditure					
Trails renewal	300	-	-	300	-
Diamond Creek Pool - plant room and equipment	350	-	-	350	-
Sports infrastructure renewal	225	-	-	225	-
Total asset renewal expenditure - RL&CF	875	-	-	875	-

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
Asset upgrade expenditure					
Trail upgrades	100	-	-	100	-
Carpark upgrades	550	-	-	550	-
Sports Infrastructure upgrade	220	-	-	220	-
Funding allocation to potential grant opportunities (if required)	1,326	300	-	-	1,026
Yarrambat Football Club change rooms	1,802	901	-	442	459
Total asset upgrade expenditure - RL&CF	3,998	1,201	-	1,312	1,485
New Asset expenditure					
Edendale / Eltham dog park trail connection	2,000	2,000	-	-	-
QS and planning for future grant funding opportunities	100	-	-	100	-
Total new asset expenditure - RL&CF	2,100	2,000	-	100	-
TOTAL RECREATIONAL, LEISURE AND COMMUNITY FACILITIES	6,973	3,201	-	2,287	1,485
PARKS, OPEN SPACE AND STREETSCAPES (POSS)					
Asset renewal expenditure					
Public open space infrastructure renewal	150	-	-	150	-
Playground renewal	195	-	-	195	-
Total asset renewal expenditure - POSS	345	-	-	345	-
Asset upgrade expenditure					
Panton Hill bushland reserves management plan implementation	20	-	-	20	-
Playground upgrade	120	-	-	120	-
Public open space infrastructure upgrade	150	-	-	150	-
Total asset upgrade expenditure - POSS	290	-	-	290	-
TOTAL PARKS, O/SPACE & STREETSCAPES	635	-	-	635	-
WASTE MANAGEMENT					
Asset renewal expenditure					
Landfill rehabilitation	2,792	-	-	2,792	-
Total asset renewal expenditure - Waste Management	2,792	-	-	2,792	-
TOTAL WASTE MANAGEMENT	2,792	-	-	2,792	-
AERODROMES	-	-	-	-	-
OFF STREET CAR PARKS	-	-	-	-	-
OTHER INFRASTRUCTURE					
Asset renewal expenditure					
Bus shelters	20	-	-	20	-
Edendale Farm fencing replacement program (stage 1)	50	-	-	50	-
Total asset renewal expenditure - Other Infrastructure	70	-	-	70	-
Asset upgrade expenditure					
Signage (non-regulatory) upgrade	50	-	-	50	-
Townships and streetscapes	80	-	-	80	-
Melbourne Water flood mapping	90	-	-	90	-
Major roads street lighting lamp replacement	100	-	-	100	-
Total asset upgrade expenditure - Other Infrastructure	320	-	-	320	-

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
Asset expansion expenditure					
Fire fighting water storage tanks	50	-	-	50	-
Total asset expansion expenditure - Other Infrastructure	50	-	-	50	-
New Asset expenditure					
Street trees	130	-	-	130	-
Total new asset expenditure - Other Infrastructure	130	-	-	130	-
TOTAL OTHER INFRASTRUCTURE	570	-	-	570	-
TOTAL INFRASTRUCTURE	15,666	4,383	-	9,798	1,485
TOTAL CAPITAL WORKS 2025-2026	21,458	5,348	-	14,010	2,100

2. Summary

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
Asset renewal expenditure	9,774	782	0	8,992	0
Asset upgrade expenditure	7,058	1,601	0	3,972	1,485
Asset expansion expenditure	2,260	965	0	680	615
New asset expenditure	2,365	2,000	0	365	0
TOTAL CAPITAL WORKS	21,458	5,348	-	14,010	2,100

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 2023/24	Forecast Actual 2024/25	Target 2025/26	Target Projections			Trend
Governance									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	69.3	69.5	69.7	69.9	70.1	70.3	+
Roads									
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	95.47%	95.66%	95.85%	96.04%	96.24%	96.43%	+
Statutory planning									
Planning applications decided within the relevant required timeframe	Number of planning application decisions made within the relevant required time / Number of decisions made	3	64.02%	64.34%	64.66%	64.99%	65.31%	65.64%	+
Waste management									
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	70.61%	70.82%	71.03%	71.25%	71.46%	71.68%	+

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual 2023/24	Forecast Actual 2024/25	Target 2025/26	Target Projections			Trend
Liquidity									
Working Capital	Current assets / current liabilities	5	184.56%	135.34%	127.81%	127.61%	135.20%	151.67%	+
Obligations									
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	6	100.31%	246.54%	110.88%	72.66%	81.60%	77.88%	-

Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	7	75.11%	72.22%	74.07%	74.15%	74.15%	74.15%	o
Efficiency									
Expenditure level	Total expenses/ no. of property assessments	8	\$5,061.00	\$4,624.28	\$4,655.88	\$4,755.87	\$4,858.18	\$4,974.71	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 timeframe

This measure is reflective of recent trends, with the result increasing over time due to system and process improvements.

4. Kerbside collection waste diverted from landfill

We aim to increase this measure steadily over the coming financial years through ongoing waste education and communications. 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 work towards increasing the amount of renewal spending to a sustainable level 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 2024-25	Budget 2025-26	Strategic Resource Plan Projections			Trend +/-
Operating position								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(1.0%)	(0.5%)	0.1%	0.4%	0.5%	+
Liquidity								
Unrestricted cash	Unrestricted cash / current liabilities	2	43.3%	16.6%	15.6%	21.2%	31.9%	-
Obligations								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	3	21.3%	19.7%	15.5%	11.8%	8.4%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		4.5%	4.3%	4.4%	4.0%	3.5%	+
Indebtedness	Non-current liabilities / own source revenue		30.9%	28.6%	23.7%	20.6%	17.8%	+
Stability								
Rates effort	Rate revenue / CIV of rateable properties in the municipal district		0.30%	0.31%	0.32%	0.32%	0.33%	o
Efficiency								
Revenue level	Residential rate revenue / no. of residential property assessments		\$3,289	\$3,397	\$3,499	\$3,604	\$3,712	o
Workforce turnover	Number of permanent staff resignations and terminations for the financial year / Average number of permanent staff for the financial year		13.6%	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.

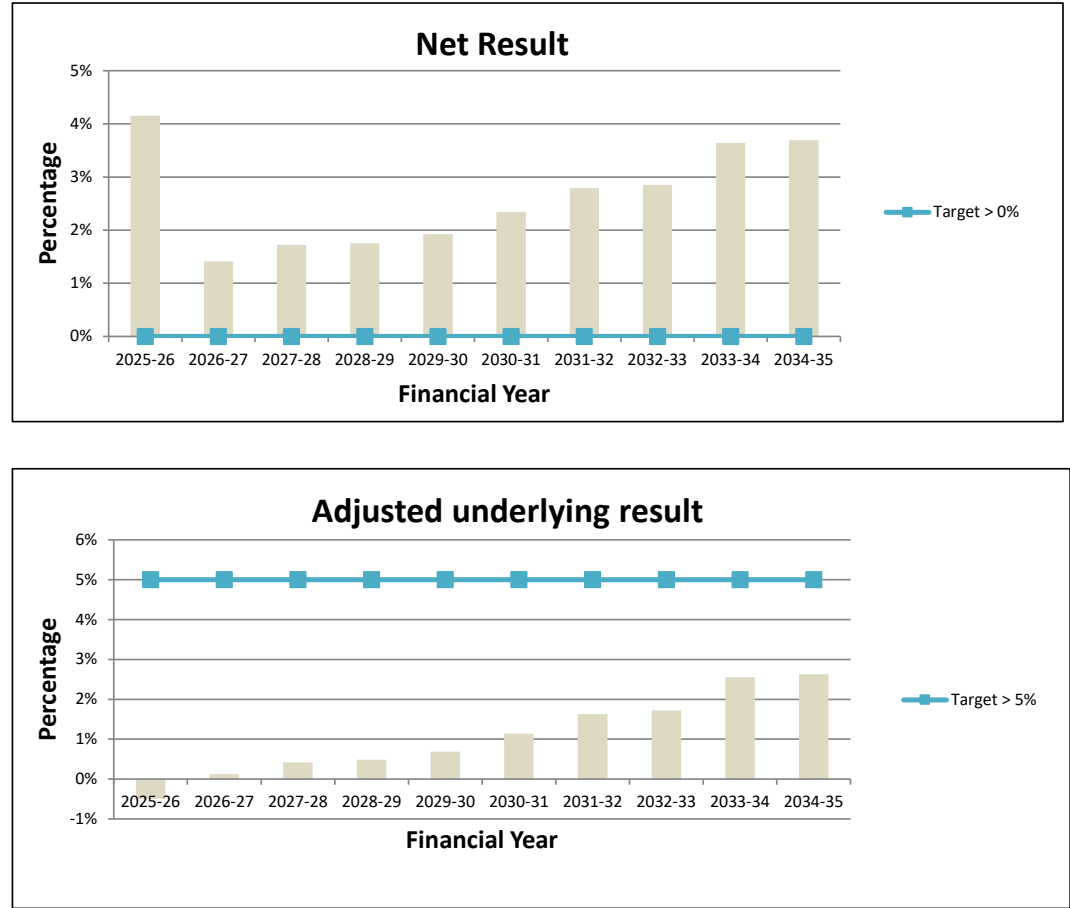
3. Debt compared to rates

The results illustrate Council's commitment to pay down existing loans.

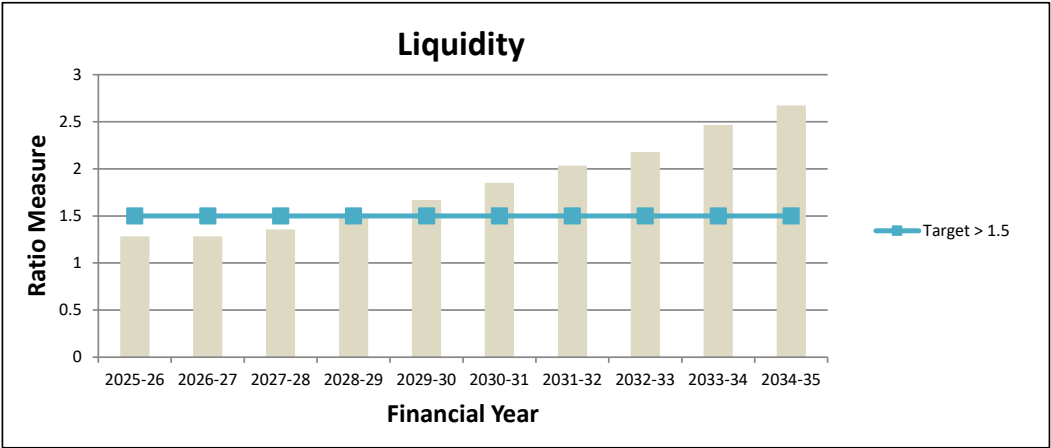
Financial Sustainability Performance

This appendix outlines Council's performance against the adopted financial sustainability plan indicators for the period 2025-26 to 2034-35

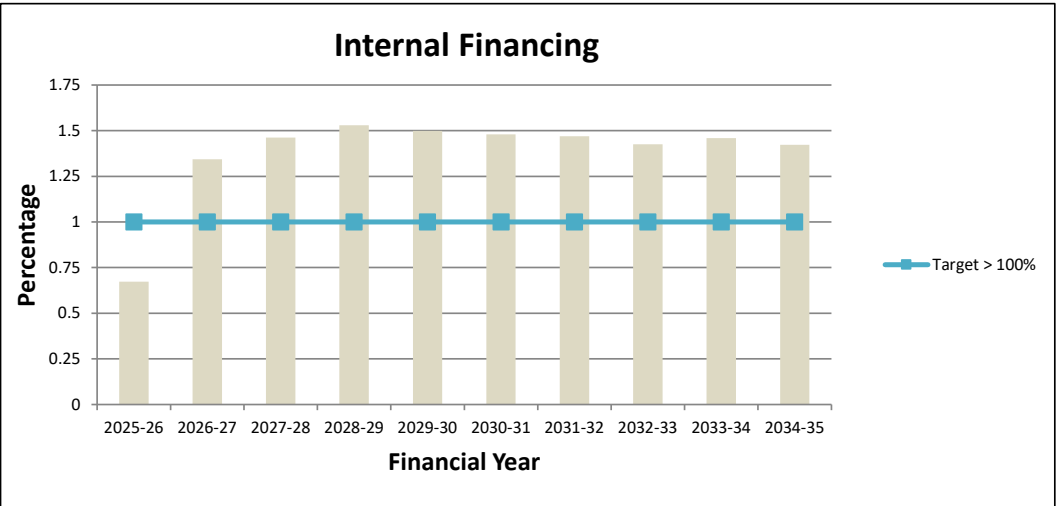
Financial Sustainability Plan indicators



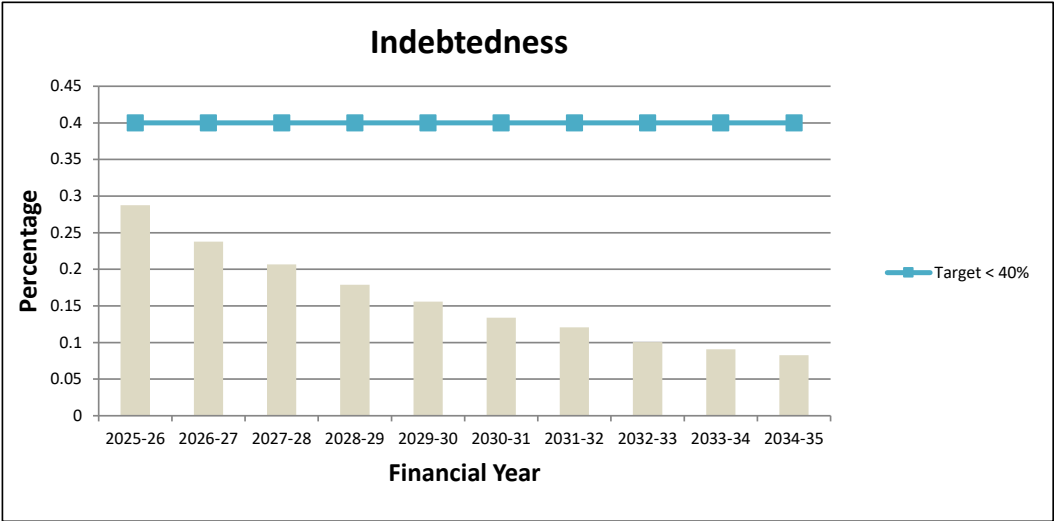
The net result projects that an operating surplus is expected to be achieved in each of the forecast years, but recognises the reliance on grant funding particularly in 2025-2026. The forecast underlying surplus results reflect limited growth in own-source revenue and continued maintenance of operational 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.



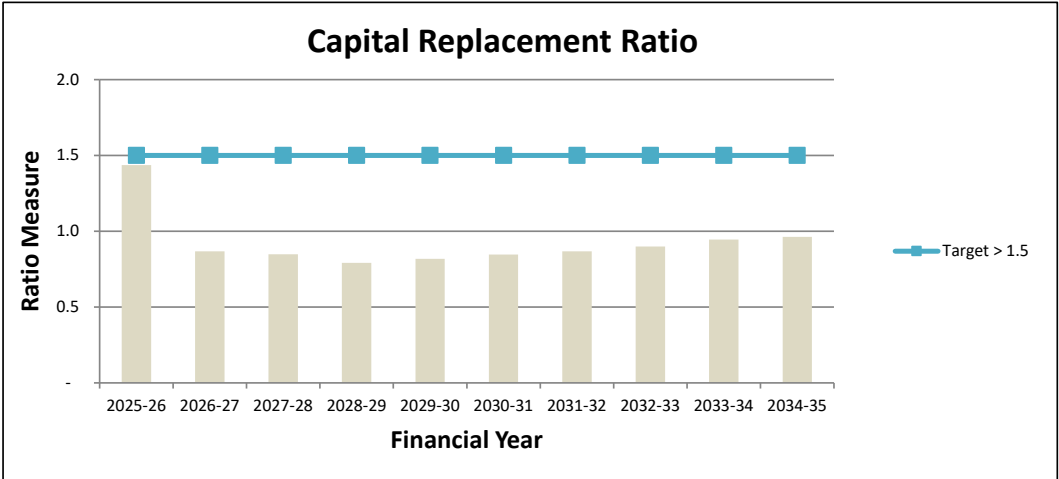
Council's liquidity forecasts is showing an improving trend and reflects liabilities, including borrowing maturities and a greater proportion of the provision for landfill rehabilitation becoming current, with cash balances lowering as capital projects are completed. Council does not budget for non-recurrent grant funding.



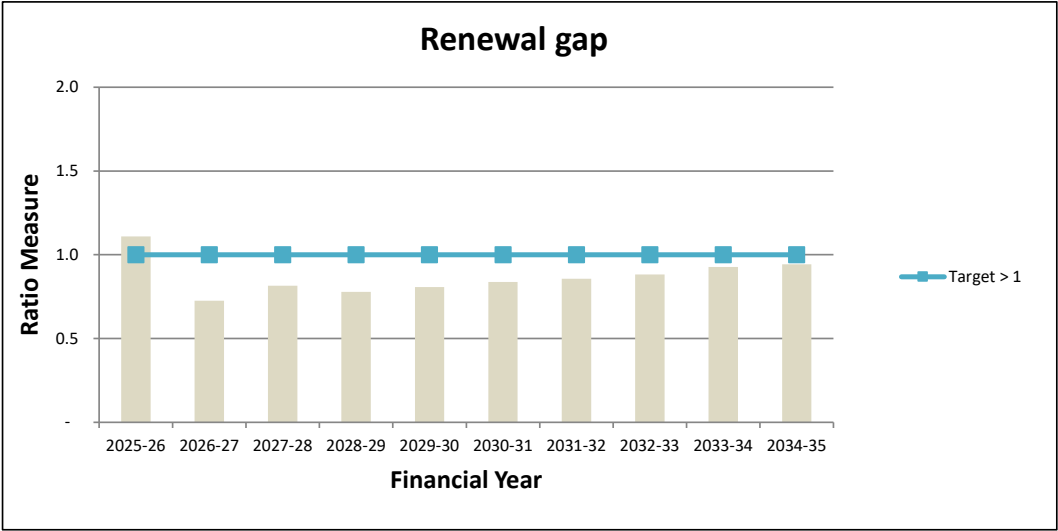
The internal financing forecasts Council's ability to finance capital works from generated cash flow. The trend is driven by the forecast capital works program, reflecting known funding sources.



Council continues to repay its existing loans and borrowings and proposes new loans of \$2.1 million in 2025-2026 for specific capital works projects. 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

Nilumbik Shire Council 2025-26 DRAFT Fees & Charges

Note: * indicates Statutory Fee

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Waste Management			
Bin tows	1	31.50	31.50
120 litre green waste bin	1	83.50	83.50
240 litre green waste bin	1	99.00	99.00
80 litre landfill bin	1	73.00	73.00
120 litre landfill bin	1	83.50	83.50
140 litre landfill bin	1	89.00	89.00
120 litre recycling bin	1	83.50	83.50
240 litre recycling bin	1	99.00	99.00
Recycling and Recovery Centre			
Recycling & Recovery Centre - NSC Resident			
Minimum charge	1	27.50	29.00
Car boot	1	54.50	57.00
Station wagon	1	67.00	70.00
Small utility / van	1	82.50	85.00
Medium utility / van	1	123.50	127.00
Large ute	1	130.00	133.00
Large van	1	151.00	155.00
6 x 4 trailer	1	105.00	108.00
6 x 4 trailer high side	1	151.00	155.00
7 x 5 trailer	1	128.00	132.00
7 x 5 trailer high side	1	153.00	157.00
8 x 6 tandem trailer	1	157.50	165.00
8 x 6 tandem trailer high side	1	173.00	180.00
White goods - refrigerator, air-conditioners, freezer etc.	1	49.00	52.00
Mattress - king / queen / double	1	52.50	55.00
Mattress - single / baby	1	37.50	40.00
Car tyre	1	21.00	24.00
Car tyre with rim	1	24.00	27.00
4WD tyre	1	25.00	28.00
4WD tyre with rim	1	28.50	30.00
Motor bike tyre	1	18.00	21.00
Motor bike tyre with rim	1	18.00	21.00
Truck tyre	1	46.00	49.00
Truck tyre with rim	1	52.50	56.00
Large tractor tyre	1	187.50	190.00
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	42.00	46.00
Car boot	1	82.00	87.00
Station wagon	1	100.00	106.00
Small utility / van	1	125.00	132.00
Medium utility / van	1	185.00	200.00
Large ute	1	195.00	210.00
Large van	1	225.00	240.00
6 x 4 trailer	1	155.00	165.00
6 x 4 trailer high side	1	225.00	230.00
7 x 5 trailer	1	190.00	200.00
7 x 5 trailer high side	1	230.00	240.00
8 x 6 tandem trailer	1	235.00	245.00
8 x 6 tandem trailer high side	1	260.00	300.00
White goods - refrigerator, air-conditioners, freezer etc.	1	75.00	85.00
Mattress - king / queen / double	1	75.00	85.00
Mattress - single / baby	1	57.00	67.00
Car tyre	1	32.00	36.00
Car tyre with rim	1	36.00	40.00
4WD tyre	1	38.00	42.00
4WD tyre with rim	1	43.00	47.00
Motor bike tyre	1	27.00	30.00
Motor bike tyre with rim	1	27.00	30.00
Truck tyre	1	70.00	75.00
Truck tyre with rim	1	80.00	85.00
Large tractor tyre	1	280.00	290.00
Scrap metal (including stoves and washing machines)	1	5.00	6.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Household recycling - paper, cardboard & containers	Car boot	50.00	50.00
E-waste	Per item	5.00	6.00
Infrastructure			
* 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)	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)	As per Subdivision Act	As per Subdivision Act
Multi unit and multi lot development supervision and plan checking	Flat rate (scaled for number of allotments)	1-3 lots: \$682.00 4-10 lots: \$963.00 >10 lots: 3.25% of estimated cost of works	1-3 lots: \$682.00 4-10 lots: \$963.00 >10 lots: 3.25% of estimated cost of works
Commercial and industrial development supervision and plan checking fee	Flat rate	New	963.00
Non-subdivision development plan checking resubmission fee	Flat rate	154.00	154.00
Copy of additional approved engineering plans	Flat rate	143.00	143.00
Capital Works			
* Storm water and drainage information		159.50	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	705.50	Monetary fee unit
* Arterial road - not conducted on any part of the roadway, shoulder or pathway	Per site	493.20	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	703.80	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	383.80	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	383.80	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	98.00	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	261.30	Monetary fee unit
* Arterial road - not conducted on any part of the roadway, shoulder or pathway	Per site	155.10	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	151.90	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	98.00	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	151.90	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	98.00	Monetary fee unit
* Vehicle crossing	Per site	331.00	331.00
* Landscaping of nature strip	Per site	98.00	Monetary fee unit
Stormwater drainage connection:			
- Easement or connection not requiring road opening	Per site	98.00	Monetary fee unit
- Connection requiring road opening	Per site	383.80	Monetary fee unit
Reinstatement costs			
Asset reinstatements	Council claims actual cost of works plus a 30% surcharge plus GST	Actual cost of works plus a 30% surcharge plus GST	Actual cost of works plus a 30% surcharge plus GST
Road pavements	2m ² to 10m ² (per m ²)	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
	Greater than 10m ² (per m ²)	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 m ²)	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
- Crossovers	150mm concrete (per m ²)	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 m ²)	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)	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
Saw cutting	Per lineal metre	As per contract rates plus a 3% administration charge	As per contract rates plus a 3% administration charge
Traffic control	Per controller (per hour)	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 10m ² - 30% surcharge on invoice price			
Under 20m ² - 15% surcharge on invoice price			
Above 20 m ² - no surcharge applied			
Traffic and Transport			
Endorse Traffic Guidance Scheme (not applicable to community run events)	Per traffic guidance scheme	165.00	198.00
Building Services			
Building permit (within Nillumbik)	Value of works between \$1 - \$5,000	POA - minimum \$850 (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	POA - minimum \$1,100 (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	POA - minimum \$1,200 (includes a maximum of 3 inspections)	POA - minimum \$1,200 (includes a maximum of 3 inspections)

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Building permit (within Nillumbik)	Value of works between \$50,001 - \$100,000	POA - minimum \$1,600 (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	POA - minimum \$1,800 (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	POA - minimum \$2,000 (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	POA - minimum \$2,200 (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	POA - minimum \$2,500 (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	POA - minimum \$2,600 (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	POA	POA
Building permit (within Nillumbik) - additional inspections	Fee per additional inspection (beyond quantity provided for in permit contract)	POA - minimum \$170 (maximum 1 hour)	POA - minimum \$170 (maximum 1 hour)
Building inspection (within Nillumbik) - commercial	Per hour	170.00	170.00
Building inspection (outside Nillumbik boundaries)	Per hour	260.00	260.00
Multiple dwelling application (within Nillumbik)	Per application (excludes apartment building applications - considered under commercial)	POA	POA
Building permit (within Nillumbik) - demolition permit	Per demolition permit application	POA - minimum \$950 (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	1,000.00	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	400.00	POA - minimum \$400
Building permit (outside Nillumbik boundaries)	Fee per building permit application	POA	POA
Multiple dwelling application (outside Nillumbik boundaries)	Per application (Excludes apartment building applications - considered under commercial)	POA	POA
* Section 29A consent	Per request	93.90	As advised
* Requesting adjoining neighbours comments	Per request	120.00	120.00
* Report & consents (dispensations)	Per request	320.20	As advised
Report (dispensations)	Per application	455.00	455.00
Extension of time	Per application for extension of time	315.00	315.00
Above ground swimming pool (within Nillumbik)	Per application	POA - minimum \$880 (includes a maximum of 2 inspections)	POA - minimum \$880 (includes a maximum of 2 inspections)
Certificate of pool and spa barrier compliance	Per application	\$355 (includes 1 inspection and a 2nd minor re inspection, any additional required inspection to be charged at a rate of \$155 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	35.10	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	52.10	As advised
* Lodgement of certificate of swimming pool and spa barrier compliance	Per application	22.50	As advised
* Pool registration and Form 23 built after 1/1/2020	Per application	57.60	As advised
* Failure to lodge pool/spa compliance certificate	1	1,923.10	10 penalty units
* Lodgement of pool and spa barrier noncompliance certificate	1	424.60	26 Fee units
Building inspection for selected private building surveyor (within Nillumbik)	Per building inspection	250.00	250.00
Building inspection for selected private building surveyor (outside Nillumbik boundaries)	Per building inspection	300.00	300.00
Permission to retain illegal structures	Value of works	POA	POA
* Property Information Regulation 51(1)	Per property information request - Building form 10, As advised by VBA	52.10	As advised
* Property Information Regulation 51(2)	Per property information request - Building form 10, As advised by VBA	52.10	As advised
* Property Information Regulation 51(1) or 51(2) Fast track fee	Per priority request - additional charge for priority property information request	125.00	125.00
* Property Information Regulation 51(3)	Certificate of building permit	52.10	As advised
Building permit - copy	Occupancy permit, certificate of final inspection	80.00	80.00
Building miscellaneous	Certificate of domestic work insurance	80.00	80.00
Building miscellaneous	Plans / computations / reports - plans (includes \$50 non-refundable search fee)	260.00	260.00
Building miscellaneous	Plans / computations / reports - soil report (includes \$50 non-refundable search fee)	155.00	155.00
Building miscellaneous	Plans / computations / reports - truss computations (includes \$50 non-refundable search fee)	155.00	155.00
Building miscellaneous	All available commercial permit information	POA	POA
Building miscellaneous	Per permit for commercial & industrial plans (Depends on number of plans - electronic copies only)	265.00	265.00
Copy document fee	A4 paper (black and white per page)	0.30	0.30
Copy document fee	A3 paper (black and white per page)	0.80	0.80
Copy document fee	A0 paper (black and white per page)	5.55	5.55
* Section 30 lodgement fee	Per external lodgement - (Set by VBA)	134.80	As advised

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
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.	220.00	220.00
Liquor licence inspection and report fee	Per inspection and report request	850.00	850.00
Bushfire attack level	Per request and assessment	330.00	330.00
* Report and consent - Regulation 116	Per application	325.00	As advised
* Report and consent -Siting	Per application	448.30	As advised
Hoarding permit (street occupation)	Per occupied area, or minimum fee	\$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	645.00	645.00
Commercial building permits	Works within Nillumbik	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)	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	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)	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	170.00	170.00
Commercial building inspection (outside Nillumbik)	Per inspection	225.00	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.	230.00	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	480.00	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	800.00	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	1,600.00	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)	225.00	225.00
Occupancy permit - place of public entertainment (POPE) - events held within a building	Event conducted within a building	POA	POA
Siting of temporary structures	Per siting request/application approval	350.00	350.00
Siting of temporary structures	Inspection fee per hour if an inspection is required outside standard business hours	225.00	225.00
Asset Protection or Out of Hours Work Fee	Per site	480.00	480.00
Site Property Sign	Per sign	Actual cost of SIGN plus a 10% surcharge plus GST	Actual cost of SIGN plus a 10% surcharge plus GST
Replacement of Street Tree	Per tree	Actual cost of works plus a 30% surcharge plus GST	Actual cost of works plus a 30% surcharge plus GST
Street sweeper rental with Operator per hour	Per hour	Actual cost of works plus a 30% surcharge plus GST	Actual cost of works plus a 30% surcharge plus GST
Environmental Health			
Initial registration of food premises	Class one premises	993.00	1,107.00
Initial registration of food premises	Class two premises	888.00	1,071.00
Initial registration of food premises	Class three premises	522.50	770.00
Plans approval fee of premises	Premises	193.50	200.00
Initial registration of food premises	Community group - class 2	444.00	460.00
Initial registration of food premises	Community group - class 3	261.00	270.00
Notification of food premises	Class four premises	-	-
Renewal registration of food premises	Class one premises	784.00	812.00
Renewal registration of food premises	Class two premises	716.00	741.00
Renewal registration of food premises	Class three premises	449.50	465.00
Renewal registration of food premises	Community group - class 2	355.00	368.00
Renewal registration of food premises	Community group - class 3	225.00	233.00
Food premises additional inspection	Other than mandatory inspection and 1 follow up	209.00	217.00
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)	133.00	138.00
Temporary food premises permit	Single event	94.00	97.50
Temporary food premises permit	Community group single event	47.00	48.50
Pre purchase Inspection (within 5 working days)	Food or health premises	-	511.00
Pre purchase Inspection (within 10 working days)	Food or health premises	209.00	300.00
Failed sampling result	2nd and subsequent sampling results	198.50	205.50
Street-trader registration	Class two premises	606.00	720.00
Street-trader registration	Class three premises	449.50	465.50
Street-trader registration	Community group - class 2	188.00	194.50
Street-trader registration	Community group - class 3	136.00	140.75
Additional component	Per additional component (eg bakery, butcher, deli) to main activity	165.00	170.75
Additional staff	Additional charge per staff EFT over 5 for all premises	11.00	25.00
Hairdresser registration - initial only	1	292.50	302.50
Beauty therapy registration	1	324.00	335.50
Beauty therapy renewal	1	221.50	229.50

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Skin penetration registration	1	365.50	378.50
Skin penetration renewal	1	270.00	279.50
Prescribed accommodation - renewal	Fee for < 10 beds	313.50	324.50
	Fee for 10 - 20 beds	501.50	519.00
	Fee for > 20 beds	637.50	660.00
Prescribed accommodation - registration	Fee for < 10 beds	480.50	497.50
	Fee for 10 - 20 beds	669.00	692.50
	Fee for > 20 beds	804.50	833.00
Aquatic facility registration	Category 1 aquatic facility	298.00	308.50
Aquatic facility renewal	Category 1 aquatic facility	298.00	308.50
Health - colonic irrigation registration	1	219.50	227.00
Health - colonic irrigation renewal	1	219.50	227.00
Health - Transfer	1	188.00	194.50
Scare Gun permit	1	188.00	194.50
Domestic Wastewater Management (cost recovery)			
* Septic application	1	798.20	48.88 fee units
* Minor alteration to OWMS	1	608.30	37.25 fee units
* Transfer a permit	1	162.20	9.93 fee units
* Amend a permit	1	169.50	10.38 fee units
* Renew a permit	1	135.70	8.31 fee units
* Exemption	1	239.60	14.67 fee units
* Report and consent	1	320.23	19.61 fee units
Search for septic plans	1	52.00	54.00
Application to retain septic system in reticulated area	Includes site inspection, records search and one water sample analysis	798.20	48.88 fee units
Statutory Planning			
Planning miscellaneous - history	Per request - general planning information (permits & dates etc.)	162.00	162.00
Planning miscellaneous - written planning advice	Per request - for written planning information/advice	188.00	200.00
Planning miscellaneous - copy of permit	Copy of permit (price per permit, without endorsed plans)	77.00	77.00
Planning miscellaneous - permit information (1 Permit)	Planning permit details (copies of permits, including endorsed plans, price per permit). One permit	156.50	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	266.50	266.50
Planning miscellaneous - multiple permit information	Planning permit details (copies of permits, including endorsed plans, price per permit) Search all permits	397.00	397.00
Planning - miscellaneous consents	Miscellaneous consents (eg. S173)	491.00	500.00
Planning - miscellaneous consents for tree removal whereby a planning permit is concurrently being assessed for those trees	Miscellaneous consents (eg S173) for tree removal when those trees are concurrently being considered with a planning permit application for tree removal (a 10P app) and an arborist report has been provided. This fee must be charged in addition to the statutory fee for tree removal	New	250.00
Planning - fast track tree removal miscellaneous consent	Miscellaneous consent fast track (eg. S173 for up to 2 trees)	804.50	500.00 + (313.50 + CPI)
Planning - extension of time (1st)	Request for extension of time to permit - first request	395.00	400.00
Planning - extension of time (subsequent)	Request for extension of time to permit - subsequent requests	510.00	600.00
* 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	1,453.40	1,453.40 + CPI
* Planning	Class 2	220.60	220.60 + CPI
* Planning	Class 3	694.00	694.00 + CPI
* Planning	Class 4	1,420.70	1,420.70 + CPI
* Planning	Class 5	1,535.00	1,535.00 + CPI
* Planning	Class 6	1,649.30	1,649.30 + CPI
* Planning	Class 7	220.50	220.50 + CPI
* Planning	Class 8	473.60	473.60 + CPI
* Planning	Class 9	220.50	220.50 + CPI
* Planning	Class 10	220.50	220.50 + CPI
* Planning	Class 11	1,265.60	1,265.60 + CPI
* Planning	Class 12	1,706.50	1,706.50 + CPI
* Planning	Class 13	3,764.10	3,764.10 + CPI
* Planning	Class 14	9,593.90	9,593.90 + CPI
* Planning	Class 15	28,291.70	28,291.70 + CPI
* Planning	Class 16	63,589.00	63,589.00 + CPI
* Subdivision	Class 17	1,453.40	1,453.40 + CPI
* Subdivision	Class 18	1,453.40	1,453.40 + CPI
* Subdivision	Class 19	1,453.40	1,453.40 + CPI
* Subdivision	Class 20	1,453.40	1,453.40 + CPI
* Subdivision	Class 21	1,453.40	1,453.40 + CPI
* Planning	Class 22	1,453.40	1,453.40 + CPI
Request for amendment to permit class:			
* Planning	Class 1	1,453.40	1,453.40 + CPI
* Planning	Amendment to change permit preamble or conditions (other than for a single dwelling)	1,453.40	1,453.40 + CPI
* Planning	Class 2	220.50	220.50 + CPI
* Planning	Class 3	694.00	694.00 + CPI
* Planning	Class 4	1,420.70	1,420.70 + CPI
* Planning	Class 5	1,535.00	1,535.00 + CPI
* Planning	Class 6	1,535.00	1,535.00 + CPI
* Planning	Class 7	220.50	220.50 + CPI
* Planning	Class 8	473.60	473.60 + CPI
* Planning	Class 9	220.50	220.50 + CPI
* Planning	Class 10	220.50	220.50 + CPI

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
* Planning	Class 11	1,265.60	1,265.60 + CPI
* Planning	Class 12	1,706.50	1,706.50 + CPI
* Planning	Class 13	3,764.10	3,764.10 + CPI
* Planning	Class 14	3,764.10	3,764.10 + CPI
* Planning	Class 15	3,764.10	3,764.10 + CPI
* Planning	Class 16	3,764.10	3,764.10 + CPI
* Subdivision	Class 17	1,453.40	1,453.40 + CPI
* Subdivision	Class 18	1,453.40	1,453.40 + CPI
* Subdivision	Class 19	1,453.40	1,453.40 + CPI
* Subdivision	Class 20	1,453.40	1,453.40 + CPI
* Subdivision	Class 21	1,453.40	1,453.40 + CPI
* Planning	Class 22	1,453.40	1,453.40 + CPI
* Certification	Certification of subdivision (per 100 lots)	192.70	192.70 + CPI
* Certification	Alteration of plan	122.50	122.50 + CPI
* Certification	Amendment to certified plan	155.10	155.10 + CPI
* Certification	Recertification of a plan of subdivision	155.10	155.10 + CPI
* Planning - satisfaction matter	Satisfaction matter	359.30	359.30 + CPI
* Planning - certificate of compliance	Certificate of compliance	359.30	359.30 + CPI
* Planning - section 173 change	For an agreement to amend or end a Section 173 Agreement - consent request	726.70	726.70 + CPI
PS copying/scanning (not including written objections)	A3 copies	5.00	5.00
PS copying/scanning (not including written objections)	A4 copies	5.00	5.00
PS copying/scanning (not including written objections)	A1 copies	20.00	20.00
Digitisation of hard copy submissions	A4 and A3	57.50	60.00
Digitisation of hard copy submissions	Larger than A3	115.00	120.00
Advertising	Mail out up to 10 notices	240.00	260.00
Advertising	Additional notices	15.00	16.00
Advertising	Additional sign/s - installation service	61.00	61.00 + CPI
Advertising	Planning notice installation service	219.00	219.00 + CPI
Advertising	Notice in local paper	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	-	-
Plans to satisfy permit conditions	Resubmission of plans to satisfy Condition 1 of planning permit	209.00	235.00
Removal of trees < 2 (Arborist) - fast-track - associated with a dwelling	Per application (must be charged in conjunction with appropriate statutory application fee)	313.50	313.50 + CPI
Removal of trees < 2 (Arborist) - fast-track - non - other development	Per application (must be charged in conjunction with appropriate statutory application fee)	313.50	313.50 + CPI
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).	514.70	(220.50 + CPI) plus (313.50 + CPI)
Application to remove more than two trees on private land under the local law	Per application, the customer to provide the arborist report.	400.00	400.00 + CPI
Extension of time to extend a local laws tree removal permit	Per application	256.80	400.00
Request for secondary consent approval	Changes associated with a single dwelling, including outbuildings and DPUs associated with a single dwelling	385.00	400.00
Request for secondary consent approval	Changes associated with 2 - 5 Dwellings	585.00	600.00
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	685.00	700.00
Pre-lodgement application and document check and review	Per request	256.80	260.00
Pre-application meeting request with written planning advice	Per request if written advice is requested (Minor, for any proposal that includes: alterations and extensions to an existing dwelling or commercial building, development of a single dwelling, display advertising signage, removal of vegetation, similar small-scale applications).	118.10	250.00
Medium pre-application meeting request with written planning advice	Per request if written advice is requested (Medium, for any proposal that includes: development of 2-4 dwellings, changing the use of land, commercial developments up to \$1M, industrial developments up to \$1M, reduce or waive the number of car parking spaces, liquor licensing, vacant land subdivision).	-	350.00
Major pre-application meeting request with written planning advice	Per request if written advice is requested (Major, for any proposal that includes: development of 5 or more dwellings, mixed-use developments, commercial developments > \$1M, industrial developments > \$1M, matters involving existing use rights or enforcement matters, other similar applications).	-	450.00
Draft Section 173 Agreement - review by officers	Per request	220.00	220.00 + CPI
Planning Scheme Amendments			
* Planning	Planning Scheme amendment (stage 1)	3,364.00	3,364.00 + CPI
* Planning	Planning Scheme amendment (stage 2 - < 10 submissions)	16,672.90	16,627.90 + CPI
* Planning	Planning Scheme amendment (stage 2 - 11-20 submissions)	33,313.20	33,313.20 + CPI
* Planning	Planning Scheme amendment (stage 2 - > 20 submissions)	44,531.90	44,531.90 + CPI
* Planning	Planning Scheme amendment (stage 3)	530.70	530.70 + CPI
* Planning	Planning Scheme amendment (stage 4)	530.70	530.70 + 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	Transport - Monday to Saturday	External contractors rate	External contractors rate

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Impounding livestock	Transport - Sunday/public holidays	External contractors rate	External contractors rate
Impounding small livestock	Sustenance - chicken/rabbit/ferret/bird per day	8.00	11.00
Impounding medium livestock	Sustenance - sheep/goat/pig per day	25.00	28.00
Impounding large livestock	Sustenance - cattle/horse per day	30.00	35.00
Impounding livestock	Impound administration fees - per animal per day (small livestock)	New	15.00
Impounding livestock	Impound administration fees - per animal per day (medium/large livestock)	25.00	30.00
Impounding livestock	Posting notice administration fee	36.00	40.00
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	61.00	63.00
Dog pound - release	Release - one day	96.00	99.00
Dog pound - release	Release - subsequent days	35.00	36.00
Animal registration	Dog maximum fee (Entire)	210.00	216.00
Animal registration	Dog reduced fee (Micro chipped only. Excludes new registrations)	108.00	111.00
Animal registration	Dog minimum fee (Desexed)	55.00	56.00
Animal registration	Cat maximum fee	315.00	324.00
Animal registration	Cat reduced fee (Micro chipped only)	107.00	110.00
Animal registration	Cat minimum fee (Desexed)	55.00	57.00
Animal registration	Transfer	13.00	14.00
Animal registration	Replacement tag	14.00	15.00
Animal registration	Pensioner registration of any animal	1/2 standard fee	1/2 standard fee
Animal registration	Domestic animal business	408.00	420.00
Animal registration	Dangerous/restricted breed	408.00	420.00
Animal registration	Microchipping service	As per vet fee for implant	As per vet fee for implant
Local law permits	More than animals specified in Local Law	117.00	120.00
Local law bonds	Cat cage holding fee (refundable)	53.00	54.00
Local law permits	Outdoor eating facilities - 1st table	200.00	206.00
Local law permits	- Thereafter	106.00	109.00
Local law permits	Temporary signs and A frames	128.00	131.00
Local law permits	Temporary real estate signage (multiple signs/year)	530.00	545.00
Local law permits	Goods/furniture on footpaths	214.00	220.00
Local law permits	Repair and sale of vehicle	50.00	52.00
Local law permits	Fireworks	205.00	211.00
Local law permits	Clothing bin	82.00	84.00
Local law permits	Busking per day	21.00	21.00
Local law permits	Storage on roads per day	50.00	52.00
Local law permits	Skips	50.00	52.00
Local law permits	Skip bin - annual consent	580.00	597.00
Local law permits	Use of motorised toy vehicles on private property	114.00	117.00
Local law permits	Trading on Council land (per day)	193.00	198.00
Local law permits	Trading on Council land (half day = 4hrs)	100.00	103.00
Local law permits	Trading on Council land (per annum)	1450.00	1493.00
Local law permits	Trading on Council land (community group/not for profit annual fee)	New	1/2 standard fee
Local law permits	Trading on Council land (pro rata/month)	Pro rata annual fee	Pro rata annual fee
Local law permits	Caravans, boats and trailers	112.00	115.00
Local law releases	Shopping trolleys per item	128.00	128.00
Local law releases	Charity bins per item	435.00	448.00
Local law releases	Skips per item	800.00	824.00
Local law releases	Caravans, boats and trailers	435.00	448.00
Local law releases	A frames and signs	132.00	132.00
Local law releases	Miscellaneous items	113.00	116.00
* 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
Derelict vehicles	Release	229.00	235.00
Derelict vehicles	Towing	192.00	197.00
Derelict vehicles	Storage per additional day - motor vehicles, caravans, trailers	29.00	30.00
Parking permits	Private parking permits	25.00	26.00
Parking permits	Eltham Traders Permit Scheme - annual permit	109.00	112.00
Parking permits	Eltham Traders Permit Scheme - casual permit	2.50	3.00
Parking permits	Trade/builders parking permit / day	57.00	58.00
Filming permits	Application fee - filming	220.00	226.00
Filming permits	Application fee - stills photography	109.00	112.00
Filming permits	Use of Council reserve / facility - per day	770.00	790.00
Filming permits	Use of Council reserve / facility - half day	386.00	397.00
Filming permits	Parking - car / day	45.00	46.00
Filming permits	Parking - truck / day	88.00	90.00
Filming permits	Low impact permit fee (in addition to application fee)	166.00	170.00
Filming permits	High impact permit fee (in addition to application fee)	550.00	565.00
Emergency management			
Compulsory clearance	Per Fire Prevention Notice	As per contract rates	As per contract rates
Compulsory clearance - administration fee	Per Fire Prevention Notice	195.00	200.00
Community Programs			
Social support group			
- Low	Per session (means tested)	12.50	13.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Occasional child care			
Child care for booked users - Eltham	1 child per session	83.00	84.00
Child care for booked users - Pantton Hill	1 child per session	81.00	84.00
Child care for casual users - Eltham	1 child per session	90.00	91.00
Child care for casual users - Pantton Hill	1 child per session	88.00	91.00
Room Hire			
(Rooms only available for complementary services)			
Diamond Hills multi-purpose room - Full rate	Per hour	New facility	16.50
Diamond Hills multi-purpose room - Community rate	Per hour	New facility	11.50
Community transport			
Community transport	Per trip (one way)	3.00	3.50
One on one transport	Per trip inside shire boundary - one way	8.00	8.50
One on one transport	Per trip outside shire boundary - one way	12.00	12.50
Arts & Culture			
Nilumbik prize for contemporary writing entry fee	"Open" per entry (max 3 entries)	25.00	25.00
Nilumbik prize for contemporary writing entry fee	"Local" per entry (max 3 entries)	10.00	15.00
Nilumbik prize for contemporary art entry fee	"Open" per entry	25.00	25.00
Nilumbik prize for contemporary art entry fee	"Local" per entry	10.00	15.00
Community Halls Network			
Hurstbridge Community Hub			
	Rate per hour		
Community room	Standard rate	69.50	72.00
	Community benefit	34.75	36.00
	Community group	20.85	21.60
	Rate per hour		
Training room	Standard rate	48.00	50.00
	Community benefit	24.00	25.00
	Community group	14.40	15.00
	Rate per hour		
Meeting room 1	Standard rate	25.00	26.00
	Community benefit	12.50	13.00
	Community group	7.50	7.80
	Rate per hour		
Meeting room 2	Standard rate	37.50	39.00
	Community benefit	18.75	19.50
	Community group	11.25	11.70
	Rate per hour		
Community kitchen	Standard rate	48.00	50.00
	Community benefit	24.00	25.00
	Community group	14.40	15.00
	Rate per hour		
Community lounge (available after-hours only)	Standard rate	48.00	50.00
	Community benefit	24.00	25.00
	Community group	14.40	15.00
	Rate per hour		
Allied health room	Standard rate	31.00	32.00
	Community benefit	15.50	16.00
	Community group	9.30	9.60
Nilumbik Youth Hub			
	Rate per hour		
Program Room 1 (previously (Hall/large meeting room)	Standard rate	25.00	26.00
	Community benefit	12.50	13.00
	Community partnership	-	0.00
	Rate per hour		
Program Room 2 (previously small meeting room)	Standard rate	15.00	15.50
	Community benefit	7.50	7.75
	Community partnership	-	0.00
	Rate per hour		
Meeting Room (previously small meeting room)	Standard rate	15.00	15.50
	Community benefit	7.50	7.75
	Community partnership	-	0.00
	Rate per hour		
Outdoor performance stage	Standard rate	20.00	21.00
	Community benefit	10.00	10.50
	Community partnership	-	0.00
	Rate per hour		
Kitchen	Standard rate	20.00	21.00
	Community benefit	10.00	10.50
	Community partnership	-	0.00
	Rate per hour		
Consulting Room 1	Standard rate	15.00	15.50
	Community benefit	7.50	7.75
	Community partnership	-	0.00
	Rate per hour		
Consulting Room 2	Standard rate	15.00	15.50
	Community benefit	7.50	7.75
	Community partnership	-	0.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Eltham Community & Reception Centre (ECRC)			
	Friday Saturday & Sunday		
Event (one room)	- Standard rate	1,800.00	1,800.00
	- Community rate	999.00	999.00
	Rate per event/day		
Event (one room)	- Standard rate	960.00	960.00
	- Community rate	672.00	672.00
	Rate per event/day		
Event (entire ECRC)	- Standard rate	1,440.00	1,440.00
	- Community rate	1,008.00	1,008.00
	Rate per event/day		
ECRC function weekends (entire ECRC)	- Standard rate	1,925.00	1,925.00
	- Community rate	1,345.00	1,345.00
	Rate per hour		
1 x hall weekdays (one room)	- Standard rate	63.50	65.50
	- Community rate	44.50	46.00
	Rate per hour		
1 x hall week evenings Mon-Thur (one room)	- Standard rate	95.00	98.00
	- Community rate	66.50	69.00
	Rate per hour		
ECRC weekdays (entire ECRC)	- Standard rate	95.00	98.00
	- Community rate	66.50	69.00
	Rate per hour		
ECRC week evenings (entire ECRC)	- Standard rate	132.00	136.50
	- Community rate	132.00	136.50
	Rate per hour		
Additional hours	- Standard rate	165.00	170.00
	- Community rate	165.00	170.00
	Rate per hour		
Eltham Performing Arts Centre	- Standard rate	39.00	40.00
	- Community rate	27.50	28.50
	Performance rate		
	- Standard rate	591.00	612.00
	- Community rate	413.50	428.00
	Rate per hour		
Eltham Library Multi Purpose Room	- Standard rate	39.00	40.50
	- Community rate	27.50	28.50
	Rate per hour		
	- Standard rate	26.50	27.50
	- Community rate	19.00	19.50
Outdoor Performance Centre	- Private Functions (minimum booking 4 hours)	37.50	39.00
	School concerts		
	- Standard rate	264.00	273.00
	- Community rate	185.00	191.50
	Rate per hour		
The Emergency Operations Centre/ Kangaroo Ground Hall	- Standard rate	36.00	37.50
	- Community rate	25.50	26.50
	Function		
	- Standard rate	591.00	611.50
	- Community rate	413.50	428.00
	Rate per hour		
Hurstbridge Hall	- Standard rate	36.00	37.50
	- Community rate	25.50	26.50
	Function		
	- Standard rate	591.00	611.50
	- Community rate	413.50	428.00
	Rate per hour		
Eltham North Hall	- Standard rate	39.00	40.50
	- Community rate	27.50	28.50
	Function		
	- Standard rate	591.00	611.50
	- Community rate	413.50	428.00
	Rate per hour		
North Warrandyte Family Centre	- Standard rate	36.00	37.50
	- Community rate	25.50	26.50
	Function		
	- Standard rate	591.00	611.50
	- Community rate	413.50	428.00
Senior citizens - Eltham			
Annexe	1 day hire	55.71	57.50
	1 day hire - community rate	39.00	40.50
	1/2 day hire	28.57	29.50
	1/2 day hire - community rate	20.00	20.50
	Hourly rate	14.29	15.00
	Hourly rate - community rate	10.00	10.50
Large hall	1 day hire	102.14	105.50
	1 day hire - community rate	71.50	74.00
	1/2 day hire	51.43	53.00
	1/2 day hire - community rate	36.00	37.50
	Hourly rate	25.71	26.50
	Hourly rate - community rate	18.00	18.50

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Diamond Creek East community building - Coniston St			
Facility hire charge	Hourly rate	16.44	17.00
	Hourly rate - community rate	11.50	12.00
Weekend function	Per function	150.00	155.00
	Per function - community rate	105.50	109.00
Edendale Farm Community Environment Centre			
School program fees			
School program (excursion)	Per child / session	Fee for service	Fee for service
Preschool program (excursion)	Per child / session	Fee for service	Fee for service
Incursions	Per child / session	Fee for service	Fee for service
School visit / talk	Per child / session	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	Fee for service	Fee for service
Other fees			
Festival and event entry	Per person	Fee for service	Fee for service
Admission	per person	Voluntary donation	Voluntary donation
Farm tours (minimum 15 participants)			
Farm animal tour	Per child	11.00	11.50
Farm tour	Per adult	13.00	13.50
Farm tour	Adult concession	11.00	11.50
Room hire - standard (Mummery room)			
Any day	Per hour (min. 2 hours) (includes setup and pack up time)	56.00	58.00
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)	39.00	40.00
Room hire - standard (Macey Room)			
Any day	Per hour (min. 2 hours) (includes setup and pack up time)	50.00	52.00
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)	35.00	36.00
Room hire - standard (Homestead rooms)			
Any day	Per hour (min. 2 hours) (includes setup and pack up time)	42.00	43.00
Room hire - community, local small business, not for profit, NSC (Homestead rooms)			
Any day	Per hour (min. 2 hours) (includes setup and pack up time)	30.00	31.00
Additional room hire and event services			
Kitchen use charge (up to 20 people)	Per day (incl tea/ coffee / cups)	49.00	50.00
Kitchen use charge (21-60 people)	Per day (incl tea/ coffee / cups)	99.00	100.00
Additional Crockery and cutlery fee	Per usage	Fee for service	Fee for service
Discretionary Kitchen Bond	Per session	100.00	100.00
Discretionary Waste Bond	Per event (if required)	New	200.00
Cleaning levy	Per event (if required)	194.00	200.00
Staff lock up fee	Night time	183.00	190.00
PA Hire (speaker / microphone)	Per session	61.00	63.00
Set up fee	Per session	58.00	60.00
Nilumbik Environment and Climate Action Hub activities	per activity	New	Fee for service
Additional Edendale Staff - Weekday business hours	\$/hour/staff	65.00	67.00
Additional Edendale Staff - Weekday after hours and Saturdays	\$/hour/staff	100.00	103.00
Additional Edendale Staff - Sundays	\$/hour/staff	130.00	133.00
Education Activities - Weekday business hours	\$/hour/staff	New	80.00
Education Activities - Weekday after hours and Saturdays	\$/hour/staff	New	120.00
Education Activities - Sundays	\$/hour/staff	New	160.00
Additional waste bins	Per bin	Fee for service	Fee for service
Additional toilet clean	Per clean	150.00	155.00
Shelter hire outdoor spaces			
Ironbark shelter	Exclusive group with public liability insurance		
Birthday party shelter hire	Per hour (min. 2 hours)	86.00	89.00
Peppercorn & Sheoak shelter	Exclusive group with public liability insurance		
Birthday party shelter hire	Per hour (min. 2 hours)	44.00	46.00
Acacia, dam & spiral shelter	Exclusive group with public liability insurance		
Birthday party shelter hire	Per hour (min. 2 hours)	36.00	37.00
Optional birthday party services			
Birthday party self guided farm tour	Per session	72.00	75.00
Birthday party guinea pigs patting (mini party)	Per session	95.00	98.00
Birthday party farm tour	Per session	205.00	210.00
Hire of other spaces			
Hire of amphitheatre	Per hour (min. 2 hours)	53.00	55.00
Hire of designated lawn area for parties (not events)	Per hour (min. 2 hours)	44.00	45.00
Hire of bottom paddock for events	Per event	\$250 - \$750	\$250 - \$750
Hire of whole site	Exclusive use	2,000.00 - 6,000.00	0 - 10,000
Event bond	Per event	250.00 - 1,000.00	0 - 2,000
Event infrastructure			
Marquee hire	Per marquee	110.00	114.00
Bike parking	Per event	200.00 - 1,000.00	0 - 1,500
Power stepdown box	Per box	55.00	100.00
Nursery services			
Delivery fee	per delivery	Fee for service	Fee for service

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
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	POA	POA
Co-ops (untutored self-help interest groups)	Per session	Fees calculated as fee for service	Fees calculated as fee for service
Government funded training	As per ministerial directive	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	POA	POA
Living & Learning Nillumbik Eltham			
Pavilion - Minimum 2 hours hire	Up to 25 people for meeting; includes kitchenette facilities		
	- Standard rate (per hour)	73.00	75.00
	- Local small business	40.00	41.00
	- Community rate (per hour)	29.00	30.00
	- Unfunded voluntary group	15.00	15.50
Sunroom - Minimum 2 hours hire	Up to 15 people; includes kitchenette facilities (access needs to be arranged)		
	- Standard rate (per hour)	60.00	61.50
	- Local small business	33.00	34.00
	- Community rate (per hour)	24.00	24.50
	- Unfunded voluntary group	15.00	15.50
Kitchen	Up to 12 people (exclusive use)		
	- Standard rate (per hour)	50.00	50.00
	- Local small business	27.50	27.50
	- Community rate (per hour)	20.00	20.00
	- Unfunded voluntary group	15.00	15.50
Art studio 2 (small) - Minimum 2 hours hire	Up to 20 people; includes kitchenette facilities		
	- Standard rate (per hour)	55.00	56.50
	- Local small business	30.00	31.00
	- Community rate (per hour)	22.00	22.50
	- Unfunded voluntary group	15.00	15.50
Clay studio	Additional individual bookings by current class participants		
	- Standard rate (per hour)	55.00	56.50
	- Community rate (per hour)	22.00	22.50
Training room - Minimum 2 hours hire	Up to 14 people; includes kitchenette facilities		
	- Standard rate (per hour)	55.00	56.50
	- Local small business	30.00	31.00
	- Community rate (per hour)	22.00	22.50
	- Unfunded voluntary group	15.00	15.50
War memorial hall	Up to 25 people for meeting; includes kitchen facilities		
	- Standard rate (per hour)	67.00	69.00
	- Local small business	37.00	38.00
	- Community rate (per hour)	27.00	27.50
	- Unfunded voluntary group	15.00	15.50
Living & Learning Nillumbik Pantom Hill			
Banksia/Eucalyptus - Community Room	Up to 25 people - standard rate; kitchenette facilities		
	- Standard rate (per hour)	50.00	50.00
	- Local small business	25.00	25.50
	- Community rate (per hour)	20.00	20.50
	- Unfunded voluntary group	15.00	15.50
Sunroom	Up to 10 people; kitchenette facilities		
	- Standard rate (per hour)	34.00	34.00
	- Local small business	17.00	17.50
	- Community rate (per hour)	15.00	15.50
	- Unfunded voluntary group	15.00	15.50
Kitchen	Up to 15 people		
	- Standard rate (per hour)	44.00	44.00
	- Local small business	22.00	22.50
	- Community rate (per hour)	17.50	18.00
	- Unfunded voluntary group	15.00	15.50
Living & Learning Nillumbik Diamond Creek			
Downstairs classroom - Eucalypt Room	Up to 15 people for meeting; includes kitchenette facilities		
	- Standard rate (per hour)	48.00	48.00
	- Local small business	24.00	24.00
	- Community rate (per hour)	19.50	19.50
Downstairs classroom - Eucalypt Room	- Unfunded voluntary group	15.00	15.50
	Up to 25 people; includes kitchen facilities		
	- Standard rate (per hour)	50.00	50.00
	- Local small business	25.00	25.50
Upstairs classroom - Peppercorn Room	- Community rate (per hour)	20.00	20.50
	- Unfunded voluntary group	15.00	15.50
	Up to 11 people		
	- Standard rate (per hour)	45.00	30.00
Computer room - Bunya room	- Local small business	22.50	16.50
	- Community rate (per hour)	18.00	12.00
	- Unfunded voluntary group	15.00	12.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2024-25 \$	Proposed Fee (GST Inclusive) 2025-26 \$
Leisure Centre Facilities			
Eltham Leisure Centre	Per contract	Per contract	Per contract
Diamond Valley Sports and Fitness Centre	Per contract	Per contract	Per contract
Diamond Creek Pool	Per contract	Per contract	Per contract
Yarrambat Golf Course	Per contract	Per contract	Per contract
Diamond Creek Community Centre	Per contract	Per contract	Per contract
Community Bank Stadium	Per contract	Per contract	Per contract
Hurstbridge Sports Stadium	Per contract	Per contract	Per contract
Leisure & Recreation			
Summer			
A grade	Per team	1,006.50	1,041.50
B grade	Per team	875.00	905.50
C grade	Per team	743.00	769.00
D grade	Per team	604.00	625.00
Winter			
A grade	Per team	1,715.00	1,775.00
B grade	Per team	1,584.00	1,639.50
C grade	Per team	1,435.00	1,485.00
D grade	Per team	1,298.00	1,343.50
Pavilion use			
Use of pavilion in conjunction with ground hire	Per season	220.50	228.00
Eltham High	Per use	21.00	21.50
Eltham High floodlight use	Per hour	67.50	70.00
Ground use discounts for under-represented groups			
Clubs demonstrating initiative or events for LGBTIQ+, 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	458.00	474.00
Commercial hire	Per 1/2 day	275.00	284.50
Commercial hire	Additional hourly charge	132.00	136.50
Community Use	Per day	137.00	142.00
Community Use	Per 1/2 day	81.50	84.50
Community Use	Additional hourly charge	30.00	31.00
School fees			
Schools within Nillumbik	Per hour	31.00	32.00
Schools outside Nillumbik	Per hour	48.00	50.00
Zone events	Per day	294.00	304.50
Zone events	Per 1/2 day	150.00	155.50
Synthetic soccer pitch			
Local club use	Per hour	53.00	55.00
School use	Per hour	72.00	74.50
Other user groups	Per hour	79.00	82.00
Academy programs		96.00	99.50
Floodlight use (casual users only)	Per hour	67.50	70.00
Personal training / group fitness			
Monthly hire	Recurring	143.00	148.00
Casual hire	Half day	223.00	231.00
Casual hire	Full day	343.50	355.50
Finance			
Printing of duplicate rate notices	Per notice	16.00	16.00
* Land information certificate	Per application	29.70	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	32.70	32.70 + CPI
* Search time	Per hour	24.50	24.50 + CPI
* Photocopy fee	Per A4 page	0.20	As advised
* Supervision of document inspections	Per 15 minutes	6.13	6.13 + CPI
Shire maps			
Colour map (aerial photos)	A1	33.00	34.50
	A2	27.50	28.50
	A3	16.60	17.50
	A4	11.00	11.50
Custom mapping	Per hour	78.00	80.50

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Community Engagement Process
Road renaming proposal – section of Duffs Road, Pantan Hill to Welton View

Purpose:

To seek community feedback on the road renaming proposal.

1. A staged process is proposed as follows:

a) **Stage 1 - Community Consultation - Participate Nillumbik**

Have your say on the proposed renaming of a section of Duffs Road, Pantan Hill to Welton View.

- Provide the community with the proposal, overview and online submission form.
- Community consultation to commence – Friday 28 March to Sunday 27 April 2025 - must be a minimum of 30 days.
- This phase of community engagement will be promoted through the following:
 - Participate Nillumbik - Have your say on the renaming proposal;
 - News release on website – explain Participate Nillumbik community engagement;
 - Social posts (where possible);
 - Letters to adjoining and nearby properties;
 - Letters and emails to the relevant Emergency Service Organisations; and
 - The ability to submit hard copy submissions if requested.

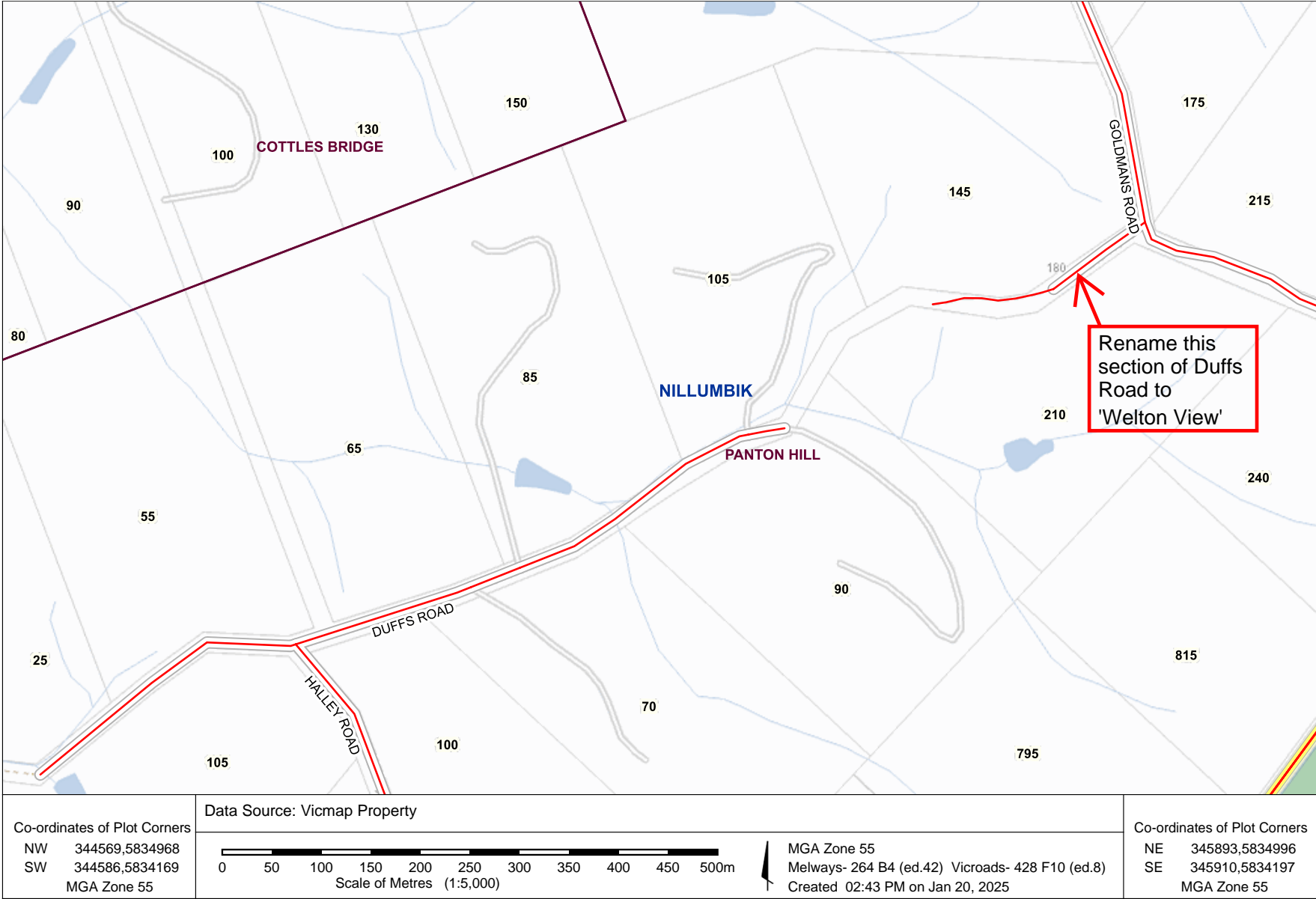
b) **Stage 2 – Hearing of submissions and Council decision**

- Submissions will be heard at the Planning and Consultation Committee (PCC) meeting on 13 May 2025.
- Upon considering the written submissions and hearing the verbal submissions at the PCC meeting, a summary report will be provided to a future meeting of Council for consideration before a final decision is made on the proposed renaming of a section of Duffs Road, Pantan Hill to Welton View.

THIS PAGE WAS LEFT INTENTIONALLY BLANK



THIS PAGE WAS LEFT INTENTIONALLY BLANK



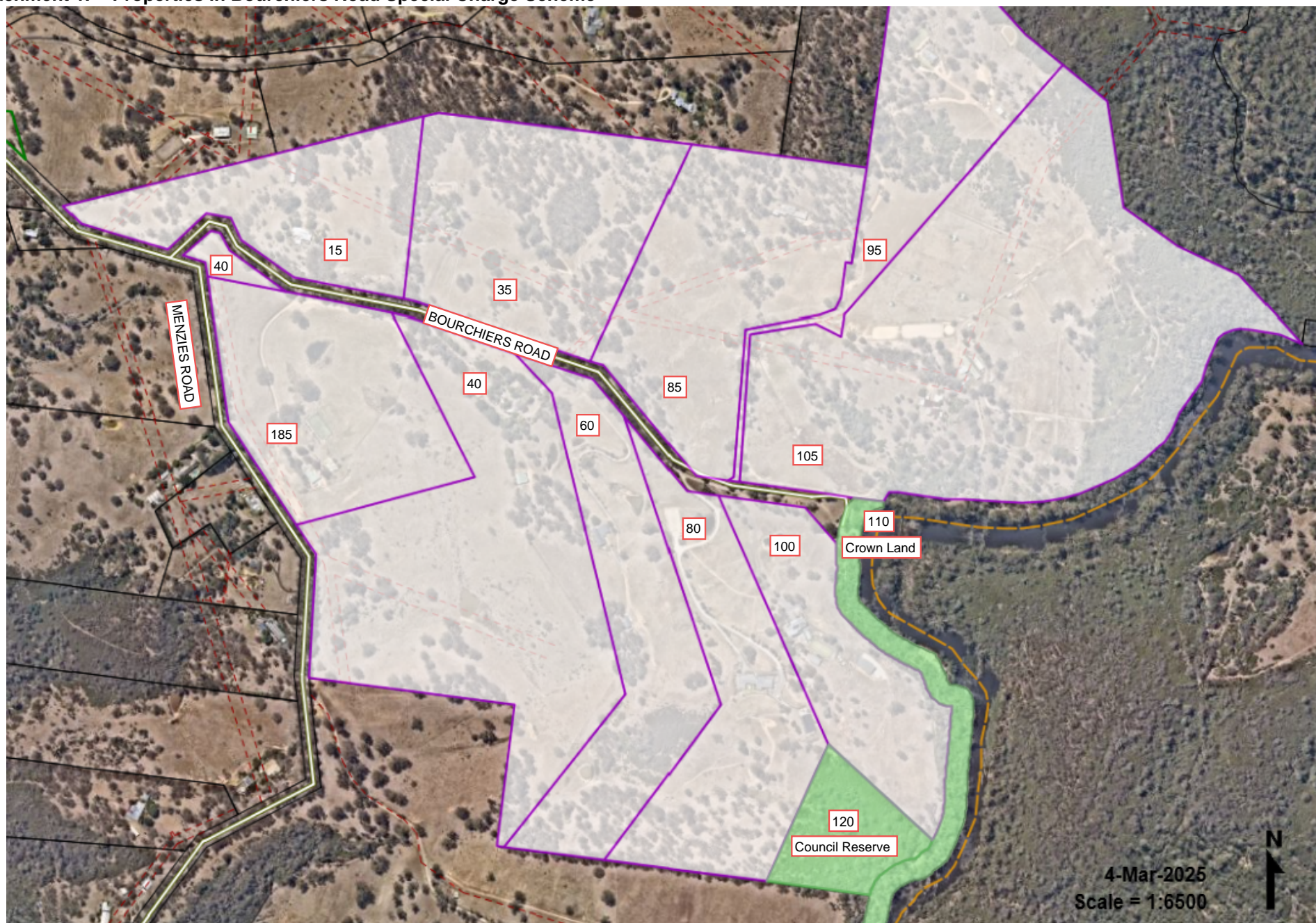
THIS PAGE WAS LEFT INTENTIONALLY BLANK



THIS PAGE WAS LEFT INTENTIONALLY BLANK



THIS PAGE WAS LEFT INTENTIONALLY BLANK



THIS PAGE WAS LEFT INTENTIONALLY BLANK

APPORTIONMENT MARCH 2025 - BOURCHIER'S ROAD SPECIAL CHARGE SCHEME, KANGAROO GROUND

Property Address	Frontage	Side Abuttal	Amenity Benefit Unit	Amenity Benefit Cost	Access Benefit Unit	Access Benefit Cost	Total Cost
185 Menzies Road, formerly 20 Bouchiers Road	0.00	153.13	76.57	\$ 3,942.97	0.50	\$ 12,597.66	\$ 16,540.63
40 Bouchiers Road	376.83	0.00	376.83	\$ 19,405.74	1.00	\$ 25,195.31	\$ 44,601.05
60 Bouchiers Road	183.00	0.00	183.00	\$ 9,424.13	1.00	\$ 25,195.31	\$ 34,619.44
80 Bouchiers Road	183.00	0.00	183.00	\$ 9,424.13	1.00	\$ 25,195.31	\$ 34,619.44
100 Bouchiers Road	134.00	0.00	134.00	\$ 6,900.73	1.00	\$ 25,195.31	\$ 32,096.04
110 Bouchiers Road (Crown land)	70.50	0.00	70.50	\$ 3,630.61	3.20	\$ 80,625.00	\$ 84,255.61
120 Bouchiers Road (Council reserve)	0.00	0.00	0.00	\$ -	0.10	\$ 2,519.53	\$ 2,519.53
15 Bouchiers Road	390.89	0.00	390.89	\$ 20,130.04	1.00	\$ 25,195.31	\$ 45,325.35
35 Bouchiers Road	279.70	0.00	279.70	\$ 14,403.98	1.00	\$ 25,195.31	\$ 39,599.29
85 Bouchiers Road	267.98	0.00	267.98	\$ 13,800.43	1.00	\$ 25,195.31	\$ 38,995.74
95 Bouchiers Road	15.00	0.00	15.00	\$ 772.47	1.00	\$ 25,195.31	\$ 25,967.78
105 Bouchiers Road	110.00	0.00	110.00	\$ 5,664.78	1.00	\$ 25,195.31	\$ 30,860.09
			2087.46		12.80		\$ 430,000.00

TOTAL SCHEME COST [C]	\$430,000.00
COUNCIL CONTRIBUTION	\$ 86,775.14
AMOUNT TO BE LEVIED [S]	\$343,224.86
BENEFIT RATIO [R] = S/C	79.82%

AMENITY BENEFIT RATE PER METER	\$ 51.50
ACCESS BENEFIT RATE PER UNIT	\$ 25,195.31

AMENITY BENEFIT PERCENTAGE	25%
ACCESS BENEFIT PERCENTAGE	75%

TOTAL AMENITY BENEFIT COST	\$107,500.00
TOTAL ACCESS BENEFIT COST	\$322,500.00

THIS PAGE WAS LEFT INTENTIONALLY BLANK

BOURCHIER'S ROAD SPECIAL CHARGE SCHEME – SUBMISSION AND FEEDBACK SUMMARY

NO.	SUBMISSION / FEEDBACK (Brief Summary)	COUNCIL OFFICER RESPONSE
Submission in Response to Intention to Declare dated 4 July 2024		
1	<p><u>Submission of Support (from interested person)</u></p> <p>Submission supports the scheme because the proposed works will improve access to the river for firefighting appliances to refill.</p>	Support noted.
2	<p><u>Submission of Support (from community group)</u></p> <p>Submission indicates that several property owners along Bouchiers Road and in the broader Shire support the scheme.</p> <p>The group supports the sealing of Bouchiers Road to facilitate access to and use of the river.</p>	The Council contribution has been increased to \$86,775.14 to reflect the benefits of the proposed works to users of the Crown land (river front) at 110 Bouchiers Road and the Council reserve at 120 Bouchiers Road.
3	<p><u>Objection (from abutting property)</u></p> <p>Property owner objects to the scheme because:</p> <ul style="list-style-type: none"> • The road is narrow and unsafe and the sealing will increase speeding and unsafe driving. • An unsealed road is more consistent with the character of the Green Wedge environment. • The cost apportionment is unfair and Council should contribute more for the use of the river by non-residents. 	<p>The design has been developed considering relevant Australian standards and guidelines, including CFA access requirements for vehicle passing and turn around. The design includes localised road widening at five locations and tree removal to improve safety.</p> <p>Roads in the Green Wedge that are similar to Bouchiers Road are sealed or unsealed.</p> <p>The cost apportionment detailed in the report for the Council meeting on 25 March 2025 has been based on the Special Rate and Special Charge Policy and Guidelines (June 2024).</p> <p>The Council contribution has been increased to \$86,775.14 to reflect the traffic data obtained in January 2025 for the use of the river land.</p>

NO.	SUBMISSION / FEEDBACK (Brief Summary)	COUNCIL OFFICER RESPONSE
4	<p><u>Objection (from abutting property)</u></p> <p>The submission raises many of the same issues as Submission 3, which have not been repeated here.</p> <p>Additional issues include:</p> <ul style="list-style-type: none"> • The extent of tree removal is unknown. • Funding should have been sought from the State Government for the use of the river. • The Bouchiers Road/Menzies Road intersection should be rectified prior to the sealing of Bouchiers Road. 	<p>Refer to response under Submission 3.</p> <p>The extent of tree removal will be determined as part of design finalisation. An arborist assessment will be undertaken and a planning permit sought. Only trees that provide a substantive safety risk will be considered for removal.</p> <p>Council officers sought funding from the State Government for the Crown land. However, the State Government advised that funding was not available and it is exempt from payment of a special charge in accordance with the Local Government Act 1989.</p> <p>The proposal does not include any upgrade to the Bouchiers Road/Menzies Road intersection. Such works can be considered for future funding by Council and do not need to be undertaken prior to the sealing of Bouchiers Road.</p>
5	<p><u>Objection (from two abutting properties)</u></p> <p>Submission objects to the scheme on behalf of two properties because:</p> <ul style="list-style-type: none"> • The works are unnecessary and for which there are suitable lower cost alternatives, such as dust suppressant spray. • The cost apportionment has been based on Council's 2018 policy, even though Council adopted a new policy in June 2024. • The cost appointment does not sufficiently consider the role of Bouchiers Road in providing access to the Yarra River. • The property at 20 Bouchiers Road (now known as 185 Menzies Road) has its main access via Menzies Road not Bouchiers Road, which affects the cost apportionment. 	<p>Road sealing is proposed consistent with the initial property owner petition for the scheme and the views of the majority of property owners. Dust suppressant is a temporary treatment that requires ongoing regular application. Council does not use dust suppressant on its roads due to environmental concerns and budget constraints. Dust suppressant does not provide the same benefits as road sealing, which is a more permanent solution.</p> <p>The cost apportionment detailed in the report for the Council meeting on 25 March 2025 has been based on the Special Rate and Special Charge Policy and Guidelines (June 2024).</p> <p>The Council contribution has been increased to \$86,775.14 to reflect the traffic data obtained in January 2025 for the use of the river land.</p> <p>The contribution for 185 Menzies Road has been decreased to reflect that the property has a side abuttal (not frontage) to Bouchiers Road.</p>

NO.	SUBMISSION / FEEDBACK (Brief Summary)	COUNCIL OFFICER RESPONSE
6	<p><u>Submission of Support (from six abutting properties)</u></p> <p>Submission supports the scheme on behalf of six properties because:</p> <ul style="list-style-type: none"> • The existing road is in poor condition, dusty or slippery depending on the weather, dangerous around the bends, and steep in parts. • The sealing will support and encourage positive use of the road and river as a family friendly environmental space. • The sealing will improve access to the river land for emergency services. • The sealing will not negatively impact the character of the area. 	It is recommended that the scheme be declared because six of ten (60%) property owners support the scheme.
Feedback in Response to Planning and Consultation Committee Meeting on 13 August 2024		
7	<p><u>Further Objection (from abutting property)</u></p> <p>Email from a previous objector considers that the design does not include measures to mitigate safety risks.</p>	The design plans, as publicly displayed with the Intention to Declare, include road widening and centreline marking at five bends/locations to accommodate two-way traffic flow and improve safety. Some tree removal is proposed, as shown on the plans, to improve safety.
8	<p><u>Further Information (from two abutting properties)</u></p> <p>Letter and follow-up email from previous objectors proposes a polymer sealant product as a low cost alternative to road sealing.</p>	<p>Refer response to Submission 5.</p> <p>Council officers investigated the product. It has not been used by any Councils in Victoria. The manufacturer was unable to provide information to satisfactorily demonstrate that the product would be effective and have no environmental impact.</p>
Feedback in Response to Revised Cost Apportionment dated 5 December 2024		
9	<p><u>Feedback Against Scheme (from one abutting property)</u></p> <p>Email from previous objector maintains their objection to the scheme for reasons previously advised.</p>	Objection noted.

NO.	SUBMISSION / FEEDBACK (Brief Summary)	COUNCIL OFFICER RESPONSE
10	<u>Feedback Against Scheme (from two abutting properties)</u> Letter from previous objectors maintains their objection to the scheme for reasons previously advised.	Objection noted.
11	<u>Feedback in Support (from one abutting property)</u> Email from previous supporter indicates support for the scheme and revised cost apportionment.	Support noted.
12	<u>Feedback in Support (from six abutting properties including above property)</u> Letter on behalf of six properties maintains support for the scheme and indicates acceptance of the revised cost apportionment.	It is recommended that the scheme be declared because six of ten (60%) property owners support the scheme.
13	<u>Further Information (from above six properties in support)</u> Feedback includes: <ul style="list-style-type: none"> • Request for improvements to the river front post development of the scheme, to support a family friendly community space and discourage the current undesirable behaviour that occurs such as nude bathing. • Photographs showing the use of the car park near the river to support Council's assessment. 	The Council contribution has been increased to \$86,775.14 to reflect the traffic data obtained in January 2025 for the use of the river land. The traffic assessment considered the data provided by the property owners.
14	<u>Feedback (from one abutting property, but not one of the above six supporters)</u> Letter indicates that the property owner is "broadly in favour of the principle of sealing" subject to the cost apportionment being revised to allocate a much higher cost to Council.	The property owner's support is conditional. The property owner is not one of the above six supporters of the scheme. The Council contribution has been increased to \$86,775.14 to reflect the traffic data obtained in January 2025 for the use of the river land.

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



In this Instrument '**officers**' means –

Renae Ahern
Briana Barnes
Emma Barrett
John Brennan
Megan Brittingham
Andrea de Boer
Melody Du
Andrew Feeney
Aidan Francischelli
Eloise Gabriele
Richard Glawitsch
Kamal Hasanoff
Mark Huntersmith
Kate Jewell
Jennifer Kemp
Ben Kenyon
Sav Koletas
Stewart Mala
Anastasia Matete
Sarah Mayman
Daniel McGrath
Karen McPherson
Raymond Micallef
Robert Mitchelmore
Tim Oldfield
Nicholas Ouzas
Serge Perna
Barry Pilliner
Taylor Richards
Katrina Ross
Catriona Sexton
Sarah Shehata
Craig Smith
Marianne Sparks
Warren Tomlinson
Frank Vassilacos
Timothy Vickers
Emrys Williams

By this Instrument of Appointment and Authorisation Nillumbik Shire Council –

1.

under s 147(4) of the *Planning and Environment Act 1987* – authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2.

under s 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 25 March 2025.

THE COMMON SEAL of NILLUMBIK

)

SHIRE COUNCIL was affixed hereto

)

On the day of March 2025

)

On the authority of the Council and

)

signed by:

)

.....

Councillor

.....

Chief Executive Officer

S5 Instrument of Delegation to the Chief Executive Officer

Updated March 2025

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the **Nillumbik Shire Council** (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on 25 March 2025;
- 2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

THE COMMON SEAL of NILLUMBIK)
SHIRE COUNCIL was affixed hereto)
On the of March 2025)
On the authority of the Council and)
signed by:)

..... Councillor

..... Chief Executive Officer

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Local Government Act 2020			
Provision	Item Delegated	Delegate	Conditions and Limitations
11(1)	SCHEDULE The power to 1. determine any issue; 2. take any action; or 3. do any act or thing arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.	CEO	The delegate must not determine the issue, take the action or do the act or thing 1. if the issue, action, act or thing is an issue, action, act or thing which involves 1.1 entering into a contract exceeding the value of \$300,000; 1.2 making any expenditure that exceeds \$300,000; 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days; 1.4 electing a Mayor or Deputy Mayor; 1.5 granting a reasonable request for leave under s 35 of the Act; 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; 1.7 approving or amending the Council Plan; 1.8 adopting or amending any policy that Council is required to adopt under the Act; 1.9 adopting or amending the Governance Rules; 1.10 appointing the chair or the members to a delegated committee; 1.11 making, amending or revoking a local law; 1.12 approving the Budget or Revised Budget; 1.13 approving the borrowing of money; 1.14 subject to section 181H(1)(b) of the <i>Local Government Act 1989</i> , declaring general rates, municipal charges, service rates and charges and specified rates and charges; 2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;

Local Government Act 2020			
Provision	Item Delegated	Delegate	Conditions and Limitations
			<ul style="list-style-type: none"> 3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; 4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a <ul style="list-style-type: none"> 4.1 policy; or 4.2 strategy adopted by Council; 5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or 6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



S6 Instrument of Delegation to Members of Council Staff

Updated March 2025

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

Abbreviation	Position
CEMR	Coordinator Emergency Management and Recovery
CEO	Chief Executive Officer
CEWLM	Coordinator Environment Works and Land Management
COO	Chief Operating Officer
CRDC	Coordinator Roads, Drains and Cleansing
CSC	Community Safety Coordinator
DGCCS	Director Governance, Communications and Community Safety
DPES	Director Planning, Environment & Strategy
EHC	Environmental Health Coordinator
EHO	Environmental Health Officer
EHOWO	Environmental Health and Onsite Wastewater Officer
HTO	Health Technical Officer
MBS	Municipal Building Surveyor (Manager Building Services)
MCI	Manager Capital and Infrastructure
MCSMRM	Manager Community Safety (Municipal Recovery Manager)

Abbreviation	Position
MFPA	Manager Finance Procurement and Assets
MGP	Manager Governance and Property
MOC	Manager Operations Centre
MPEH	Manager Planning and Environmental Health
MSPE	Manager Strategic Planning and Environment
ND	Not Delegated
PEHBSC	Planning & Environmental Health Business Support Coordinator
PIO	Planning Investigations Officer
PP	Principal Planner
PSO	Planning Support Officer
PUD	Principal Urban Designer
RFTL	Roads and Footpaths Team Leader
SEWPO	Senior Environmental Works Project Officer
SO	Subdivisions Officer
SP	Statutory Planner
SPAO	Senior Planning Advisory Officer
SPC	Statutory Planning Coordinator
SPCIP	Statutory Planning Coordinator (Investigations and Planning)
SPIO	Senior Planning Investigations Officer

Abbreviation	Position
SSP	Senior Statutory Planner
SStrP	Senior Strategic Planner
StrP	Strategic Planner
SUD	Senior Urban Designer
TLC	Team Leader Cleansing
TLRM	Team Leader Unsealed Roads Maintenance
TTC	Traffic and Transport Coordinator
TTTL	Traffic and Transport Team Leader
WCL	Waste Collection Lead
Positions Group	Positions
Directors	COO, DPES, DOC, DCP, DGCCS
Managers	MPEH, MBS, MCSMRM, ME, MCI, MRL, MHR, MIT, MCP, MFPA, MSPE, MOC, MCPPr, MCEBP, MGP

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 25 March 2025; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

THE COMMON SEAL of NILLUMBIK)
 SHIRE COUNCIL was affixed hereto)
 On the of March 2025)
 On the authority of the Council and)
 signed by:

..... Councillor

..... Chief Executive Officer.

SCHEDULE

INDEX

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	1
Domestic Animals Act 1994	6
Food Act 1984	6
Heritage Act 2017	19
Local Government Act 1989	19
Planning and Environment Act 1987	20
Residential Tenancies Act 1997	96
Road Management Act 2004	97
Planning and Environment Regulations 2015	114
Planning and Environment (Fees) Regulations 2016	116
Road Management (General) Regulations 2016	116
Road Management (Works and Infrastructure) Regulations 2015	118

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 10	Function of receiving application for registration	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 11	Function of receiving application for renewal of registration	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	MPEH, MCSMRM, EHC, DPES, DGCCS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 12(4) & (5)	Duty to issue certificate of registration	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 14(1)	Function of receiving notice of transfer of ownership.	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 14(3)	Power to determine where notice of transfer is displayed	MPEH, MCSMRM, EHC, DPES, DGCCS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(1)	Duty to transfer registration to new caravan park owner	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 15(2)	Duty to issue a certificate of transfer of registration	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 17	Duty to keep register of caravan parks	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MPEH, MCSMRM, EHC, DPES, DGCCS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 21(2)	Duty to consult with relevant emergency services agencies	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 24(2)	Power to consult with relevant floodplain management authority	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MPEH, MCSMRM, EHC, DPES, DGCCS	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 39(3)	Function of receiving installation certificate	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	MPEH, MCSMRM, EHC, DPES, DGCCS	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	MPEH, MCSMRM, EHC, DPES, DGCCS	

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CSC, MCSMRM, DGCCS	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	MPEH, EHO, EHOWO, HTO, EHC, DPES	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	MPEH, EHO, EHOWO, HTO, EHC, DPES	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	MPEH, EHC, DPES	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	MPEH, EHO, EHOWO, EHC, DPES	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	MPEH, EHC, DPES	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	MPEH, EHO, EHOWO, HTO, EHC, DPES	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	MPEH, EHC, DPES	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	MPEH, EHO, EHOWO, EHC, DPES	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19E(1)(d)	Power to request a copy of the food safety program	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	MPEH, EHO, EHOWO, EHC, DPES	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MPEH, EHO, EHOWO, EHC, DPES	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MPEH, EHO, EHOWO, EHC, DPES	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	MPEH, EHO, EHOWO, EHC, DPES	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	MPEH, EHC, DPES	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	MPEH, EHC, DPES	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	MPEH, EHO, EHOWO, EHC, DPES	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	MPEH, EHO, EHOWO, EHC, DPES	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
	Power to register or renew the registration of a food premises	MPEH, EHC, DPES	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	MPEH, EHC, DPES	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36B	Duty to pay the charge for use of online portal	MPEH, EHC, DPES	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	MPEH, EHC, DPES	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38E(2)	Power to register the food premises on a conditional basis	MPEH, EHC, DPES	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	MPEH, EHC, DPES	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	MPEH, EHC, DPES	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	MPEH, EHC, DPES	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	MPEH, EHC, DPES	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	MPEH, EHC, DPES	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	MPEH, EHC, DPES	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	MPEH, EHC, DPES	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	MPEH, EHC, DPES	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	MPEH, EHC, DPES	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	MPEH, EHC, DPES	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	MPEH, EHC, DPES	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	MPEH, EHC, DPES	
s 40F	Power to cancel registration of food premises	MPEH, EHC, DPES	Where Council is the registration authority
s 43	Duty to maintain records of registration	MPEH, EHC, DPES	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	MPEH, EHC, DPES	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	MPEH, EHC, DPES	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	MPEH, EHC, DPES	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	MPEH, EHC, DPES	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, MPEH, DPES, MSPE	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	MPEH, DPES, MSPE	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	MPEH, DPES, MSPE	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	MPEH, DPES, MSPE	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	MPEH, DPES, MSPE	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MPEH, DPES, MSPE	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	MPEH, DPES, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(5)	Function of receiving notice of the Minister's decision	MPEH, DPES, MSPE	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	MPEH, DPES, MSPE	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MPEH, DPES, MSPE	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DPES, MSPE	
s 12B(1)	Duty to review planning scheme	DPES, MSPE	
s 12B(2)	Duty to review planning scheme at direction of Minister	DPES, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DPES, MSPE	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DPES, MSPE	
s 17(1)	Duty of giving copy amendment to the planning scheme	DPES, MSPE	
s 17(2)	Duty of giving copy s 173 agreement	DPES, MSPE	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DPES, MSPE	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DPES, MSPE	Until the proposed amendment is approved or lapsed

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DPES, MSPE	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DPES, MSPE	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	DPES, MSPE	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DPES, MSPE	Until the end of 2 months after the amendment comes into operation or lapses

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21A(4)	Duty to publish notice	DPES, MSPE	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DPES, MSPE	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DPES, MSPE	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DPES, MSPE	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DPES, MSPE	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DPES, MSPE	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DPES, MSPE	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DPES, MSPE	During the inspection period

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	DPES, MSPE	
s 28(1)	Duty to notify the Minister if abandoning an amendment	DPES, MSPE	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	DPES, MSPE	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DPES, MSPE	
s 30(4)(a)	Duty to say if amendment has lapsed	DPES, MSPE	
s 30(4)(b)	Duty to provide information in writing upon request	DPES, MSPE	
s 32(2)	Duty to give more notice if required	DPES, MSPE	
s 33(1)	Duty to give more notice of changes to an amendment	DPES, MSPE	
s 36(2)	Duty to give notice of approval of amendment	DPES, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38(5)	Duty to give notice of revocation of an amendment	DPES, MSPE	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DPES, MSPE	
s 40(1)	Function of lodging copy of approved amendment	DPES, MSPE	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DPES, MSPE	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	DPES, MSPE	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	SP, SStrP, DPES, MSPE	Where Council is a responsible public entity and is a planning authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AW	Function of being consulted by the Minister	DPES	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	DPES, MSPE	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	DPES, MSPE	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	DPES, MSPE	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, DPES	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DPES, MSPE	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DPES, MSPE	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DPES, MSPE	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DPES, MSPE	
s 46GP	Function of receiving a notice under s 46GO	DPES, MSPE	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	DPES, MSPE	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DPES, MSPE	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DPES, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DPES	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DPES, MSPE	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DPES, MSPE	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	DPES, MSPE	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DPES, MSPE	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	ND	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DPES	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, DPES	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DPES, MSPE	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DPES, MSPE	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	PEHBSC, SPCIP, MPEH, MCI, DPES, SPC, MSPE	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	PEHBSC, COO, SPCIP, MPEH, DPES, SPC, MSPE	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	COO, DPES, MFPA, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Function of receiving the monetary component	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC, MSPE, DGCCS, MGP	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	DGCCS, MGP	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZA(1)	Duty to keep proper and separate accounts and records	DGCCS, MGP	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DPES, DGCCS, MGP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	DPES, DGCCS, MGP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MPEH, DPES, MSPE	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	MPEH, DPES, MSPE	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	MPEH, DPES, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	COO, MPEH, DPES, MFPA	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	COO, MPEH, DPES, MFPA, DGCCS, MGP	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	COO, MPEH, DPES, MFPA	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	MPEH, DPES, MSPE	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	COO, MPEH, DPES, MFPA, MSPE, DGCCS, MGP	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DPES, DGCCS, MGP	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(3)	Function of receiving proceeds of sale	COO, DPES, MFPA, DGCCS, MGP	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	COO, DPES, MFPA	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	COO, DPES, MFPA	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	COO, DPES, MFPA	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	MPEH, DPES, MSPE	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DPES, DGCCS, MGP	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	PEHBSC, COO, MPEH, DPES, MFPA, DGCCS, MGP	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46Q(1)	Duty to keep proper accounts of levies paid	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	PEHBSC, SPCIP, MPEH, DPES, SPC	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	PEHBSC, COO, SPCIP, MPEH, DPES, MFPA, SPC	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	DPES, MSPE	Must be done in accordance with Part 3

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s46Q(4)(e)	Duty to expend that amount on other works etc.	PEHBSC, SPCIP, MPEH, DPES, SPC	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46QD	Duty to prepare report and give a report to the Minister	MPEH, DPES, MSPE	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	DPES, MSPE	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	DPES, MSPE	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	DPES, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	DPES, MSPE	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	DPES, MSPE	
s 47	Power to decide that an application for a planning permit does not comply with that Act	DPES, MSPE	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 50(4)	Duty to amend application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 50(6)	Duty to make note of amendment to application in register	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 50A(1)	Power to make amendment to application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 50A(4)	Duty to note amendment to application in register	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 52(3)	Power to give any further notice of an application where appropriate	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 54(1)	Power to require the applicant to provide more information	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 57A(5)	Power to refuse to amend application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(6)	Duty to note amendments to application in register	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 57B(1)	Duty to determine whether and to whom notice should be given	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57C(1)	Duty to give copy of amended application to referral authority	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 58	Duty to consider every application for a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 58A	Power to request advice from the Planning Application Committee	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60	Duty to consider certain matters	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 60(1A)	Duty to consider certain matters	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, PEHBSC, SPCIP, MPEH, DPES, SPC	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006</p> <hr/> <p>In accordance with delegations issued by Council (or unless called in by a ward Councillor or Councillors)</p>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, PEHBSC, SPCIP, MPEH, DPES, SPC	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, PEHBSC, SPCIP, MPEH, DPES, SPC	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, PEHBSC, SPCIP, MPEH, DPES, SPC	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, PEHBSC, SPCIP, MPEH, DPES, SPC	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 62(2)	Power to include other conditions	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(5)	Duty to give each objector a copy of an exempt decision	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 69(1A)	Function of receiving application for extension of time to complete development	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 71(1)	Power to correct certain mistakes	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 71(2)	Duty to note corrections in register	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 73	Power to decide to grant amendment subject to conditions	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 74	Duty to issue amended permit to applicant if no objectors	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 83	Function of being respondent to an appeal	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83B	Duty to give or publish notice of application for review	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 84AB	Power to agree to confining a review by the Tribunal	PEHBSC, SPCIP, MPEH, PSO, PP, SPAO, DPES, SPC, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to issue a permit at order of Tribunal within 3 business days	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 91(2)	Duty to comply with the directions of VCAT	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 93(2)	Duty to give notice of VCAT order to stop development	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 95(3)	Function of referring certain applications to the Minister	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 95(4)	Duty to comply with an order or direction	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, PEHBSC, COO, SPCIP, MPEH, DPES, SPC	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, PEHBSC, COO, SPCIP, MPEH, DPES, SPC	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 96F	Duty to consider the panel's report under s 96E	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 96H(3)	Power to give notice in compliance with Minister's direction	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 96J	Duty to issue permit as directed by the Minister	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96K	Duty to comply with direction of the Minister to give notice of refusal	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 97C	Power to request Minister to decide the application	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97Q(4)	Duty to comply with directions of VCAT	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPE, PUD	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 101	Function of receiving claim for expenses in conjunction with claim	MPEH, DPES, MSPE	
s 103	Power to reject a claim for compensation in certain circumstances	MPEH, DPES, MSPE	
s.107(1)	Function of receiving claim for compensation	SPCIP, MPEH, DPES, SPC, MSPE	
s 107(3)	Power to agree to extend time for making claim	MPEH, DPES, MSPE	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPE, SPIO	
s 114(1)	Power to apply to the VCAT for an enforcement order	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPE	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPE	
s 123(1)	Power to carry out work required by enforcement order and recover costs	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPE	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	PEHBSC, COO, SPCIP, MPEH, DPES, SPC, MSPE, DGCCS, SPIO, MGP	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, SPIO	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 129	Function of recovering penalties	PEHBSC, COO, SPCIP, MPEH, DPES, SPC, MSPE, SPIO	
s 130(5)	Power to allow person served with an infringement notice further time	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, SPIO	
s 149A(1)	Power to refer a matter to the VCAT for determination	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, PIO, MSPE, PUD	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, PIO, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149B	Power to apply to the Tribunal for a declaration.	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	DPES, MSPE	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	PEHBSC, SPCIP, MPEH, SPAO, SPC, MSPE	
s 171(2)(g)	Power to grant and reserve easements	SPCIP, MPEH, DPES, SPC	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	COO, DPES, DGCCS, MGP	Where Council is a development agency specified in an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	ND	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	ND	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, DPES	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 178A(1)	Function of receiving application to amend or end an agreement	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 178A(5)	Power to propose to amend or end an agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178C(4)	Function of determining how to give notice under s 178C(2)	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	PEHBSC, SPCIP, MPEH, DPES, SPC	If no objections are made under s 178D Must consider matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	PEHBSC, SPCIP, MPEH, DPES, SPC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	PEHBSC, SPCIP, MPEH, DPES, SPC	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	PEHBSC, SPCIP, MPEH, DPES, SPC	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	PEHBSC, SPCIP, MPEH, DPES, SPC	After considering objections, submissions and matters in s.178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(d)	Power to refuse to amend or end the agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 181	Duty to apply to the Registrar of Titles to record the agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 182	Power to enforce an agreement	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, SUD, DPES, SO, SPC, MSPE	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184G(2)	Duty to comply with a direction of the Tribunal	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, SUD, DPES, SO, SPC, MSPE	
s 184G(3)	Duty to give notice as directed by the Tribunal	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 198(1)	Function to receive application for planning certificate	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 199(1)	Duty to give planning certificate to applicant	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 201(1)	Function of receiving application for declaration of underlying zoning	SPCIP, MPEH, DPES, SPC, MSPE	
s 201(3)	Duty to make declaration	SPCIP, MPEH, DPES, SPC, MSPE	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
	Power to give written authorisation in accordance with a provision of a planning scheme	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	MCSMRM, EHC, DPES, CEMR, MSPE, DGCCS	
s 522(1)	Power to give a compliance notice to a person	MCSMRM, EHO, EHOWO, HTO, EHC, DPES, MSPE, DGCCS	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	COO, MPEH, MCSMRM, EHC, DPES, DGCCS, MGP	
s 525(4)	Duty to issue identity card to authorised officers	Directors, Managers	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	MPEH, MCSMRM, EHC, DPES, DGCCS	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 526A(3)	Function of receiving report of inspection	COO, MPEH, MCSMRM, EHC, DPES, DGCCS, MGP	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	MPEH, MCSMRM, EHC, DPES, DGCCS, MGP	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	COO, MCI, DPES, TTC	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	COO, DPES, SO, DGCCS, TTC, MGP, TTTL	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(9)(b)	Duty to advise Registrar	COO, DPES, SO, DGCCS, TTC, MGP, TTTL	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	COO, DPES, DGCCS, TTC, MGP	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	COO, MCI, DPES, DGCCS, TTC, MGP	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	DPES	
s 12(10)	Duty to notify of decision made	COO, MCI, DPES, DGCCS, TTC, MGP	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	COO, MCI, DPES, DGCCS, TTC	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	COO, DPES, DGCCS, TTC	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	COO, DPES	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	COO, MCI, DPES, TTC	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	COO, MCI, DPES, TTC	
s 15(2)	Duty to include details of arrangement in public roads register	COO, MCI, DPES, TTC	
s 16(7)	Power to enter into an arrangement under s 15	COO, MCI, DPES, TTC	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16(8)	Duty to enter details of determination in public roads register	COO, MCI, DPES, TTC	
s 17(2)	Duty to register public road in public roads register	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	COO, MCI, DPES, TTC	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Power to designate ancillary area	COO, MCI, DPES, TTC	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	COO, MCI, DPES, DGCCS, TTC, TTTL	
s 19(4)	Duty to specify details of discontinuance in public roads register	COO, MCI, DPES, TTC, TTTL	
s 19(5)	Duty to ensure public roads register is available for public inspection	COO, MCI, DPES, TTC, TTTL	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21	Function of replying to request for information or advice	COO, MCI, DPES, TTC, TTTL	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	COO, MCI, DPES, TTC	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	COO, DPES, TTC	
s 22(5)	Duty to give effect to a direction under s 22	COO, DPES, TTC	
s 40(1)	Duty to inspect, maintain and repair a public road.	COO, MCI, SEWPO, MOC, TLRM, CRDC, CEWLM, RFTL	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	COO, MCI, SEWPO, MOC, TLRM, CRDC, CEWLM, RFTL	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	COO, MCI, SEWPO, MOC, CRDC, CEWLM	
s 42(1)	Power to declare a public road as a controlled access road	COO, MCI, DPES, TTC	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	COO, MCI, DPES, TTC	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	COO, MCI, DPES, TTC	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	COO, MCI, DPES, TTC	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	COO, MCI, DPES, TTC	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	COO, MCI, DPES, TTC	
s 49	Power to develop and publish a road management plan	COO, MCI, DPES, MOC, TTC	
s 51	Power to determine standards by incorporating the standards in a road management plan	COO, MCI, DPES, MOC, TTC	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	COO, MCI, DPES, MOC, TTC	
s 54(2)	Duty to give notice of proposal to make a road management plan	COO, MCI, DPES, MOC, TTC	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	COO, MCI, DPES, MOC, TTC	
s 54(6)	Power to amend road management plan	COO, MCI, DPES, MOC, TTC	
s 54(7)	Duty to incorporate the amendments into the road management plan	COO, MCI, DPES, MOC, TTC	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	COO, MCI, DPES, MOC, TTC	
s 63(1)	Power to consent to conduct of works on road	COO, MCI, SEWPO, MOC, CEWLM	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	COO, MCI, DPES, SEWPO, MOC, TTC, CRDC, CEWLM	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	COO, MCI	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	COO, MCI, DPES, TTC, TTTL	Where Council is the coordinating road authority
s 67(3)	Power to request information	COO, MCI, DPES, TTC, TTTL	Where Council is the coordinating road authority
s 68(2)	Power to request information	COO, MCI, DPES, TTC, TTTL	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(3)	Power to appoint an authorised officer	COO, DPES, TTC	
s 72	Duty to issue an identity card to each authorised officer	COO, MCI, DPES, TTC	
s 85	Function of receiving report from authorised officer	COO, MCI, DPES, MOC, TTC	
s 86	Duty to keep register re s 85 matters	COO, MCI	
s 87(1)	Function of receiving complaints	COO, MCI, MOC	
s 87(2)	Duty to investigate complaint and provide report	COO, MCI, MOC	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	COO, MCI	
s 112(2)	Power to recover damages in court	COO, MCI	
s 116	Power to cause or carry out inspection	COO, MCI, MOC, CRDC	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 119(2)	Function of consulting with the Head, Transport for Victoria	COO, MCI, DPES, TTC	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	COO, MCI, MOC	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	COO, MCI, MOC	
s 121(1)	Power to enter into an agreement in respect of works	COO, MCI, SEWPO, MOC, CEWLM	
s 122(1)	Power to charge and recover fees	COO, MCI, DPES, TTC	
s 123(1)	Power to charge for any service	COO, MCI, DPES, TTC	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	COO, MCI, DPES, TTC	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 3(1)	Duty to make policy about controlled access roads	COO, MCI, DPES, TTC	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	COO, MCI, DPES, TTC	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	COO, MCI, DPES, TTC	
sch 2 cl 5	Duty to publish notice of declaration	COO, MCI, DPES, TTC	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	COO, MCI, DPES, TTC	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	COO, MCI, DPES, TTC	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	COO, MCI, DPES, TTC	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	COO, MCI, DPES, TTC	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	COO, MCI, MOC, TTC	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	COO, MCI, MOC, TTC	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	COO, MCI, MOC, TTC	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	COO, MCI, MOC, CRDC	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	COO, MCI, MOC	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	COO, MCI, MOC	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	COO, MCI, MOC	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	COO, MCI, MOC	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	COO, MCI, MOC, TTC	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	COO, MCI, MOC, TTC	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	COO, MCI, DPES, TTC	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(6)	Power to set reasonable conditions on consent	COO, MCI, DPES, TTC, TTTL	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	COO, MCI, DPES, TTC, TTTL	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	COO, MCI, DPES, TTC, TTTL	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	COO, MCI, DPES, TTC	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	COO, MCI, DPES, TTC	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	COO, MCI, DPES, TTC	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	COO, MCI, DPES, TTC	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	COO, MCI, DPES, TTC	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	DPES, MSPE	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	PEHBSC, SSP, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SO, SPC, MSPE, PUD	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	PEHBSC, SPCIP, MPEH, DPES, SPC	Where Council is the responsible authority

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	PEHBSC, SPCIP, MPEH, DPES, SPC	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DPES, MSPE	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	PEHBSC, SPCIP, MPEH, DPES, SPC	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPE	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	COO, MCI, MOC, TTC	
r 9(2)	Duty to produce written report of review of road management plan and make report available	COO, MCI, MOC	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	COO, MCI, MOC	Where Council is the coordinating road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	COO, MCI, MOC	
r 13(1)	Duty to publish notice of amendments to road management plan	COO, MCI, MOC	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	COO, MCI, MOC	
r 16(3)	Power to issue permit	COO, MCI, MOC, TTC	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	COO, MCI, MOC, TTC	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	COO, MBS, MCI, DPES, MOC	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	COO, MBS, MCI, DPES, MOC	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	COO, MBS, MCI, DPES, SEWPO,	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		MOC, WCL, TLC, CRDC, CEWLM	
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	COO, MBS, MCI, DPES, MOC	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	COO, MBS, MCI, DPES, MOC	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	COO, MCI, DPES, TTC	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	COO, MCI, DPES, TTC	Where Council is the coordinating road authority

Nillumbik Shire Council

NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738266	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 7	Power to enter into a written agreement with a caravan park owner		
738267	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 10	Function of receiving application for registration		
738268	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 11	Function of receiving application for renewal of registration		

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738269	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations		_____
738270	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations		_____
738271	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations		_____
738272	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations		_____

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738273	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration		_____
738274	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 12(4) & (5)	Duty to issue certificate of registration		_____
742711	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(3)	Power to determine where notice of transfer is displayed		_____
738276	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(1)	Duty to transfer registration to new caravan park owner		_____

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738277	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(2)	Duty to issue a certificate of transfer of registration		_____
738278	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 15(3)	Power to determine where certificate of transfer of registration is displayed		_____
738279	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration		_____
738280	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 17	Duty to keep register of caravan parks		_____

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738281	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner		_____
738282	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 21(2)	Duty to consult with relevant emergency services agencies		_____
738283	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures		_____
738284	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings		_____

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738285	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 24(2)	Power to consult with relevant floodplain management authority		_____
738286	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling		_____
738287	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		_____
738288	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		_____

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738289	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 39(3)	Function of receiving installation certificate		
738290	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person		
738291	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules		

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
703087	Planning and Environment Act 1987	s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.		Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal. _____
755998	Road Management Act 2004	s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road		_____

Nillumbik Shire Council

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738275	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024	r 14(1)_	Power Function to determine where receiving notice of transfer is displayed ownership.		
183728	Food Act 1984	s. 19 19(4)(a)	power Power to direct that an order made under sections 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	MPEH, MCSMRM, EHC, DPES	If sections 19(1) applies

CM.029/25 Instrument of Delegation from Council to Council staff
Attachment 2. Summary of the new and changed provisions

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
183732	Food Act 1984	s. 19AA 19AA(4)(c)	power Power to direct, in an order made under s. 19AA 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises -	MPEH, MCSMRM, EHC, DPES	Note: the power to direct the matters under s. 19AA 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution <u>Only in relation to temporary food premises or mobile food premises</u>
738262	Food Act 1984	s 19FA(1)_	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program		Where Council is the registration authority <u>Only in relation to temporary food premises or mobile food premises</u> Subject to s 19FA(2), which requires a time limit for compliance to be specified

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
738263	Food Act 1984	s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)		Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
738264	Food Act 1984	s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)		Where Council is the registration authority Only in relation to temporary food premises or mobile food premises
738265	Food Act 1984	s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)		Where Council is the registration authority Only in relation to temporary food premises or mobile food premises

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
183762	Food Act 1984	s.43F <u>43F(7)</u>	power <u>Power</u> to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements -	MPEH, MCSMRM , EHC, DPES	where <u>Where</u> council <u>Council</u> is the registration authority <u>Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))</u> _____
184252	Planning and Environment Act 1987	s.46AAA <u>46AAA</u>	duty <u>Duty</u> to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	DBS , DPES, MIS , MSPE	where <u>Where</u> council <u>Council</u> is a responsible public entity and is a planning authority note <u>Note</u> : this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will effect <u>affect</u> a limited number of Councils <u>councils</u> _____

Nillumbik Shire Council

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
703088	Planning and Environment Act 1987	s 148B <u>149B</u>	Power to apply to the Tribunal for a declaration.		

THIS PAGE WAS LEFT INTENTIONALLY BLANK

*National Priorities
Need Local Solutions*

24 - 27 June 2025 | National
Convention Centre Canberra

**National
General
Assembly
Discussion Paper**



ALGA
Australian Local
Government Association

KEY DATES

18 December 2024 | Opening of Call for Motions

31 March 2025 | Acceptance of Motions closes

24 June 2025 | Regional Cooperation & Development Forum

25 - 27 June 2025 | National General Assembly

TO SUBMIT YOUR MOTION

VISIT: [ALGA.COM.AU](https://alga.com.au)

The Australian Local Government Association (ALGA) is pleased to convene the 31st National General Assembly of Local Government (NGA), to be held in Canberra from 24-27 June 2025.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2025 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2025 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

BACKGROUND TO ALGA AND THE NGA

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated – particularly to the Australian Government – the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2025 NGA.



SUBMITTING MOTIONS

The theme of the 2025 NGA is – *National Priorities Need Local Solutions*

In June 2025, Australia will either have a re-elected Labor Government, or a new Coalition or minority government.

The 31st National General Assembly of Local Government will focus on opportunities for councils to work with the next Federal Government to deliver local solutions that will help them deliver on their vision for the nation.

As the closest government to communities, councils understand local challenges and opportunities. They are a willing partner in government, and sustainably funded can provide place-based solutions to a range of national priorities including affordable housing, energy transition, road safety, increasing productivity, and improved health and wellbeing.

This discussion paper is a call for councils to submit motions for debate at the 2025 NGA to be held in Canberra from 24-27 June 2025.

Motions for this year's NGA should consider:

- Any new practical programs or policy changes that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and/or
- New program ideas that that would help the local government sector to deliver place-based solutions to national priorities.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.



Motions must be lodged electronically using the online form available on the NGA website at: www.alga.asn.au and received no later than 11:59pm AEST on Monday 31 March 2025.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA. For example, the sub-committee may recommend an overarching strategic motion to encompass several motions on the same topic.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2025 NGA.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to

...

Please note: that resolutions of the NGA do not automatically become ALGA's national policy positions.

The ALGA Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda, but the resolutions are not binding.



OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council

Motions should be lodged electronically using the online form available at www.alga.com.au.

Motions should be received no later than 11:59pm AEST on Monday 31 March 2025.



SETTING THE SCENE

The theme for the 2025 NGA – **National Priorities Need Local Solutions** – highlights the unique role Australia's 537 councils can play delivering local, place-based solutions that meet the needs of their communities, while addressing broader national priorities.

The 2025 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments and its capacity to deliver services and infrastructure to local communities across the nation.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment;
- Circular economy



1. INTERGOVERNMENTAL RELATIONS

For almost 30 years, local government was represented by ALGA on the Council of Australian Governments (COAG), providing local input into national decision making. However, when COAG was replaced by National Cabinet in March 2020, local government was not included.

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively; and is a key mechanism in Australia's intergovernmental architecture. A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year, as well as one meeting of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

While National Cabinet was established to support a coordinated national response to the COVID-19 pandemic, the lack of local representation to this body has unfortunately impacted on decision making.

The Government's review into the COVID-19 response – published in October 2024 – found that Australia's 537 councils were critical for the implementation of National Cabinet decisions during the pandemic.

The inquiry also recommended National Cabinet would benefit from having more structured engagement and active consultation with local government to ensure future decision-making is informed at a local level.

In addition to attending one meeting per year of National Cabinet and CFFR, ALGA also represents local government on a range of Ministerial Councils and Forums, including the Infrastructure and Transport Ministers Meeting, National Emergency Management Ministers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Environment Ministers Meeting, Cultural Ministers Meeting, Energy and Climate Change Ministers Meeting, Road Safety Ministers Meeting, and Building Ministers Meeting.

Given the important role councils play delivering local solutions to national priorities, how can intergovernmental arrangements be further improved in Australia?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?

2. FINANCIAL SUSTAINABILITY

Sustainably funded, councils can play a key role delivering local solutions to national priorities. However, across the country many councils are facing significant financial challenges and are struggling to fund the delivery of core community services.

Every year councils are being asked to do more with less as a result of cost shifting, inadequate state and federal funding and, in some jurisdictions, rate pegging.

In 2024/25 councils will receive \$3.27 billion in federal Financial Assistance Grants. This is approximately 0.5% of Commonwealth taxation revenue, which is half the amount it was in 1996. The Australian Parliament is currently undertaking an Inquiry into local government sustainability, to which ALGA, State and Territory associations and many councils provided submissions

ALGA's submission to this inquiry highlighted that:

- If local government were provided annually with an additional \$350 million for the maintenance and delivery of quality open space, Australia's gross domestic product (GDP) would increase by \$858.9 million each year.
- If local government were able to effectively increase its capacity to perform regulatory services in planning and building, there would be an annual saving of \$859 million for development proponents and would generate an additional \$1.67 billion in GDP each year.
- Increased block transfers of Commonwealth funds to local governments can deliver greater efficiency and administrative cost savings of \$236 million and would generate increase GDP by \$330.8 million each year
- Reducing local government staff turnover can save \$425 million in avoided costs and lead to a \$619.9 million increase in GDP each year.
- Investing an additional \$1 billion each year into the maintenance of local government roads would increase GDP by \$354.6 million annually.

ALGA also stressed that the inquiry should not recommend any actions that will improve the financial sustainability of some councils to the detriment of others.

What are the opportunities to address financial sustainability across councils, and support their capacity to deliver local solutions to national priorities?

Are there improvements to be made to existing federal funding programs and arrangements that would support improved local government financial sustainability?

3. ROADS AND INFRASTRUCTURE

Local governments are responsible for around 75% of Australia's road network by length, and play an important role supporting productivity and improving road safety.

However, many councils are not resourced to effectively maintain their local roads, and independent research from the Grattan Institute in 2023 identified a \$1 billion annual local government road maintenance funding gap.

In November 2023 the Government announced that Roads to Funding would be progressively increased from \$500 million to \$1 billion per year over the forward estimates, effectively halving the current funding gap.

In addition to local roads, councils build and maintain community facilities and infrastructure worth more than \$100 billion nationally.

In 2020 the Australian Government introduced a new Local Roads and Community Infrastructure Program, which saw \$3.25 billion provided to all councils for local projects on a formula basis. ALGA's 2024 National State of the Assets highlighted the success of this federal funding program, reporting a \$1 billion improvement in the condition of local government facilities since the 2021 report.

Are there new programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government roads and community infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there opportunities for the Australian Government to support councils to invest in local infrastructure that will help address national priorities?

4. EMERGENCY MANAGEMENT

Australia is experiencing weather events of greater intensity and frequency – which leads to increased impacts on communities and council resources. Over the past two years, more than 60 per cent of local government areas have been declared natural disaster areas, many of them multiple times.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, and to date two rounds of funding have been provided through this program. This program has been legislated to run for five years.

Both rounds of the Disaster Ready Fund have been significantly oversubscribed, and ALGA is advocating for a significant increase in federal funding to improve the emergency management capability and capacity of local government.

The Royal Commission on National Natural Disaster Arrangements made two important recommendations for local government – calling for State and Territory Governments to take responsibility for the capacity and capability of local government for the functions which are delegated to them (recommendation 11.1), and recommending States and Territory Governments review arrangements for resource sharing between local governments (recommendation 11.2).

Released in November 2024, the Colvin Review (Independent Review of Commonwealth Disaster Funding) and Glasser Review (Independent Review of National Natural Disaster Governance Arrangements) both support a strategic shift towards disaster risk reduction and resilience. The Colvin Review also supports a major capacity uplift for local government and an enhanced national training and exercise regime which tests and builds local government capacity.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

How can the Government best support Australian councils to prepare for, respond to and recover from natural disasters?

5. HOUSING AND HOMELESSNESS

Australia is currently facing a housing crisis which is resulting in more people experiencing housing insecurity and homelessness, while also preventing required worker movement across the country.

Councils are not responsible for building housing. Many councils do, however, play a key role in facilitating housing supply by appropriately zoning land and approving development. Others are going above and beyond to address the housing crisis, albeit without adequate resourcing.

One of the biggest issues is a lack of funding for infrastructure such as roads, water and power connections that are necessary for new housing developments.

The National Housing Accord – which ALGA is a signatory to on behalf of local government - sets an ambitious target of 1.2 million new, well-located homes over the next five years.

Research commissioned by ALGA, and delivered by Equity Economics, showed that there is currently a \$5.7 billion funding shortfall for the enabling infrastructure required to bridge the gap between current constructions and Australia's housing targets.

Another significant issue is local government's lack of input into setting housing policy at both a state, territory and federal level, While ALGA represents councils on a wide range of ministerial councils, it is not currently a member of the Housing and Homelessness Ministerial Council or National Cabinet.

A key focus for councils is ensuring that any new housing developments are not just supported by enabling infrastructure, but also the local facilities and services that are vital for healthy, productive and resilient communities.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?



6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 200,000 Australians, across an estimated 400 occupations.

However, councils – like many employers across the nation – are experiencing skill shortages that hinder their ability to meet community needs.

The 2022 Local Government Workforce Skills and Capability Survey show nine out of every ten Australian councils are facing jobs and skills shortages.

65% of respondent local governments said that project delivery had been impacted or delayed by vacancies, skills shortages, skills gaps or training needs.

The top five most cited skill shortages that local governments experienced were engineers (as noted by 46% of 2022 survey respondents), urban and town planners (40%), building surveyors (36%), environmental health inspectors (30%) and human resources professionals (29%).

Drivers of skill shortages include difficulty attracting young people to local government jobs, lack of available training courses, wage competition, and lack of resources to upskill the current workforce such as access to training facilities for rural/remote councils, workplace supervisors, subject matter experts, and contextualised training resources.

National priorities, such as increasing housing supply, cannot be achieved without support from local government and the right people to do the work.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?

7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2022-23 was \$48 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or competitive funding programs, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities;
- library services

Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?

Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?



8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

Local governments are uniquely placed to support partnerships to address long term service gaps and support their delivery. Councils are elected by their communities and have the longitudinal scope to develop a community's economic, skills, and infrastructure needs.

Local governments already play a significant role in helping their communities and the Closing the Gap outcomes. However, councils need appropriate resourcing, be it through place-based initiatives, or broader programs, to better facilitate and meet program objectives in their communities.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen partnerships between Aboriginal and Torres Strait Islanders and governments?

9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?



10. CLIMATE CHANGE AND RENEWABLE ENERGY

Climate change is resulting in more frequent and severe disasters, coastal erosion, and rising heat, which are all impacting on the liveability of Australian communities.

Local governments play a role in emissions reduction through reducing their corporate emissions and supporting broader national processes of decarbonisation through community engagement, and provision of services and infrastructure.

The 2024 Local Government Climate Review found that 89% of councils have set or planned ambitious corporate emissions reduction targets.

Councils also play a critical role supporting their communities through change, helping them to adapt and build their resilience. The latest Local Government Climate Review found that two-thirds have done a climate risk assessment and 72% are implementing initiatives.

Barriers to adaptation include internal resourcing (70%), funding (67%), complexity and not knowing how to respond (53%), and limited technical expertise and capacity (48%).

Councils need support to adequately assess climate risk and vulnerabilities and adequately address them in plans, policies investment decisions and engagement with communities. Unfortunately, funding and support from other levels of government has failed to keep pace, placing an inequitable burden on the sector.

The rapid increase in renewable energy projects in regions across Australia is resulting in uneven and inconsistent community benefits being offered and delivered to communities. It is also placing significant pressure on local governments to plan, negotiate and secure an enduring constructive legacy associated with renewable energy projects.

Local governments are the only local democratic institution in a position to convene local interests and broker long term social and economic benefits from renewables projects, and should be recognised and supported for their role in maintaining social license for renewables projects.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

What are the opportunities to support councils to increase community resilience to the impacts of climate change?

What support do councils need to ensure that renewable energy projects deliver lasting benefits to the communities that house them?

11. ENVIRONMENT

The Australian Government's Nature Positive Plan states "Almost half of Australia's gross domestic product (GDP) has a moderate to very high direct dependence on nature. The rate at which we are eroding the environment poses tangible risks to Australia's economic, financial and social stability."

Australia's 537 local governments undertake broad and diverse work to support environmental outcomes.

However, councils do not receive adequate support for this work, which includes managing pests, weeds, and biosecurity threats, contributing to water security and management, managing parklands and reserves, and community education.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?



12. CIRCULAR ECONOMY

Australia's volume of waste continues to increase compared with population growth and GDP, even with rates of recycling improving over the past decades.

The 2022 National Waste Report showed that waste generation has increased by 20% over the last 15 years (8.3% from municipal waste). Since 2006-07, recycling and recovery of Australia's core waste has increased by 57% (+22% in municipal) however Australia continues to have one of the lowest rates of recycling among OCED countries.

Local governments are under pressure to respond to community demand for addressing pollution, while at-capacity landfills and emerging problematic materials pose serious operational challenges.

Collecting, treating, and disposing of waste costs local governments an estimated \$3.5 billion annually.

ALGA believes the onus for waste reduction should be borne by industry, not local governments. Mandatory product stewardship approaches, including payments to local governments for their resource recovery services, would ensure the principle of producer responsibility is operationalised and the cost and risk burden on local governments is rebalanced.

How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?

How could the Australian Government partner with local government to advance the circular economy?





CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2025 National General Assembly of Local Government.

A final reminder:

- Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Monday 31 March 2025.
- Motions must meet the criteria published in this paper.
- Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- It is important to complete the background section on the form.
- Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- When your council submits a motion there is an expectation that a council representative will be present at the 2025 National General Assembly to move and speak to that motion if required.
- Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2025 National General Assembly in Canberra.





Attachment 2

**Australian Local Government Association
National General Assembly 24-27 June 2025
Nillumbik Shire Council Motions**

Category: Environment

Motion 1

The Australian Local Government Association calls on the Australian Government to increase funding available to enable the recovery of all Threatened Species and Ecological Communities, and to support on-ground actions to track and inform priorities to support nationwide biodiversity.

National objective and background:

- Increased funding for local governments to enable the recovery of all Threatened Species and Ecological Communities listed as threatened under the *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act 1999)*. Including funding support for on-ground actions, monitoring and community engagement across all land tenures.
- Provision of resourcing to develop and maintain a nationwide biodiversity atlas would ensure consistency across regions and states in how biological data is collected, stored and made available to track change and inform investment priorities.
- Halting and reversing biodiversity loss is a local, national and global issue. No country, including Australia, can achieve its objectives under the Global Biodiversity Framework without national effort.
- As the level of government closest to the community, councils are well placed to coordinate strategic, collaborative action that protects and enhances biodiversity.
- Australia's 537 local governments undertake broad and diverse work to support environmental outcomes. However, councils do not receive adequate support for this work.
- In particular, councils manage significant sites and also support community land stewardship on private land with Australian Government listed threatened species and ecological communities. This investment is beyond the direct scope of the *Local Government Act 2020* and is undertaken for the benefit of all Australians and our native wildlife.
- Greater support from the Australian Government is needed to support local government to protect biodiversity.

Category: Environment

Motion 2

The Australian Local Government Association calls on the Australian Government to increase grant funding and investment of infrastructure to support the delivery of their National Feral Deer Action Plan 2023, which aims to limit the spread of feral deer into new areas and reduce their negative impacts on agriculture, communities and the environment.

National objective and background:

- The introduction of a commonwealth feral deer control grant program would support the delivery of the National Feral Deer Action Plan 2023.
- Further investment into the infrastructure upgrades and procurement chains could turn feral deer carcasses into a commodity with sufficient commercial value to fund widespread control.
- Deer are rapidly increasing in population and extent across Australia. This needs to be halted.
- Deer destroy ground and mid-story vegetation, destroy habitat for native fauna; destroy saplings and damage mature trees; and damage waterways with hard hooves and wallowing, causing erosion and reducing water quality. They also cause agricultural, indigenous heritage and road safety impacts.
- More intensive and ongoing landscape-scale deer control is necessary to protect Australia's native biodiversity.
- There is an opportunity to for the Australian Government to partner with local government to increase on-ground control efforts; and should explore opportunities to make deer control commercially viable and self-sustaining in the long-term.

Category: Climate change and renewable energy

Motion 3

The Australian Local Government Association calls on the Australian Government to allocate funding for adaptation measures at the local government level to allow the proactive asset betterment to build back better after disaster events.

National objective and background:

- Local government are on the frontline preparing for, mitigating, and responding to the risks and impacts of climate change as communities across Australia experience the compounding effects of successive flood, storm, fire and heatwave events, directly linked to the ongoing impacts of climate change, and councils require Australian Government assistance to amplify this work.
- Local government plays a critical role in community resilience and wellbeing, providing vital community service, involvement in local disaster preparedness, response and recovery, and in managing billions of dollars of high value community assets and infrastructure including roads, drains, community buildings and facilities, parks, paths, tracks and trails - all of which are impacted by climate change.

Category: Climate change and renewable energy

Motion 4

The Australian Local Government Association calls on the Australian Government to enhance cooperation between national and local governments, and allocate sufficient funding to help enable Australia's greenhouse gas emissions to be rapidly reduced.

National objective and background:

- By setting an ambitious 2035 emissions reduction target and improving cooperation greenhouse gas emissions would be rapidly reduced.
- Current science makes it clear that greenhouse gas emissions need to be reduced faster to reduce climate change impacts. This requires strong government leadership and investment. It is critical that all levels of government work together to accelerate the transition to net zero as fast as possible.
- Local government has a strong track record of delivering nation-leading work to help reduce greenhouse gas emissions and contribute to emissions reductions targets, and require ongoing Australian Government assistance to enable this work. Improvements/investments required include targeted Government focus on improving Australia's electrical grid network infrastructure, support with the cost of transitioning off fossil fuels, raising the standards of Building Codes to international best practice, and supporting emissions accounting process improvements.

Category: Emergency Management

Motion 5

The Australian Local Government Association calls on the Australian Government to undertake a targeted approach to enhance their funding for improved mobile and internet connectivity in blackspot areas, particularly those that are impacted by natural disasters.

National objective and background:

- The Australian Government currently have 2 programs, the Mobile Black Spot Program and the Peri-Urban Mobile Program.
- These programs fund telecommunication providers and mobile infrastructure providers to invest in new mobile phone infrastructure in rural, regional and semi rural / peri urban areas of Australia.
- There is an opportunity for the Federal Government to nominate specific areas the telecommunication providers should improve this essential service rather than locations be determined by the commercial operators through their funding applications.
- While round eight of the Mobile Black Spot Program focuses on areas that have faced natural disasters, a commitment is required to ensure these areas remain a focus of improved connectivity.
- Reliable and fast mobile phone coverage is essential to ensure communities have 24/7 telephone access to support them in times of need and to access the emergency alert warning system.

Category: Community Services

Motion 6

That the Australian Local Government Association calls on the Australian Government to establish a joint initiative with all councils to develop a dedicated investment mechanism for refurbishing and developing community infrastructure, focussing on public libraries and aquatic centres.

National objective and background:

- Equitable access to community facilities and services is essential for the health, wellbeing, and improving the social fabric of all communities. Councils nationwide and undoubtedly nationwide, face ongoing financial challenges inhibiting their capacity to deliver and maintain vital infrastructure that supports community engagement, education, and social connection.
- Many councils manage well-utilised but ageing facilities, such as libraries and aquatic centres, which require significant investment to meet contemporary standards and continue serving diverse community needs. At the same time, some municipalities lack essential community infrastructure altogether, limiting access to critical services and public spaces that foster participation, mobility, and inclusion.

- Current funding models and grant opportunities often prioritise high-growth areas, unintentionally disadvantaging councils in low-growth population areas where infrastructure demand remains high despite minimal population increases. The introduction of rate capping in Victoria and New South Wales has further constrained these councils, limiting their ability to fund essential upgrades and renewal projects. As a result, the infrastructure gap between high-growth and low-growth councils continues to widen, leaving many communities increasingly disadvantaged. A more balanced funding approach is needed, one that accounts for both usage intensity and the renewal of ageing assets to ensure all councils can provide modern, accessible, and sustainable community spaces. Without this, ageing infrastructure risks falling into disrepair, leading to unforeseen closures and reductions in essential community facilities, ultimately diminishing the liveability and well-being of communities across municipalities.
- A more balanced funding approach is needed, one that considers both usage intensity and the ongoing maintenance and renewal of ageing assets—to ensure all councils can provide modern, accessible, and sustainable community spaces.
- Investing in new and upgraded community infrastructure is not only about addressing existing gaps but also about strengthening long-term community resilience, well-being, and social cohesion. Modern libraries, aquatic centres, and other shared facilities act as hubs for learning, health, and connection, contributing to the vibrancy and liveability of all communities.
- This motion aligns with the ALGA 2025 vision of fostering equitable, sustainable, and forward-thinking communities. It calls for a federal commitment to partner with local government to ensure that all municipalities, regardless of their growth profile, have the resources needed to deliver and maintain the essential facilities their communities rely on.

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Informal Meeting of Councillors Record

The Meeting commenced at 4:00pm

MEETING DETAILS:	Title:	Youth Council Meeting and Youth Hub tour
	Date:	Monday 3 February 2025
	Location:	Nillumbik Youth Hub
PRESENT:	Councillors:	Cr Kate Mckay, Cr John Dumaresq, Cr Naomi Joiner, Cr Grant Brooker
	Council Staff:	Carl Cowie, Corrienne Nichols, Katie Camilleri, Bianca Caruso, Nicola Clutton
	Other:	Elysia Cheche, Emily Yin, Kai Biviano, Niamh Coffey, Orianna Edmonds, Samuel Kelso, Sophie McDonald, Soren Kean
APOLOGIES:		Cr Perkins, Cr Joy, Cr Cope

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Councillor tour of Youth Hub	No disclosures were made
2	Youth Council meet and greet	No disclosures were made
3	Break in meeting	Cr John Dumaresq, Cr Naomi Joiner, Cr Grant Brooker left the meeting. Cr Kate Mckay stayed as they are the Councillor representative on the Youth Council.
4	Youth Survey Review	No disclosures were made
5		

The Meeting concluded at 6:30pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Nicola Clutton Team Leader Youth Development

Informal Meeting of Councillors Record

The Meeting commenced at 6:30pm

MEETING DETAILS:	Title:	Recreation Trails Advisory Committee
	Date:	Wednesday 12 February 2025
	Location:	Civic Centre, Council Chambers
PRESENT:	Councillors:	<ul style="list-style-type: none"> • Cr Kelly Joy (Chair)
	Council Staff:	<ul style="list-style-type: none"> • Rebecca Burton (Manager Recreation & Leisure) • Chris Gipps (Recreation and Community Infrastructure Project Manager)
	<u>Other:</u>	<u>Committee Members:</u> <ul style="list-style-type: none"> • Andrew Bakos • Andrew Chau • Andrew McMahon • Bernie Broom • Bill Penrose • Brad March • Cath Giles • Julie O'Connell Seamer • Serena Marriott
APOLOGIES:		<ul style="list-style-type: none"> • Cr Kim Cope (Nonattendance) • Rex Niven • Janice Davies

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Conflict of Interest and Informal Meeting of Councilors Record	No disclosures were made
2	Minutes of previous meeting	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
3	<p>Agenda Item 6: Actions from previous meeting</p> <ul style="list-style-type: none"> Northern Region Trails Strategy – Maroondah Aqueduct Trail Further investigations into land ownership in location/s of draft alignment options for Maroondah Aqueduct Trail – Priority Action 2i & 2ii Maroondah Aqueduct Trail Stage 1: Andrew Chau provided an update up on the Plenty River Trail project (that connects Nillumbik and Whittlesea trails) Diamond Creek Trail - Diamond Street, Eltham: Chairperson provided the outcome of desktop feasibility assessment on opportunity to run DC trail through land currently occupied by St Vincent's (opposite Andrew Park) Council officers confirmed that planting will occur on the Alistair Knox embankment that was recently reinforced to prevent future erosion (Along DC Trail) 	No disclosures were made
4	<p>Agenda Item 7: Active Transport Fund</p> <ul style="list-style-type: none"> Chairperson informed RTAC that Council has submitted a grant application under the Active Transport Fund for the Maroondah Aqueduct Trail extension from Diamond Creek to Greensborough 	No disclosures were made
5	<p>Agenda Item 8: RTAC Member Survey</p> <ul style="list-style-type: none"> Chairperson thanked those who completed the survey and provided feedback. Response has guided the review of the RTAC Terms of Reference 	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
6	<p>Agenda Item 9: Trail renewal & upgrade program update</p> <ul style="list-style-type: none"> Officers provided updates on current trail projects including: <ul style="list-style-type: none"> Murrays Reserve Improvements Gastons Road Underpass Improvements Feasibility Chute Street underpass feasibility DC Trail improvements at Eltham North Oval DC Trail improvements at Barack Bushlands Research Trail at Zig Zag Road 	No disclosures were made
7	<p>Agenda Item 10: Any other business</p> <ul style="list-style-type: none"> Held over to next meeting due to time constraints 	No disclosures were made

The Meeting concluded at 7:55pm

RECORD COMPLETED BY:	Officer Name: Chris Gipps Officer Title: Recreation and Infrastructure Project Manager
-----------------------------	---------------------------------------------------------------------------------------------------------

Informal Meeting of Councillors Record

The Meeting commenced at 5.34pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 18 February 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Melika Sukunda, Blaga Naumoski, Jeremy Livingston, Frank Vassilacos, Megan Medhurst, Natalie Campion, Nichole Johnson, Steven Blight, Robert Malignaggi, Daniel Tarquinio
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Yarra Strategic Plan Burndap Birrarung burndap umarkoo 2022 - 2032 Annual Implementation Plan (Year 3)	No disclosures were made
3	Consideration of Motions for the MAV State Council Meeting - Friday 16 May 2025	No disclosures were made
4	Proposal to rename part of Duffs Road, Pantton Hill to Welton View	No disclosures were made
5	Nillumbik Youth Strategy Year 3 Report and Year 4 Implementation Plan	No disclosures were made
6	Events and Festivals Triennial Funding 2026-2029	No disclosures were made
7	Special Rate and Special Charge Policy and Guidelines	No disclosures were made
8	2025-2026 Draft Operating Budget - Overview	No disclosures were made
9	IT Disaster Recovery Improvements	No disclosures were made

The Meeting concluded at 8.55pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
-----------------------------	-----------------------------------------------	---------------------------------------------------------------------------

Informal Meeting of Councillors Record

The Meeting commenced at 6.05pm

MEETING DETAILS:	Title:	Environmental and Sustainability Advisory Committee
	Date:	Wednesday 19 February 2025
	Location:	Council Chamber, Civic Centre
PRESENT:	Councillors:	Cr Kate McKay
	Council Staff:	Frank Vassilacos, Kirsten Reedy, Ian Culbard, Cassie Zurek
	Other:	Committee Members – Anne-Marie King, Malcolm Cock, Vasundhara Kandpal, Sue Rosenhain, Katrina Naish, Andrew McMahon, Lynlee Tozer
APOLOGIES:		Cr Kelly Joy

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Council Plan and Municipal Public Health and Wellbeing Plan consultation	No disclosures were made
2	Climate Action Plan - overview of Plan and discussion on Council emissions	No disclosures were made

The Meeting concluded at 8.10pm

RECORD COMPLETED BY:	Officer Name:	Kirsten Reedy
	Officer Title:	Coordinator Environment and Sustainability

Informal Meeting of Councillors Record

The Meeting commenced at 5.32pm

MEETING DETAILS:	Title:	Council Meeting Pre-Meet
	Date:	Tuesday 25 February 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Melika Sukunda, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Michael van Oosterwijck, Elishia Jansz, Robert Malignaggi, Craig King, James Hartigan, Angela Lampard, Rebecca Burton, Lance Clark, Daniel Tarquinio, Heath Gillett, Steven Blight, Nichole Johnson, Narelle Hart, Danielle Henne, Natalie Campion, Lara Bailey, Katia Croce
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Nillumbik Council construct a walking path along Caledonia Street, St Andrews	No disclosures were made
2	Connect our Community: Build a Safe Pedestrian Rail Crossing at Coolabah Reserve Eltham	No disclosures were made
3	December Quarter Financial Report	No disclosures were made
4	Audit and Risk Committee Meeting November 2024	No disclosures were made
5	Draft Domestic Animal Management Plan 2025-2029 - Endorsement of Community Engagement	No disclosures were made
6	Proposed sale of Council land at 311A Yan Yean Road, Plenty	No disclosures were made
7	Local Government Performance Reporting Framework - Mid-Year 2024-2025 Performance Report	No disclosures were made
8	Youth Council Advisory Committee Terms of Reference 2025-2027	No disclosures were made
9	Endorsement of Terms of Reference and EOI process for the Inclusion and Access Advisory Committee	No disclosures were made
10	Endorsement of Terms of Reference and EOI process for the Positive Ageing Advisory Committee	No disclosures were made
11	Recreational Trails Advisory Committee Terms of Reference and Expression of Interest Process	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
12	Council Plan Quarterly Performance Report 2024-2025 - Quarter 2	No disclosures were made
13	Active Transport Fund application	No disclosures were made
14	Tender Report - Contract 2425-018 Data Centre and Disaster Recovery Services	No disclosures were made
15	Tender Report - Contract 2425-005 Printing Services Panel	No disclosures were made
16	Tender Report - Contract 2425-026 Broad Gully Road and Bellbird Road Intersection Upgrade Works.	No disclosures were made
17	Tender Report - Contract 2425-021 North East Link Tree Canopy Replacement Program	No disclosures were made
18	Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	No disclosures were made
19	Informal Meetings of Councillors Records - 25 February 2025	No disclosures were made

The Meeting concluded at 6.21pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Katia Croce Manager Governance and Property
-----------------------------	-----------------------------------------------	------------------------------------------------

Informal Meeting of Councillors Record

The Meeting commenced at 10:00am

MEETING DETAILS:	Title:	Inclusion and Access Advisory Committee
	Date:	Friday 28 February 2025
	Location:	Council Chambers, Civic Drive, Greensborough
PRESENT:	Councillors:	Cr Peter Perkins
	Council Staff:	Narelle Hart, Angela Lampard, Cassie Zurek and Julie-Anne Grech
	Committee Members:	Neville Coutts, Gina Lloyd-Thomas, Rhonda Bain, Diana Warrell, Silvana Scibilia, Seane Cumming, Helen Ryan and Nicole Coxford
APOLOGIES:		Angela Clare, Melanie Keely, Carol Lee, Courtney Walsh and Aaron Williams

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	The minutes of the previous meeting held on 23 August 2025 were confirmed as a true and accurate record of the meeting.	No disclosures were made
2	General Business	No disclosures were made
3	Nillumbik Shire Council 2025-2029 Health and Wellbeing Plan: IAAC consultation opportunity	No disclosures were made

The Meeting concluded at 12:00pm

RECORD COMPLETED BY:	Officer Name:	Julie-Anne Grech
	Officer Title:	Business and Program Support Officer

Informal Meeting of Councillors Record

The Meeting commenced at 4:30pm

MEETING DETAILS:	Title:	Youth Council Meeting March
	Date:	Monday 3 March 2025
	Location:	Nillumbik Youth Hub
PRESENT:	Councillors:	Cr Kate Mckay
	Council Staff:	Nichole Johnson, Katie Camilleri, Nicola Clutton, Cassie Zurek, Frances Biggar
	Other:	Kai Biviano, Orianna Edmonds, Emmika Kent
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Youth Council Health and Wellbeing Plan Workshop	No disclosures were made
2	Youth Survey Brainstorm	No disclosures were made
5	Youth Summit Recommendation updates	No disclosures were made

The Meeting concluded at 6:30pm

RECORD COMPLETED BY:	Officer Name:	Nicola Clutton
	Officer Title:	Team Leader Youth Development

Informal Meeting of Councillors Record

The Meeting commenced at 5.04pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 4 March 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Melika Sukunda, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Rebecca Burton, Mike Dean, Chris Gipps, Steve Blight, Narelle Hart, Rhonda Allen, Lara Bailey
	Other:	Jane Cowell – CEO - YPRL
APOLOGIES:		Cr Grant Brooker

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Yarra Plenty Regional Library (YPRL) Business Model Transition	No disclosures were made
3	National General Assembly of Local Government 2025 - Call for Motions	No disclosures were made
4	Preschool Registration and Enrolment Scheme Priority of Access review	No disclosures were made
5	Diamond Creek Dog Park Upgrade	No disclosures were made
6	Diamond Creek Outdoor Pool project update	No disclosures were made
7	Bourchiers Road Special Charge Scheme, Kangaroo Ground	No disclosures were made
8	Draft Budget 2025-26, Draft Revenue and Rating Plan 2025-2029	No disclosures were made
9	CEO Update with Councillors - 4 March 2025	No disclosures were made

The Meeting concluded at 10.15pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
-----------------------------	-----------------------------------------------	---------------------------------------------------------------------------

Informal Meeting of Councillors Record

The Meeting commenced at 5:32 pm

MEETING DETAILS:	Title:	Planning and Consultation Committee Pre-Meet
	Date:	Tuesday 11 March 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, , Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq, Cr Peter Perkins (5:36pm), Cr Kelly Joy (5:42pm)
	Council Staff:	Carl Cowie, Melika Sukunda, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Emma Christensen
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 13 August 2024	No disclosures were made
2	MAV State Motions	No disclosures were made
3	Strategic Communications verbal update	No disclosures were made

The Meeting concluded at 6:18 pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Emma Christensen Acting Manager Governance and Property
-----------------------------	-----------------------------------------------	------------------------------------------------------------