

Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 24 March 2026 commencing at 7:00 PM.

Attachments

Carl Cowie
Chief Executive Officer

Thursday 19 March 2026

Distribution: Public

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Nillumbik Shire Council

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Council Meeting

held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 24 February 2026 commencing at 7:00 PM.

Minutes

Carl Cowie
Chief Executive Officer

Friday 27 February 2026

Distribution: Public

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Nillumbik Shire Council

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Nillumbik Shire Council

**Minutes of the Meeting of Nillumbik Shire Council held Tuesday 24 February 2026.
The meeting commenced at 7.00pm.**

Councillors present:

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

Officers in attendance:

Carl Cowie	Chief Executive Officer
Derek Rotter	Chief Operating Officer
Bлага 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

1. Welcome

2. Acknowledgement

Acknowledgement of Country was read by the Mayor, Naomi Joiner.

3. Good Governance Pledge

The Good Governance Pledge was read by Cr Kelly Joy.

4. Prayer

A prayer was read by Pastor Sam Scott.

5. Apologies\Leave of Absence

A request for a leave of absence was received by Cr John Dumaresq.

Council to note any apologies by Councillors not in attendance and or consider requests for any leave of absence submitted.

Council Resolution

MOVED: Cr Kim Cope
SECONDED: Cr Grant Brooker

That Council accepts the leave of absence for Cr John Dumaresq for 24 February 2026.

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6. Declarations of conflict of interest

Nil

7. Presentations

• **Condolence - Pat Corr.**

We are deeply saddened to hear of the passing of former Nillumbik resident Pat Corr.

Pat along with his late wife Gayle, were loyal and dedicated members of the Arthurs Creek and Strathewen Rural Fire brigade for over 46 years. He contributed to the brigade as an active fire fighter and held many roles within the brigade. He was always ready to assist in any task and was a valued member of the VFBV District 14 Council for many years.

Since moving to Arthurs Creek in the 1970's, Pat contributed significantly to the community, including editing the Arthurs Creek Community Newsletter for nearly 40 years and helping establish the Arthurs Creek Community Centre.

Pat and Gayle were founding members of the Arthurs Creek and District Landcare Group in 1993. He stepped off the committee in 2013 but remained an active member of the group. Pat helped organise annual community events such as Clean Up Australia Day and Planet Ark planting day with Arthurs Creek Primary School at Ryders Flat Reserve.

Pat and Gayle also founded the Cottles Bridge Landcare Group in 1997, where they conducted many working bees along the Diamond Creek at the Cottles Bridge. They were also active members of Strathewen Landcare and contributed to the Nillumbik Landcare Network.

Pat served on several Council and State Environmental Steering Committees and Reference Groups contributing valuable input to a range of Council environmental projects.

Pat will be sorely missed by all who knew him and on behalf of Nillumbik Shire Council, we pass on our condolences to Pat's family and friends.

• **Condolence - Alex King**

We are deeply saddened to hear of the passing of Nillumbik resident Alex King at 90 years of age.

Alex arrived in Pantan Hill in 1964 after fleeing war torn Slovenia. He and his wife Aurora worked in partnership with his parents in a local poultry business for 50 years, which they had to rebuild after the devastating 1969 fires that decimated Pantan Hill.

Alex became involved in the school, football and cricket clubs, and the broader community of Pantan Hill after the arrival of their three children.

His service as President, Vice President and Treasurer across both football and cricket clubs stands as a testament to his dedication. Few have been honoured with life membership of both clubs – an achievement that speaks to the impact he made over generations.

Remembered as kind, and always ready for a chat, Alex's passing generated an outpouring of reminiscences and praise, he was not just part of the two clubs, but the whole town. He was loved by many generations in Pantan Hill.

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Alex helped give full meaning to the sense of community. He always wanted his community and sporting teams to be a full reflection of how welcoming, supportive, and beneficial such organisations can be for those who are part of that world.

A quote from his memorial service best sums up his life in Panton Hill. "He spent his ninety years in investing in all those around him, especially at the footy club and cricket club. For that investment he will always be remembered."

On behalf of Nillumbik Shire Council, we pass on our condolences to Alex's family and friends.

- **Recognition - Greg Shaw – Paul Harris Fellow Honouree**

The Rotary Club of Eltham has proudly recognised Greg Shaw as a Paul Harris Fellow, an honour reserved for individuals who demonstrate exceptional service, leadership, and care for their community.

Named after Rotary's founder, this recognition reflects the values of "Service Above Self".

Greg's 38 years of dedicated service in Council Operations have made him a trusted and generous presence in our community – a true embodiment of the Rotary spirit.

Congratulations Greg on this outstanding achievement.

- **Australia Day 2026 Honours List**

It was great, yet again, to see a member of our community being recognised for their achievements in the recent Governor-General's Australia Day Honours List and tonight I would like to acknowledge them and their achievements.

Nillumbik resident Nektarios (Nick) Parissis was awarded the Australian Police Medal, for distinguished service as a member of an Australian police force.

I would like to commend Nick for his dedication, service and achievement of excellence. He embodies the Nillumbik ethos of service, diligence, commitment and above all, serving the broader community. Thank you.

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24 February 2026

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8. Confirmation of Minutes

COM.001/26 Confirmation of Minutes Council Meeting held Tuesday 9 December 2025

Confirmation of the Minutes of the Council Meeting held on Tuesday 9 December 2025.

Council Resolution

MOVED: Cr Kim Cope
SECONDED: Cr Kate McKay

That Council confirms the Minutes of the Council Meeting held on Tuesday 9 December 2025 (**Attachment 1**).

CARRIED UNANIMOUSLY

COM.001/26 Confirmation of Minutes Council Meeting held Tuesday 24 February 2026
Attachment 1. Confirmation of Minutes Council Meeting held Tuesday 24 February 2026

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8. Confirmation of Minutes

**COM.001/26 Confirmation of Minutes Council Meeting held Tuesday 9 December
2025**

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Council Meeting Minutes

24 February 2026

9. Petitions

Nil

10. Questions from the gallery

Julie Bradley has submitted the following questions:

Question 1

The Nillumbik Shire Council has provided information regarding why Challenger Street Reserve is the proposed site for the BMX Jumps and Recreation Park. However no details have been released on why the area at and surrounding the Skate Park on Elizabeth Street was not considered for the new Park. There are existing jumps at this site and it is adjacent to the Nillumbik Youth Hub and Diamond Creek Station. Why is the Skate Park at Elizabeth not a suitable location?

Response 1

Council's further assessment of alternative sites in 2025 was based on the following criteria:

1. Located within Diamond Creek
2. Close proximity to the original informal BMX jumps site
3. Located outside the 1:100 year floodplain (as determined by Melbourne Water), recognising relevant heritage and planning overlays
4. Located outside the 200 metre buffer from Diamond Creek, thereby avoiding areas of cultural heritage sensitivity and removing the need for a Cultural Heritage Management Plan (CHMP)

The Skate Park site on Elizabeth Street does not meet two of these four criteria. Specifically, it is located within the 1:100 year floodplain and within the 200 metre buffer from Diamond Creek. As a result, it was not included in the further assessment undertaken by Council in 2025.

Question 2

If the BMX Jumps and Recreation Park proceeds at Challenger Street Reserve, an area covered by an ESO1 (which acknowledges the valuable and delicate environment at this site) what will be the schedule for the removal of rubbish and the cleaning of the toilets and other facilities, to ensure the area isn't further disrupted and destroyed?

Response 2

Cleaning of all new toilet facilities is undertaken daily, seven days a week. Council Officers monitor usage patterns and cleaner feedback and adjust cleaning frequency as required.

Standard waste collection occurs twice weekly on nominated days, with the schedule adjusted if necessary, based on demand. Collection of dumped rubbish is carried out on an as needed basis, and members of the community can report issues online or by calling 9433 3111.

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11. Reports of Advisory Committees

AC.001/26 Advisory Committee Report 24 February 2026

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

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

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

1. Environment and Sustainability Advisory Committee (ESAC) meeting held 19 November 2025;
2. Youth Council meeting held 1 December 2025;
3. Recreation Trails Advisory Committee meeting held 10 December 2025;
4. Inclusion and Access Advisory Committee meeting held 12 December 2025; and
5. Youth Council meeting held 2 February 2026.

Council Resolution

MOVED: Cr Kim Cope

SECONDED: Cr Peter Perkins

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

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.001/26 December Quarter Financial Report

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Bulent Oz, Chief Financial Officer

Summary

This report outlines Council's financial performance and position for the period ended 31 December 2026.

The Income Statement shows an overall favourable year to date (YTD) variance of \$1.8 million representing 3.80% of YTD Budget. This reflects the combined result of higher than budgeted operating income of \$1.88 million and higher than budgeted operating expenses of \$76,000.

Council's financial position at quarter-end remains sound and stable, with net assets of \$1.076 billion and cash holdings of \$30.7 million.

Council Resolution

MOVED: Cr Kim Cope

SECONDED: Cr Grant Brooker

That Council receives and notes the Financial Report for the period ended 31 December 2025 (**Attachment 1**).

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.001/26 December Quarter Financial Report

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12. Officers' reports

CM.002/26 Council Plan Quarterly Performance Report - Q2, 2025-2026

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 2025-2029 is being delivered to the community.

The Council Plan Quarterly Performance Report provides the first update on delivery progress and performance of the 2025-2026 Annual Action Plan actions, which align to delivery of the first year of the Council Plan 2025-2029.

Of the 55 actions in the 2025-2026 Annual Action Plan, 35 actions are reported on a quarterly basis, with the remainder reported at the end of the financial year. Of the 35 quarterly reporting actions, 33 actions are 'on track' for completion and two actions are experiencing minor issues (**Attachment 1**).

The overall position reflected in the report suggests that Council has made a solid start in commencing delivery on key actions of the Council Plan and significant outcomes for the community.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Grant Brooker

That Council receives and notes the Council Plan Quarterly Performance Report for the second quarter of 2025-2026.

CARRIED UNANIMOUSLY

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CM.002/26 Council Plan Quarterly Performance Report - Q2, 2025-2026

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12. Officers' reports

CM.003/26 Health and Wellbeing Plan Quarterly Performance Report

Distribution: Public

Manager: Nichole Johnson, Acting Director Communities

Author: Yasmin Green, Coordinator Youth, Social Planning and Equity

Summary

The purpose of this report is to present the Quarter 1 and Quarter 2 Health and Wellbeing Plan 2025-2029 Quarterly Performance Report (**Attachment 1**) for noting. The Report provides the first progress update on the delivery of the Year One Action Plan 2025-2026 and outlines key achievements across the first two quarters.

The Year One Action Plan 2025-2026 includes 32 actions. Of these, all actions are currently on track for completion at the end of Quarter 4.

Overall, the report demonstrates a strong commencement to the implementation of the Health and Wellbeing Plan, with positive outcomes and meaningful benefits already emerging in the community.

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Grant Brooker

That Council receives and notes the Health and Wellbeing Plan Quarterly Performance Report for Quarter 1 and Quarter 2 for 2025-2026.

CARRIED UNANIMOUSLY

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24 February 2026

12. Officers' reports

CM.003/26 Health and Wellbeing Plan Quarterly Performance Report

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12. Officers' reports

CM.004/26 Local Government Performance Framework - Mid-year Performance Report - January 2026

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 2025-2026 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 similar councils.

This is the seventh 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 93% 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 Kate McKay

That Council notes the Local Government Performance Reporting Framework (LGPRF) service performance results for the period from July to December 2025 (**Attachment 1**).

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.004/26 Local Government Performance Framework - Mid-year Performance Report - January 2026

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CM.005/26 Nillumbik Shire Council motions to the Australian Local Government Association - National General Assembly

Distribution: Public

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

Author: Michele Purtle, Manager Advocacy Communications and Engagement

Summary

The Australian Local Government Association (ALGA) National General Assembly (NGA) provides the opportunity for Councils throughout Australia to contribute to the development of national local government policy and receive updates on the major policy issues facing the local government sector.

The NGA will be held in Canberra from 23-25 June 2026, featuring the theme *Stronger Together: Resilient. Productive. United*. The Assembly is a major event and typically attracts more than 600 Mayors, Councillors and senior officers from across Australia.

The NGA is an opportunity for individual councils to identify matters of national relevance to the sector, influence the future direction of their Council and community, and to submit notices of motion to seek support for these matters to be considered by the NGA as national policy.

Motions must be submitted no later than 27 February 2026.

Motions that are carried by the NGA become resolutions, which are then considered by the ALGA Board when setting national local government policy, while also feeding into the Australian Council of Local Government processes. Each of the three motions submitted by Nillumbik at last year's NGA was passed by delegates and became resolutions.

This report seeks endorsement of the Nillumbik Shire Council - Motions to be put forward to the ALGA NGA in June 2026.

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kate McKay

That Council:

1. Endorses three motions to the upcoming ALGA National General Assembly, to be held in Canberra from 23-25 June 2026. The motions are:
 - a) 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.

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CM.005/26 Nillumbik Shire Council motions to the Australian Local Government Association - National General Assembly

- b) The Australian Local Government Association calls on the Australian Government to collaborate with state and local governments to develop clear guidance, reporting criteria, and implementation timelines to support local governments in meeting forthcoming national climate-related reporting obligations.
 - c) The Australian Local Government Association calls on the Australian Government to strengthen the national emissions reduction framework by introducing an economy wide carbon pricing mechanism and to dedicate a transparent share of carbon pricing revenue to a Local Government Net Zero Fund.
- 2. Submits all motions to ALGA no later than 27 February 2026.
 - 3. Resolves to move the June 2026 Council Meeting date from 23 June to 30 June.

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.006/26 Hurstbridge Dog Park Upgrade - Final Design Endorsement

Distribution: Public

Manager: Derek Rotter, Chief Operating Officer

Author: Stewart Broussard, Manager Recreation and Leisure

Summary

This report seeks Council's endorsement of the Hurstbridge Dog Park final concept plan following community consultation.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kate McKay

That Council:

1. Notes the changes made to the Hurstbridge Dog Park concept plan.
2. Endorses the final concept plan (**Attachment 1**) for the purpose of appointing a contractor to deliver the works.

CARRIED UNANIMOUSLY

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24 February 2026

12. Officers' reports

CM.006/26 Hurstbridge Dog Park Upgrade - Final Design Endorsement

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12. Officers' reports

CM.007/26 Naming proposal for Reserve in John Street, Eltham

Distribution: Public

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

Author: Natalie Campion, Coordinator Property

Summary

Council has received a request from a local resident (Naming Proponent) to name a small reserve (pocket park) at the end of their street (John Street, Eltham), 'Gordon Ford Reserve' as shown on **Attachment 1**.

The park area at present does not have a registered name with the Registrar of Geographic Names – Vicnames.

The name has been proposed after Gordon Ford, a resident of John Street, Eltham who passed away in 1999. Gordon Ford was a respected Landscape Architect who was passionate about Australian natural-bush landscape. Please see **Attachment 3** - Synopsis by the naming applicant.

The Reserve is already known by locals as Gordon Ford Reserve and named 'Gordon Ford Memorial Park' on google maps. Council and residents have completed works at this Reserve in honour of Gordon Ford since 2021, including a memorial on a seat in honour of Gordon Ford, landscaping and planting. Residents continue improvement works such as plantings in the Reserve.

This report is seeking to commence a public consultation process on the proposed name as required under section 7 of the Naming rules for places in Victoria – 2022 (Naming Rules) and Council's Community Engagement Policy as outlined in **Attachment 2**.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kelly Joy

That Council:

1. Endorses the commencement of the public consultation process as outlined in **Attachment 2** on the proposed naming of the Reserve, located at the eastern end of John Street in Eltham to 'Gordon Ford Reserve' as shown on the plan in **Attachment 1** as required under Section 7 of the Naming Rules for Places in Victoria – 2022 (Naming Rules) and Council's Community Engagement Policy.
2. Requests all residents and businesses abutting the Reserve be formally advised of the proposal to name the Reserve 'Gordon Ford Reserve'.
3. Invites public submissions on the naming proposal for the Reserve in John Street, Eltham between Friday 27 February to Sunday 29 March 2026.

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CM.007/26 Naming proposal for Reserve in John Street, Eltham

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12. Officers' reports

CM.008/26 Mays Road and Kapili Way, Eltham - Special Charge Scheme

Distribution: Public

Manager: Derek Rotter, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure

Summary

On 26 September 2022, Council received a petition by property owners to seal part of Mays Road (Sweeneys Lane to Kapili Way) and all of Kapili Way in Eltham, with costs recovered via the implementation of a Special Charge Scheme.

Council officers prepared a concept design and cost estimate for the Mays Road and Kapili Way Scheme. The estimated cost of the works is between \$290,000 and \$348,600.

On 9 September 2025, a formal questionnaire and cost apportionment were sent to property owners to determine their level of support for a Special Charge Scheme for Mays Road and Kapili Way. The level of support was 43 percent (6 of the 14 property owners), which is below the 60 percent threshold to proceed.

As most of the support was from property owners on Kapili Way, Council officers prepared a concept design and cost estimate for a Special Charge Scheme for Kapili Way only. The estimated cost of the works is between \$211,000 and \$253,200.

On 2 December 2025, a formal questionnaire and cost apportionment were sent to property owners on Kapili Way to determine their level of support for a Special Charge Scheme for Kapili Way. The level of support was 57 percent (4 of the 7 property owners).

As the level of support for both proposed Schemes is below the 60 percent threshold, it is recommended that Council abandons the proposed Schemes and places any further investigation of the Schemes on a three-year moratorium.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kelly Joy

That Council:

1. Abandons further investigation into the Special Charge Scheme for both Mays Road and Kapili Way in Eltham
2. Abandons further investigation into the Special Charge Scheme for Kapili Way in Eltham.
3. Places any further investigation for both Schemes on a three-year moratorium, commencing 24 February 2026.
4. Notes that Officers will advise affected property owners of Council's resolution.

CARRIED UNANIMOUSLY

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CM.008/26 Mays Road and Kapili Way, Eltham - Special Charge Scheme

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CM.009/26 Draft Terms of Reference and proposed EOI process for the Living & Learning Advisory Committee.

Distribution: Public

Manager: Nichole Johnson, Acting Director Communities

Author: Hilary Duns-McKay, Learning and Engagement Coordinator

Summary

The Living & Learning Nillumbik Advisory Committee (the Committee) provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in supporting lifelong learning, social connection and build skills and wellbeing across the Living & Learning Nillumbik network.

Revised Terms of Reference, (**Attachment 1**) together with the proposed process to renew the Committee, are presented to Council for consideration.

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kelly Joy

That Council:

1. Endorses the revised Terms of Reference (ToR) for the Living & Learning Nillumbik Advisory Committee (**Attachment 1**).
2. Endorses the commencement of the Expression of Interest process for membership of the Living & Learning Nillumbik Advisory Committee, to run from 3 March to 31 March 2026.
3. Notes that the recommended 2026 membership appointments for the Living & Learning Nillumbik Advisory Committee will be presented for Council consideration at the 26 May 2026 Council Meeting.

CARRIED UNANIMOUSLY

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CM.009/26 Draft Terms of Reference and proposed EOI process for the Living & Learning Advisory Committee.

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12. Officers' reports

CM.010/26 Environment and Sustainability Advisory Committee (ESAC) - Renew Terms of Reference

Distribution: Public

Manager: Frank Vassilacos, Director Planning, Environment and Strategy

Author: Amanda Kern, Manager Strategic Planning, Transport and Environment

Summary

The current 2024-2026 term of Council's Environment and Sustainability Advisory Committee (ESAC) is nearing completion.

This report provides an overview of the remit and work of the current ESAC, makes recommendations for minor edits to the Terms of Reference, and recommends that a recruitment process to appoint a new committee for the 2026-2028 period be undertaken.

During its current term, ESAC has contributed to, or considered, a wide range of matters, including Urban Tree Canopy Strategy, Domestic Animal Management Plan and cat curfew, platypus projects, sustainable transport, wildlife vehicle strikes, community carbon emissions, Municipal Public Health and Wellbeing Plan, Climate Action Plan and Biodiversity Strategy development and implementation.

The last meeting of the current committee will be in April, and the first meeting of the new committee will be in July 2026.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kim Cope

That Council:

1. Acknowledges and thank members of the existing Environment and Sustainability Advisory Committee (ESAC) for their advice and practical contribution to environment and sustainability outcomes for the Shire over the term of the committee.
2. Endorses the revised Terms of Reference for the new ESAC (**Attachment 1**).
3. Approves the commencement for recruitment of a new ESAC committee, comprising an expression of interest and membership nomination period, to enable Council to approve a new ESAC committee for 2026-2028.
4. Instructs officers to report nominations to the Environment and Sustainability Advisory Committee to Council for endorsement.

CARRIED UNANIMOUSLY

Council Meeting Minutes

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12. Officers' reports

**CM.010/26 Environment and Sustainability Advisory Committee (ESAC) - Renew
Terms of Reference**

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CM.011/26 Lease and Loan Guarantor - North Eltham Wanderers Cricket Club

Distribution: Public

Manager: Carl Cowie, Chief Executive Officer

**Author: Stewart Broussard, Manager Recreation and Leisure
Derek Rotter, Chief Operating Officer**

Summary

North Eltham Wanderers Cricket Club (NEWCC) describes itself as a welcoming, family-friendly cricket club with over 295 male and female members across junior, male and female senior and veteran categories.

NEWCC uses multiple Council facilities, including three natural turf grounds and two pavilions, with a proposed year-round lease for Eltham North Pavilion.

NEWCC has agreed to settle the outstanding contribution to Council for the Pavilion Project of 2020 via a bank loan. In order for NEWCC to secure a bank loan, they require Council to act as a loan guarantor and be provided a lease.

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Peter Perkins

That Council:

1. Acts as a loan guarantor for North Eltham Wanderers Cricket Club (NEWCC) to settle an outstanding contribution to Council for the Pavilion Project of 2020.
 - a) Provides a letter to the bank confirming Council's intention to guarantee a loan to NEWCC.
 - b) Affixes the common seal of Nillumbik Shire Council to the necessary loan guarantee documentation. (Officers will put this in the recommendation summary for the Council Report when we seek resolution).
 - c) Notes that any potential future redraw request must be endorsed through a Council resolution.
2. Executes a new lease agreement for its use of the Pavilion at Eltham North Reserve.

CARRIED UNANIMOUSLY

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CM.011/26 Lease and Loan Guarantor - North Eltham Wanderers Cricket Club

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CM.012/26 Tender Report - Contract 2526-024 - Vendor Neutral Panel for Contingent Labour

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Dimitra Barnes, Manager Human Resources
Liann Filer, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2526-024 for Provision of Temporary Labour Hire - Neutral Vendor Managed Services.

The contract term is for an initial period of 1 Year, with 3 x 1 year options to extend the contract and is sourced through an authorised agency agreement via Procurement Australia, which was established by a public tender process carried out in 2025. The total duration of the contract, including the exercise of any options, shall not exceed 4 years.

This is a business as usual contract and replaces an existing contract arrangement that was established by Procurement Australia in 2020.

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 2526-024 for Provision of Temporary Labour Hire - Neutral Vendor Managed 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** for the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:
Number: 2526-024
Title: Provision of Temporary Labour Hire – Neutral Vendor Managed Services
Term: 1 January 2026 to 31 December 2026
Options: Term extensions up to 2029
2. Authorises the Director Culture and Performance to finalise and execute the contract documentation.
3. Authorises the Director Culture and Performance to approve contract term extensions.
4. 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*.
5. Resolves that the preferred tenderer be named.

Council Meeting Minutes

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12. Officers' reports

CM.012/26 Tender Report - Contract 2526-024 - Vendor Neutral Panel for Contingent Labour

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kim Cope

That Council:

1. Accepts the tender submitted by the **preferred tenderer Comensura Pty Ltd** for the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:
Number: 2526-024
Title: Provision of Temporary Labour Hire – Neutral Vendor Managed Services
Term: 1 January 2026 to 31 December 2026
Options: Term extensions up to 2029
2. Authorises the Director Culture and Performance to finalise and execute the contract documentation.
3. Authorises the Director Culture and Performance to approve contract term extensions.
4. 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*.
5. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

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CM.013/26 Informal Meetings of Councillors Records - 24 February 2026

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 9 December 2025.

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

1. Youth Council Meeting held 1 December 2025;
2. Councillor Briefing held 2 December 2025;
3. Positive Ageing Advisory Committee Meeting held 5 December 2025;
4. Council Meeting Pre-Meet held 9 December 2025;
5. Recreation Trails Advisory Committee meeting held 10 December 2025;
6. Inclusion and Access Advisory Committee Meeting held 12 December 2025;
7. Councillor and Officer pre-meet regarding Budget Workshop held 27 January 2026;
8. Youth Council Meeting held 2 February 2026;
9. Councillor Briefing held 3 February 2026;
10. Councillor workshop day 1 held 5 February 2026;
11. Councillor workshop day 2 held 6 February 2026;
12. Strategic Risk Workshop held 10 February 2026; and
13. CEO Employment Matters Advisory Committee meeting held 10 February 2026.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Grant Brooker

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

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12. Officers' reports

CM.013/26 Informal Meetings of Councillors Records - 24 February 2026

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13. Notices of Motion

NOM.001/26 Vandalism of War Memorials

Cr Grant Brooker advised of his intention to move the following:

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kate McKay

That Council:

1. Acknowledges and commends the immediate response of Council officers in cleaning and restoring the Eltham Cenotaph following the recent vandalism.
2. Reaffirms Council's strong condemnation of vandalism of war memorials, plaques and statues, reinforces Council's commitment to ensuring that when vandalism occurs on these assets, they continue to be repaired and reinstated as quickly as possible.
3. Reaffirms Council's commitment to supporting Victoria Police, including through information-sharing and cooperation, and notes that where offenders are identified and convicted, Council will pursue recovery of repair and reinstatement costs where appropriate.

CARRIED UNANIMOUSLY

14. Delegates' Reports

Cr Kate McKay reported:

"I'd like to report on a great community event that myself and Mayor Joiner were delighted to attend. We attended Nillumbik's inaugural Iftar, which is a celebration of breaking the fast during the month of Ramadan. This was proudly supported by a Nillumbik community grant and organised by Salamfest, and thank you to organisers Aisha and Amna.

We had a great night of community activities, a delicious meal, a call to prayer, and a panel discussion about what Ramadan means to people of Muslim faith. Fasting during Ramadan means no food or water during sunrise to sunset. It's a time for reflection, resilience, and digging deep through your own discomfort to gain empathy for others during a difficult time.

We were pleased to receive a gift — a piece of art stencilled by a local artist. The art says 'Salam Nillumbik', which translates to 'Blessed Nillumbik'. So I just wanted to say Ramadan Mubarak to our Muslim residents of Nillumbik, and thank you for having us."

Council Meeting Minutes

24 February 2026

15. Supplementary and urgent business

Nil

16. Confidential reports

Nil

17. Close of Meeting

The meeting closed at 8.25pm.

Confirmed:

Cr Naomi Joiner, Mayor

Arts & Cultural Advisory Committee Minutes



Date:	Monday 24 November 2025
Time:	7pm to 9pm
Venue:	Council Chambers, Civic Centre, Greensborough and via Zoom
Chair:	Cr Kim Cope
Minute Taker:	Sarah Hammond (Arts Program Officer)
Committee Members:	Amanda Grant, Cassie May, Jennifer Johnsen, Kerstin Paulsen, Leanne Ipsen, Les Zig, Michael Sheill, Ni Li, Nusra Qureshi.
Officers:	Nichole Johnson (Manager Community Partnerships), Saleh Hadi (Coordinator Arts & Cultural Development), Sarah Hammond (Arts Program Officer), Emily Wubben (Curator & Collections Management Officer), Jacqueline Felstead (Curator & Collections Management Officer), Ignacio Zamora (Arts Development Officer)
Apologies:	Corrienne Nichols (Director Communities), Renee Cosgrave (Exhibitions Officer), Svetlana Matovski, Olivia Morris, Sammaneh Pourshafighi, David Kerrigan, Mel Paine.

Order of business

1. Attendees

Attendance and apologies were confirmed.

2. Acknowledgement of Country

Acknowledgement of Country was read by Cr Cope.

3. Welcome and Introductions

The Chair welcomed all in attendance. As this was the first meeting for the new 2025-27 committee members, introductions were made by all in attendance.

4. Conflict of Interest and Informal Meeting of Councillors Record

No conflicts of interest were recorded.

5. Minutes of previous meeting

The minutes of the meeting held on Monday, 25 August 2025, were confirmed as a true and accurate record of the meeting.

Moved: Leanne Ipsen. Seconded: Cassie May

6. Matters Arising

- **Arts & Cultural Advisory Committee 2025-27**

The new committee was endorsed by Council on 26 August 2025 and joins the 2024-26 committee.

7. Arts & Cultural Development Updates

Coordinator Arts and Cultural Development - Saleh Hadi

- **Arts & Culture Strategy 2022-26**

- Year 3: 33 actions completed.
- Year 4: Continue Year 3 actions, Year 3 Assessment and Review of Year 4 actions, transition into the Creative Infrastructure Framework 10 Year Plan.

- **Creative Infrastructure Framework**

10 Year Plan, 28 Actions.

- Optimise the use of existing Council Facilities
- Building Partnerships
- Celebrating Nillumbik's Art Collection
- The implementation plan
- Address each action
- Develop a process
- Identify stakeholders
- Resources
- Link to Creative Infrastructure Framework:
 - https://www.nillumbik.vic.gov.au/files/assets/public/v/1/council/news-and-publications/strategies-policies-plans/nillumbik-creative-infrastructure-framework_1.pdf

Venues for exploration

- Eltham Community and Reception Centre (ECRC) - exploring opportunities to enhance the exhibition experience in the Walter Withers Room.
- ELCG, Edendale, Allwood – Dairy House, Partnerships.

8. Officer Updates

Eltham Library Community Gallery & Socials – Saleh Hadi on behalf of Renee Cosgrave

[Eltham Library Community Gallery - Nillumbik Shire Council](#)

- 2026 Midsumma Rainbow Exhibition Announcement. *Queer bodies: Tess Hider*. 23 January – 1 March 2026. Celebration event: 6.30 pm, Friday, 30 January 2026. Banner Workshop: Saturday, 7 February 2026, 10 am.
- Next ELCG Exhibition: *Then, She Never Returns: Echo Cai, Ni Ni, Zoey Zuo & Tammy Yang*. 12 December 2025 – 18 January 2026. Celebration event: Thursday, 11 December, 6.30 pm.

- *Creative Minds: Nillumbik's VCE Art & Design students of 2025.* 6 March – 29 March 2026. Celebration event: 6pm| Thursday, 12 March 2026.

Arts Development/Public Art –Ignacio Zamora

[Public art - Nillumbik Shire Council](#)

- Grants Plan: Public Art and more: The Grants Plan guides how the Arts and Culture team identifies and responds to funding opportunities, sets priorities, tracks deadlines, and uses a small working group to test ideas and shape recommendations, enabling fast decisions and stronger applications across public art, placemaking, heritage, wellbeing and creative industry projects in Nillumbik.
- Masterplans - opportunities for Public Art as part of the 1% contribution for projects above \$2M.
- Public Art Collection Conservation: Council safeguards its public art collection through expert audits and conservation planning, ensuring artworks are preserved for future generations.
- Landscape Maintenance, Public Art Collection: The Landscape Maintenance Plan focuses on the settings around public artworks—ensuring that these spaces are as thoughtfully designed and maintained as the artworks themselves. The goal is to enhance accessibility, inclusion, and environmental care across Nillumbik's public art collection.

Arts Programs - Sarah Hammond

- Nillumbik Prize for Contemporary Writing (NPCW) 2026 Entries: Significant growth in participation. In 2026, the total entries across both genres reached 1,190, marking a substantial increase compared to previous years. This figure represents a 116.36% increase from the 2024 total, which stood at 550 entries. These statistics highlight a strong upward trend in engagement, reflecting the growing interest and recognition of the prize within the literary community.
- NPCW 2026 Youth Entries: Youth participation in the Nillumbik Prize for Contemporary Writing has experienced an extraordinary surge. In 2026, youth entries totaled 313, compared to just 90 in 2024. This represents a remarkable increase of 247.78%, indicating a growing enthusiasm among younger writers to engage with contemporary literary arts.
- NPCW 2026 Timelines: Reading completed. Judging now – 7 January 2026. Shortlist to be announced by the end of December 2025. Awards ceremony and anthology launch, 16 May 2026 at 2pm. [Nillumbik Prize for Contemporary Writing - Nillumbik Shire Council](#)
- Nillumbik Summer Sounds: Live music every Friday in February. Gates open 5pm, music 6 – 9pm. Council's premier performing arts event, wide range of music genres and musicians sourced through an EOI process both locally and nationally. Collaboration between Arts & Cultural Development, Edendale and Community, Events & Place teams. The program is on the website and tickets are on sale. [Nillumbik Summer Sounds - Nillumbik Shire Council](#)
- Nillumbik Artists in Residence Program 2025-26 – underway. Four separate residencies. Artists in place and going well [Nillumbik Artist in Residence Program](#)

Curator and Collections Management

- Collection Exhibition - Local Remix 2026: Focus on largely artist-initiated institutions and residencies that are unique to this area - Dunmoochin, Baldessin Press, Laughing Waters/Garambi Bannj, Montsalvat and Nillumbik Artist in Residence Program. The exhibition will encourage future collaborations between these organisations. It will connect Council's Art Collection with contemporary arts practices.
- New additions to the Collection: donated by Kahn Frankie in memory of Bette Frankie and Carl Frankie:
 - Turkey Tolson Tjupurrula (Ikuntji, Pintupi language group). *Two snakes dreaming, sometimes men, sometimes snakes* 1984, acrylic on board 30cm x 56cm.
 - David Moore, *Untitled (Landscapes)* late 70s, oil on canvas 30cm x 56cm (2 works)
 - Alan Martin, *Untitled (Seascape)* oil on board 56cm x 30cm
- View our Collection online: victoriancollections.net.au/organisations/nillumbik-shire-council.
- Art in Public Spaces: Annual changeover of artworks across Council buildings, including ECRC, Eltham Library, Hurstbridge Hub and Civic Drive Offices.
- Nillumbik Prize for Contemporary Art 2025: 130 in attendance at the launch on Thursday 3 April, 468 entries, SmartyGrants application system used, no theme, 34 finalists, with 7 local artists, 3 exhibition spaces, over 9,200 visitors. [Nillumbik Prize for Contemporary Art 2025 - Nillumbik Shire Council](#)

9. ACAC Members Presentation

- No presentation.

9. Other Business

Members were invited to discuss any other business or raise items for future agenda scheduling.

- Working with Children Checks - Committee members were reminded that they must send a copy of their Working With Children Check certification to Saleh Hadi and Sarah Hammond, if they have not already done so.
ACTION: All committee members.
- Items discussed in general conversation for possible inclusion in future agendas or committee member presentations: The use of AI, Nillumbik Art Gallery, arts & culture advocacy, connecting artists to community (hosting partners), curatorial work experience.
ACTION: Committee Members: If you would like to present, please contact Saleh.

10. 2025 Meetings

Meetings are scheduled for the third or fourth Monday of every quarter.

- Next meeting: Monday, 16 February 2026, 7:00 pm - 9:00 pm.
- Future Meetings:
 - Monday 18 May
 - Monday 24 August
 - Monday 23 November

11. Close

The meeting ended at 8.41 pm.



Positive Ageing Advisory Committee

Minutes

Date: 13 February 2026
Time: 10.30am – 1.30pm
Venue: Council Chamber, Nillumbik Shire Council, Greensborough
Chair: Cr Perkins

Minute Taker: Stephanie Vassilios, Coordinator Ageing Well team

Committee Members: Steve Jenkinson, Sophie Broughton, Jacqui Sweeney, Stella Huet, Tom Fisher, Marcel Saxone, Marlwood Ryder, Ann Hutchinson, Tamsyn Guerrero (HolStep Health) and Alexandra Price (Yarra Plenty Regional Library Service)

Other: Narelle Hart (Manager Community Programs), Heather Macmillan (Positive Ageing Officer), Stephanie Vasillios (Coordinator Ageing Well team), Narelle Henley (Waste Management Officer), Lisa Renn (healthAbility Project Design and Delivery Lead) and Jade Kruger (healthAbility Access and Care Partnership Manager)

Apologies: Cr Joy, Natalie Francis (HealthAbility), Tanya Cottrell (St Vincent Healthy Ageing Service), and Kate Puls

Order of business

1. Welcome and Apologies

Cr Joy is now the Deputy Chair and is an apology for this morning. Natalie Francis, Kate Puls and Tanya Cottrell are also apologies this morning.

2. Acknowledgement of Country

Acknowledgement of Country was read by Cr Perkins

3. Conflict of Interest and Informal Meeting of Councillors Record

Nil

4. Minutes of previous meeting

That the minutes of the meeting held 5 December 2025 are confirmed as a true and accurate record of the meeting.

Moved: Jacqui Sweeney

Seconded: Tom Fisher

Carried

Positive Ageing Advisory Committee

Minutes



5. Outstanding Action Items

Action Summary: Following on from Marcel's proposal (October 2025 meeting), invite NSC Waste Management Team to inform PAAC about what they do, particularly about waste management education to community.

Actions: NSC Waste Management Officer presenting at February 2026 meeting

6. Nillumbik Shire Council Waste Management and Circular Economy team

Narelle Henley presented on waste education and engagement in Nillumbik. Nillumbik provide a range of services to meet the council plan.

Narelle spoke about the significant amount of work her team undertakes to educate community about waste management – see below as per the PowerPoint presentation.

- Bin collection calendar
- The A-Z guide on the Council website that allows you to search for an item that you are wanting to dispose of and provides you with guidance and resources
- Food wastage
- Reduce, reuse and repair workshops
- Textile recycling drop-off day
- E-waste
- Recycling
- Social media campaigns and communications
- Bin inspectors and education program

Action: Send through questions to Heather and Narelle will follow up

7. Ageing Well Team update

Heather Macmillan Positive Ageing Officer

Heather spoke about Ageing Well team upcoming programs and provided hard copy flyers for members to share and will follow up with electronic versions:

- Together Through Loss mental health support group,
- Young Digital Mentors digital literacy program,
- Dementia Awareness Seminar,
- Tools of the Trade for Women with St Andrews Men's Shed,
- Advanced Care Planning session,
- Bike education program,
- Wiser driver program
- Beyond Age – working with Seniors Rights Victoria

Positive Ageing Advisory Committee

Minutes



Action:

- PAAC please promote programs through your networks, attend where you can to hear from community
- Look through photo albums and narrow down ONE photo that you might use as part of the Beyond Age project.

8. healthAbility consultation

healthAbility sought members' insights into their experiences with group programs to help improve their offerings for older people.

Presenter: Lisa Renn Project Design and Delivery Lead, also attending from healthAbility Jade Kruger Access and Care Partnership Manager.

Lisa's role at healthAbility is to improve access to social support groups. Co-designing a group situation with people who might potentially use it is a great opportunity.

As per PowerPoint and pre-meeting summary – healthAbility asked the committee a range of questions in relation to taking part in Social Activity Groups.

Question one – Group involvement

What groups are you currently involved in?

What attracts you to these groups?

How did you become involved

Why did you become involved

How did you find out about your groups?

What makes you keep coming back

Ann mentioned that an important factor for her is to be involved in groups that provide contribution to community and others

Tamsyn contributed on behalf of carers and participant as part of their involvement (will forward her summary on to healthAbility).

Marcel spoke about being of service to others

Tom spoke about his limited time, not liking groups but likes meeting with people on the same wavelength as him, time for opportunities to connect individually, transport and time of day also impact

Steve spoke about his involvement in Men's Shed's – attracted by the fact that there might be things that are useful to him. Met an incredible group of men, and they talk about all sorts of things

Question two – socially isolated older people

What are the barriers to getting involved?

What would stop someone from coming?

- Jaqui spoke about the need to not be too far away from someone they are caring for
- Tamsyn spoke about fear of not having control of the group you have been put in

Positive Ageing Advisory Committee

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- Marcel spoke about the importance of taking time to get to know people and their personality
- Tom spoke about people checking in with those who haven't attended for some time
- Jaqui spoke about being part of a group, but not participating – no pressure
- Ann spoke about money being a barrier
- Steve spoke about people needing to feel welcome when they come along, people feeling embarrassed or unwelcome is a barrier to keeping people in the group/engaged
- Steve highlighted the importance of shopping around to find the right group for you.

Question three – Joining a group

When you join a new group, what makes it inviting?

What made you stay in the group?

What puts you off?

Do you like the idea of contributing your skills to a group?

- Steve spoke about people needing to feel welcome when they come along, people feeling embarrassed or unwelcome is a barrier to keeping people in the group/engaged
- Steve highlighted the importance of shopping around to find the right group for you.
- Cr Perkins spoke about the different cliques that form in groups, and the need for new people to be welcomed to all people and not just one or two.
- Important not to be 'too quick' to ask people to help, first let them settle.

Question four - Paperwork

Need information – what is the best way of approaching this

Have you seen this done well?

Would a video explanation be helpful before meeting someone face to face?

- Marcel spoke about humour to lower someone's guards and engage them
- Heather spoke about a local group that explains why the information is needed and provides new people opportunity to take paperwork home and complete without a time pressure on their first attendance.
- Tamsyn spoke about taking away the information and letting them digest the process – keeping the momentum going
- Heather spoke about men's shed having a role/team to welcome new people.
- Steve mentioned the importance of making people feel welcome before joining the group, not shoving a form in their face straight away.

Action: none

9. Roundtable

Marcel – 44% of Australians want to help with Climate Change but don't know what to do.

Steve spoke about his visit to the Point Nepean Men's Shed – has an event or activity every night of the week, 110 male members and 50 female members
He also promoted the St Andrews Festival on Saturday 21 March

Marlwood – raised the query of what is the process to submitting an article or activity for the Seniors Festival. Heather advised that NSC receives a small amount of money from state government DFFH and that we open this up to community groups. Nillumbik fund some programs and we collaborate with other partner organisations like the library service, Living and Learning, Aligned Leisure, healthAbility etc. to run other programs, all these activities are all

Positive Ageing Advisory Committee

Minutes



collated into the Seniors Festival booklet for Nillumbik.

Action: PAAC to brainstorm at April meeting possible ideas for 2026 or 2027 Seniors Festival.

Tamsyn – Carer Gateway is running free carer webinars, setting goals, carer coaching, carer counselling – **Tamsyn to send flyers for minutes**

Alexandra - YPRL – there are a number of activities going on and coming up at the libraries
Alex to send information for minutes

- Mondays 10:00-12:00pm Yack 'n' Yarn Eltham Library
- Mondays 12:30-2:30pm Writing Group Diamond Valley Library
- Tuesdays 10:00-11:00am Community Gardening Diamond Valley Library
- Tuesdays 1:30-2:30pm Chatty Cafe Diamond Valley Library
- Thursdays 1:00-3:00pm Craft and Connect Diamond Valley Library
- Thursdays (monthly) 7:00-8:00pm Let's Talk Movies Eltham Library

Jade (healthAbility) queried PAAC's use of WhatsApp (WA) in community or social groups and if the group found that people were open to joining WA. A few members commented on the use of WA in groups they were involved in and that it wasn't hard to learn.

Cr Perkins – spoke about the Diamond Creeks Men's shed expansion and that his would mainly be an increase in size of the social space for their group.

Heather on behalf of Nillumbik Chinese Seniors Association – the Chinese Seniors are running Chinese/Lunar New Year event for all of community on Sat 14 March at ECRC. They would love PAAC members to attend and experience Chinese culture. **Heather to send PAAC members information on event and how to book.**

10. Meeting closed: 1:30pm

Next meeting: 10.30am – 1.30pm Friday 10 April 2026
Council Chamber, Civic Drive, Greensborough 3088

Nillumbik Health and Wellbeing Advisory Committee Meeting Minutes

Thursday 26 February, 1.00pm-2.30pm

Nillumbik Shire Council Offices and Microsoft Teams

Attendees: Cr Kelly Joy (chair), Cr Grant Brooker, Matt Weisheit (Belgravia Health and Leisure Group), Maryanne Clarke (Women's Health in the North), Ann Hutchinson (Community Representative), Jackie Babington (Aligned Leisure), Bec Schafer (Community Representative) Eliza Pitson (Health Ability), Jo Mithen (North Eastern Public Health Unit), Stephanie Dallas (Allwood Neighbourhood House), Kellie Wishart (CareNet), Missy Ali (Holstep Health), Jackie Moroney (Yarra Plenty Regional Libraries), Corrienne Nichols (Director Communities), Nichole Johnson (Manager Community Partnerships), Sangita Parsot (Social Planning & Policy Officer).

Apologies: Yasmin Green (Coordinator Youth, Social Planning and Equity), Julia Bilton (healthAbility), Kate Hansen (Yarra Plenty Regional Libraries), Snez Pezzin (Community Representative)

Time	Item
1pm – 1:15pm	<p>1. Welcome</p> <ul style="list-style-type: none"> • Welcome and purpose of committee • Housekeeping • Acknowledgement of Country • Inclusion Statement • Apologies • Conflict of interest • Previous minutes moved by Cr Brooker and seconded by Ann Hutchinson • Group introductions
1.15pm – 1.25pm	<p>2. Council update</p> <p>Partnership Forum 2026</p> <ul style="list-style-type: none"> • Wednesday 29 April, Eltham Community and Reception Centre, time TBC.

	<ul style="list-style-type: none"> • The Forum will bring partners together to connect, share insights, and build a shared understanding of community needs. The Forum will check in on the progress of the Year 1 Action Plan, share what is working well, and outline challenges and emerging issues, including service pressures and areas requiring coordinated responses. The forum will also provide opportunities for collaboration, encouraging partners to explore shared strengths and potential joint initiatives. • Insights gathered will be used to inform the development of the Year 2 Action Plan. <p>Health and Wellbeing Plan 2025-2029 A snapshot of the work underway in the delivery of the Year 1 Action Plan was provided. Council and partnership actions were highlighted. Strong progress can be seen across various settings and priority population groups across the municipality. Progress in partner actions demonstrated the strength of partnership work in Nillumbik and how much more can be achieved through collaboration.</p>
1.25pm – 2:05pm	<p>3. Discussion - Identifying local gaps, trends and hard-to-reach groups</p> <p>Partners shared what they are seeing locally, including emerging issues, population groups that are difficult to engage, shifts in community need, or gaps appearing across services. Themes raised included:</p> <ul style="list-style-type: none"> • Significant increases in demand for food relief and essential supports. State funding cut to support Nillumbik. CareNet providing 150-200 instances of food relief and 6,000kg food into Nillumbik. ACTION: Kellie to send data to Sangita, Nichole and Corrienne. • Growing pressures associated with rough sleeping, homelessness, housing insecurity, low-income families, and financial stress. • Service navigation challenges for residents, including barriers to accessing mental health, women’s health and community support services. • Increasing presentations of mental health concerns, particularly relating to stress, isolation and late help-seeking. • Notable gaps in supports for women experiencing perimenopause and menopause. • Broader concerns around older women’s housing vulnerability. • Need for stronger place-based mental health responses and greater recognition of preventative, community-based approaches – people seeking mental health services much later especially rurally. • Importance of measuring social connection and strengthening early interventions.

	<ul style="list-style-type: none"> • How can we support a growing AA group at Allwood Neighbourhood House? • Opportunities to provide community education is reliant on grant funding e.g. menopause information. • Mental Health Promotion Training may be available to service organisations soon through NEPHU. <p>Additional opportunities raised included exploring coordinated advocacy, developing shared actions across priority areas, and improving collaboration between partners to reduce stigma and support community wellbeing.</p>
2.05pm – 2.25pm	<p>4. Roundtable</p> <p>Members shared updates on current programs, local needs and opportunities for collaboration. Key points included:</p> <ul style="list-style-type: none"> • Continued high use of community food pantries and meal programs, with increasing demand noted across multiple sites. • Loneliness presentation at libraries. Re-launching a chatty café model as cuppa and chat with a volunteer facilitator. • 24/7 pantry requiring increasing refilling, and a strong need for food parcels. Boxdivvy uptake high at CareNet (20-25 hampers per week). • Tucker, Tunes and Trivia at Allwood House - proving popular providing low-cost, locally sourced, vegetarian meal and connection. • Access to basic amenities (showers) available at Aligned Leisure. Shower and laundry facilities available to young people at the Youth Hub. • Interest in delivering more education and wellbeing activities for women experiencing menopause and related health concerns. <p>Potential opportunities for joint initiatives, knowledge-sharing and future funding were identified.</p>
2.25pm – 2.26pm	<p>5. Close</p> <ul style="list-style-type: none"> • Cr Joy thanked everyone for the productive meeting and for their time and input. • A copy of the Minutes and the Q1 and Q2 progress updates of the Year One Action Plan will be circulated. • The next meeting will be held on Thursday 27 August, 1pm to 2.30pm, venue TBC.

Youth Council Formal Meeting

Minutes



Date:	Monday 2 March 2026
Time:	5.00pm – 6.30pm
Venue:	Nillumbik Youth Hub
Chair:	Gianna Andreoli
Minute Taker:	Yasmin Green
Committee Members:	Aashini Rastogi, Alexandra Laidlaw, Ang Gartland, Anushka Gupta, Eleanor Riskey, Gianna Andreoli, Jessica Brown, Kris van de Kamp, Rose Jarvis
Councillor Representative	Cr Grant Brooker
Other:	Frances Biggar, Nichole Johnson, Yasmin Green, Krystle Kalomakaefu.
Apologies:	Tahlia Edmonds, Cr Kate McKay, Corrienne Nichols, Lucas Fox, Samuel Lochner

Order of business

1. Welcome (2 minutes) 5:00pm

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

2. Acknowledgment of Country (2 minutes) 5:02pm

We respectfully acknowledge and recognise the Wurundjeri Woi-wurrung as the Traditional Owner of the land on which Nillumbik is located. We pay tribute to all First Peoples living in Nillumbik Shire, give respect to Elders, children, and young people of past, present, and future generations.

We honour 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.

Alexandra provided the Acknowledgement of Country.

3. Ice breaker (5 minutes) 5:04pm

The icebreaker of the meeting is: If you could live anywhere else for 1 year, where would you live?

4. Conflict of Interest and Informal Meetings of Councillors Record

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

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

No conflicts reported.

5. Minutes of previous meeting

That the minutes of the meeting held 2 February 2026 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Alexandra

Minutes seconded by: Anushka

6. Outstanding Action Items

Nil

7. Item of business 1: Youth Summit planning updates (15 minutes) 5:10pm

Frances Biggar, Youth Development Officer

Officer will provide an update on planning for the 2026 Nillumbik Youth Summit.

Frances confirmed that Project RockIT will be the keynote speaker, with their presentation designed to link with the table discussions.

Frances has contacted schools, and Councillors who needed permission to attend should now be excused.

Frances then presented the catering options (attachment 1) from the suppliers who responded, and the group voted on their preferred choice. The main considerations were ensuring variety and options to suit everyone's needs. The group then voted on the preferred provider.

- Caterer 1 – 1 vote
- Caterer 2 – 7 votes (selected)
- Caterer 3 – 0 votes

Action: Frances will contact Caterer 2 to make some adjustments to the proposed menu (adding items and reducing quantities).

8. Item of business 2: Youth Development updates (5 minutes) 5:25pm

Krystle Kalomakaefu, Team Leader Youth Development

- Youth Council payments – invoice templates have been sent to Youth Council members. Councillors encouraged to return the completed forms so that payments can be processed.

- Youth Fest grant application – Youth Development Team will be submitting an application on behalf of Nillumbeats with the intention of running a music and skate event.
- Clean Up Australia Day event - Edendale Farm coordinated the activity, with participants collecting items such as a carpet, an armchair and five tyres out of Diamond Creek (between tram café and netball courts). There has been discussion around running a planting day in July holiday period which could also incorporate a clean-up element.

9. Item of business 4: Council Meetings (5 minutes) 5:30pm

Cr Grant Brooker

Upcoming Council Briefings, Meetings and PCC speaking opportunities.

- Gambling Harm Minimisation Policy going to Council for endorsement on 24 March. The new policy is broader than previous versions, as it also considers harms linked to online gambling.
 - Having recently attended a VLGA event, Cr Brooker explained that Nillumbik is one of seven municipalities where electronic gaming machine (EGM) spending has recently decreased. However, he noted that Australia loses more money per capita to gambling than any other country, likely due to the high availability of gambling options, including casinos in all major capital cities and hundreds of EGMs venues statewide.
 - Group reflections included the importance of creating alternative opportunities for social connection, looking at the underlying causes of gambling harm, and recognising that while EGM data is well established, more focus is needed on the online gambling space.

BREAK (5 minutes) 5:35pm

10. Item of business 5: Youth Council projects (20 minutes) 5.40pm

Krystle Kalomakaefu, Team Leader Youth Development

Officer will present information on Council's Dates of Significance and seek Youth Council's feedback on any projects or campaigns they would like to recognise or take part in.

Krystle presented the [City of Whittlesea's 2024 Youth Council anti-vaping social media campaign](#) as an example of something that Nillumbik Youth Council could be involved in (as well as planning an event or activity). Youth Councillors was invited to share ideas for projects or campaigns they may wish to support or be involved in.

The group reflected on previous discussions about contributing to cause-related days, such as 16 Days of Activism and the Share the Dignity campaign.

Youth Councillors then discussed a broad range of potential focus areas, including education and pathways, support for young people starting work or small businesses, social connection initiatives for disadvantaged or minority groups, and community-building activities such as movie nights, sports or arts events.

Ideas relating to music promotion, social media engagement, fundraising for mental health, addiction, vaping, period health awareness, cultural education and environmental actions such as Clean Up Australia Day.

Action: Krystle will review the suggestions and share a poll with the group to determine priority activities.

11. Other Business (2 minutes) 6.00pm

Nil

12. Next meeting date and location

Youth Council Advisory Committee Meeting Monday 30 March 2026, 5:00 – 6:30pm
at Nillumbik Youth Hub – 32-34 Elizabeth Street, Diamond Creek.

The group felt the later start time was working well.

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Audit and Risk Committee Biannual Report

June 2025 – December 2025



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1. Background & Purpose

The Audit and Risk Committee Charter (the *Charter*) establishes the Audit and Risk Committee (*the Committee*) in accordance with Sections 53 and 54 of the *Local Government Act 2020*. In accordance with the Charter, the Chairperson is required to formally report to Council on the operations of the Committee on a biannual basis.

This report outlines the activities of the Committee for the period **2025 to December 2025**. Committee activities during this period were undertaken in accordance with the Charter and the approved Committee Work Plan.

2. Period of Reporting

This biannual report covers the Committee meetings held on:

- 02 June 2025
- 01 September 2025
- 17 November 2025

3. Committee Charter

The Committee's Charter is set by the Council and is consistent with the obligations established under the section 54 of the Act. In accordance with the Charter, the Audit and Risk Committee reviews and assesses the adequacy of the Charter annually.

4. Membership and Meetings

The Committee comprises three independent members and two Councillor members, with substitute Councillor members appointed as required. Councillor members are appointed annually by Council for a 12-month term, which may be renewed by Council resolution. Independent members are appointed by Council for a three-year term following an external selection process. In accordance with the Charter, the Chairperson is appointed by Council from among the independent members. To support continuity, independent member terms are staggered where possible.

At the Council meeting in **December 2025**, **Cr Naomi Joiner** and **Cr Kate McKay** were appointed as Councillor representatives on the Audit and Risk Committee. The Committee acknowledges and thanks Cr John Dumaresq for his contribution during 2025 and welcomes the return of **Cr Joiner**.

The Chief Executive Officer (CEO) and senior management representatives attend Committee meetings by invitation to support discussion and decision-making. The CEO provides a written report and a verbal update at each meeting on emerging issues. Representatives from both internal and external audit also attend meetings to present on audit matters.

The following Committee meetings were held during the reporting period:

- 2 June 2025
- 1 September 2025
- 17 November 2025

Meeting agendas, papers and minutes are provided to Councillors via the Electronic Business Papers system.

4.1 Annual Work Plan

The Committee adopts and maintains an annual work plan (the Work Plan), with Committee meeting agendas driven by the Work Plan. The Work Plan and agendas contain the activities undertaken by the Committee to ensure it meets its Charter responsibilities. The Work Plan is reviewed annually.

The Work Plan is reviewed at each Committee meeting to ensure sufficient monitoring of Council's activities is undertaken.

The Committee can confirm that all applicable obligations required under the Charter were addressed during the reporting period.

5. Committee Responsibilities

5.1 Internal Audit

The internal audit services contract was awarded to **Aster Advisory (formerly Pitcher Partners)** and commenced on **1 July 2025** for an initial term of three years, with an option to extend for a further two years (1+1).

The Committee received three reports from internal audit during the period. In accordance with the adopted Strategic Internal Audit Plan for 2024/2025, the following reports were presented by internal audit during the period (Table 2):

During the reporting period, the Committee received and considered the following internal audit reports and papers:

- Internal Audit Program Status Reports (provided at each general meeting)
- Recent Issues Briefs (quarterly updates on emerging audit and risk matters)
- Strategic Three-Year Internal Audit Plan 2025/26–2027/28 – Annual Review
- Business Function Risk Assurance Map (2 June 2025)
- Annual Follow-Up Internal Audit Report (1 September 2025)
- Internal Audit Status Report (17 November 2025)
- Community Grant Funding Audit Report (17 November 2025)

Progress in implementing management actions arising from internal audit findings is monitored and reported at subsequent Committee meetings. The Committee works closely with Aster Advisory and management to oversee the performance and effectiveness of the internal audit function.

5.2 External Audit

HLB Mann Judd was appointed by the Victorian Auditor-General's Office (VAGO) to conduct the external audit of the Shire's Financial Report and Performance Statement.

During the reporting period, the Committee received and considered the following external audit reports:

- 2024/25 Interim Management Letter (2 June 2025)
- 2024/25 Draft Closing Report (1 September 2025)
- 2024/25 Draft Final Management Letter (1 September 2025)

5.3 Financial and Performance Reporting

During the reporting period, the Committee received and considered **quarterly financial reports**, supporting its oversight of Council's financial sustainability, performance reporting and internal controls.

5.4 Compliance and Internal Control Environment

In discharging its responsibilities, the Committee is informed by reports and publications from relevant oversight and integrity bodies, including VAGO, Ombudsman Victoria, the Local Government Inspectorate, ICAC/IBAC, and the Institute of Internal Auditors.

The Committee received updates from the CEO on any significant non-compliance matters relating to Council policies or legislative obligations. Additional compliance-related reports and updates considered during the period included:

- Compliance management updates
- Aster Advisory Recent Issues Briefs
- Systems and controls monitoring, including cyber security and penetration testing updates

The Committee also undertook or received updates on the following matters:

- Review of Council's fraud prevention policy, fraud control plan and fraud awareness programs
- Biannual review of the Strategic Risk Register, including all Extreme and High operational risks

- 2025 Audit and Risk Committee Performance Assessment

5.5 Risk Management

The Committee maintained a strong focus on risk oversight during the reporting period. This included receiving regular risk updates from management and considering detailed “deep-dive” reports on specific strategic and operational risk areas.

6. Committee Performance Evaluation

In accordance with section 54(4) of the Local Government Act 2020, the Audit and Risk Committee is required to undertake an annual assessment of its performance against the Committee Charter.

The Committee conducted its annual self-assessment survey, with the results presented and considered at the November 2025 Audit and Risk Committee meeting.

7. Reporting to Council

In addition to this biannual report, minutes of each Committee meeting are provided to Council as soon as practical after each meeting.

The minutes for the November meeting were presented to Council on 9 December Council meeting.

8. Conclusion

The Committee welcomes feedback on the Biannual Audit and Risk Committee report to ensure it meets Council’s expectations.

The Committee benefits from the combined knowledge of Councillor and independent members in many areas including high standards of governance, risk, financial management and financial reporting. As Chairperson, I would like to acknowledge the contribution of all members who perform their responsibilities with diligence and professionalism. I also acknowledge the contribution of our audit representatives from VAGO and Aster Advisory, as well as staff who regularly prepare reports, attend and present at Committee meetings.

John Watson
Chair

On behalf of the Nillumbik Shire Council Audit and Risk Committee

Nilumbik Audit and Risk Committee Agenda

Monday 2 March 2026 at 4.00pm
Civic Drive, Greensborough and via Zoom



1 Present:

John Watson
Independent member

Jonathan Kyvelidis
Independent member

Lisa Tripodi
Independent member

Mayor Cr Joiner
Councillor

Deputy Mayor Cr McKay
Councillor

Carl Cowie
Chief Executive Officer

Bulent Oz
Chief Financial Officer

Jeremy Livingston
Director Culture & Performance

Blaga Naumoski
Director GCCS

David Taylor
Risk & Safety Lead

Daniel Tarquinio
IT Manager

Richard Wilson
Aster Advisory

Michal Jozwik
Aster Advisory

Michael Gummery
HLB Mann Judd

Hu Ping Teoh
HLB Mann Judd

Corrienne Nichols
Director Communities

Frank Vassilacos
Director Planning, Environment &
Strategy

Tam Welch
Payroll Lead

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

3 Apologies

Mayor was delayed to a clash of commitments and joined us at 4.56pm

4 Disclosure of any conflicts of interests

Nil disclosures were made.

5 Declarations

- i. CEO – Any impending legal action or legislation breaches.

CEO had nothing to report.

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

Both the internal and external auditors responded that there had been no obstruction.

6 Minutes of meeting held 17 November 2025

It was noted that the minutes of the Audit and Risk Committee meeting held on 17 November 2025 were confirmed out of session.

7 CEO Update

The CEO update was presented to the Committee.

Decision

The CEO update was received and noted.

Action

At the next meeting, an update will be provided on the implementation of the new OHS (Psychological Health) Regulations 2025, including a specific focus on legislative compliance as part of the OHS report.

8 Table of Matters Arising

The table of actions arising was presented to the Committee.

Decision

The table of actions arising was received and noted.

9 Draft 2025/2026 VAGO Audit Strategy

The draft 2025/2026 VAGO Audit Strategy was presented to the Committee.

Decision

The draft 2025/2026 VAGO Audit Strategy was received and noted.

10 Internal Audit Status Report

The internal audit status report was presented to the Committee.

Decision

The internal audit status report was received and noted.

11 Payroll Audit Report

The Payroll Audit Report was presented to the Committee.

Decision

The Payroll Audit Report was received and endorsed.

Action:

Aster to provide the following information: Review time and attendance controls for minimum engagement periods. Update on Masterfile changes

12 Recent Risk and Issues Brief

The Recent Risk and Issues Brief was presented to the Committee.

Decision

The Recent Risk and Issues Brief was received and noted.

13 Pending Audit Recommendations Report

The status report of Pending audit Decisions report was presented to the Committee.

Decision

The internal audit status report was received and noted.

14 Quarterly Risk and Safety Report

The Risk and Safety report will be presented to the Committee.

Decision

The Risk and Safety report was received and noted.

Action:

Management to provide a trend analysis of OHS incidents at Council's contracted leisure facilities.

15 Information Technology Update – Routine and Requested Items

The Cybersecurity Dashboard, the Annual Essential Eight Maturity Report, IT risk register, IT strategy, and the Exclusions Report were presented to the Committee.

Decision

The Cybersecurity Dashboard, Annual Essential Eight Maturity Report, IT Risk Register, IT Strategy, and Exclusions Report were received and noted by the Committee.

Action:

Management to provide the Risk Framework and an updated IT Risk Register with an additional column which provides specifics on actions to support treatment, and status of those actions.

16 Child Safety Standards Response

The Child Safety Standards response was presented to the Committee.

During discussion, the Committee confirmed that Management is comfortable that all staff who come into contact with children, including work experience staff, have appropriate Working With Children Checks (WWCC) in place.

Decision

The Child Safety Standards response was received and noted.

17 Lessons Learnt from Mornington Landslide Report

The Lessons Learnt from Mornington Landslide Report was presented to the Committee.

Decision

The Lessons Learnt from Mornington Landslide Report was received and noted.

18 Council Expenses Report

The Councillor Expenses report was presented to the Committee.

Decision

The Council Expenses report was received and noted.

19 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.

20 Rates in Arrears Report

The rates in arrears report was presented to the Committee.

Decision

The Rates in arrears report was received and noted. It was also noted that Council will undertake a review of its Hardship Policy, having regard to the new Ministerial Guidelines.

21 NSC Biannual ARC Report

The Audit Committee work plan will be presented to the Committee.

Decision

The NSC Biannual ARC Report was approved for the CEO to present to the next available Council meeting.

22 Audit Committee Work Plan

The Audit Committee work plan will be presented to the Committee.

Decision

The Audit Committee Work Plan was received and noted.

23 Other Business

Nil

24 Meeting Schedule

The next Audit and Risk Committee meeting is scheduled to be held on 25 May 2026, 5pm in person.

The Chair did close the meeting at 5.38pm.

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Draft Revenue and Rating Plan 2026-2029



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Acknowledgement of Country

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.

1. Purpose

The purpose of the Revenue and Rating Plan is to determine the rating and revenue strategy which, in conjunction with other income sources, will adequately finance the objectives proposed in the Council Plan.

2. Summary

Nillumbik Shire Council requires sufficient revenue to maintain its service delivery needs and fund its infrastructure needs. The most important sources of these funds are:

- general rates
- government grants
- fees and charges.

General Rates are levied annually, in compliance with the Fair Go Rating System.

As part of this review of the Revenue and Rating Plan, Council has made several administrative updates to improve clarity and transparency. Certain tables previously showing the rate in the dollar have been removed, and the differential rating weightings are now presented instead. These changes are administrative in nature and do not alter the underlying rating framework.

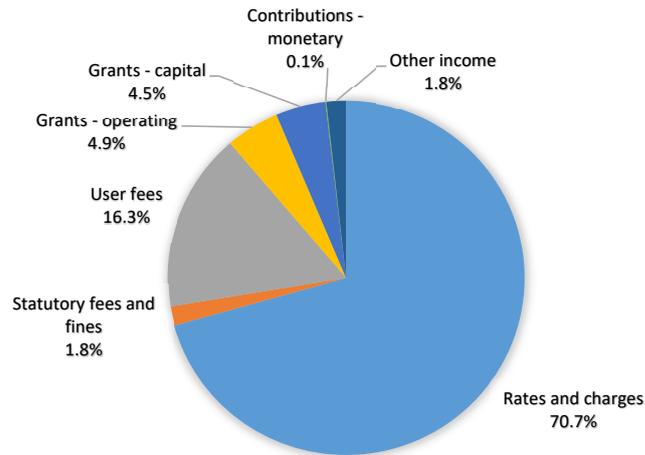
The Plan has also been updated to reflect proposed changes to Council's rating structure, including the introduction of differential rate categories that replace existing rebate arrangements relating to sustainable agriculture and Trust for Nature land.

Council advocacy is an ongoing priority to obtain external grant funds, particularly for community infrastructure capital works programs.

Council has reviewed all fees and charges and increased/decreased the levels consistent with application of the user pays principle – that is, so far as is possible, the cost of providing a direct service will be met by the fees charged.

A schedule of the current user fees and charges is presented in the annual budget. Also included is a selection of council services and their costs compared to the income received for their provision.

2025-2026 BUDGETED INCOME



3. General Rates Income

General Rates are levied annually, in compliance with the Fair Go Rating System, the *Local Government Act 1989* and the *Local Government Act 2020*.

The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. The cap applies to general rates and is calculated on the basis of council's average rates and charges.

The rating system is based on property valuations, which are carried out annually by the Valuer-General Victoria or their nominated representatives. Rates are levied based on these valuations.

Council has several means by which it can vary the amounts which are levied, including:

- a general rate
- a municipal charge
- differential rates
- service rates and charges
- special rates and charges
- rebates, deferrals, concessions and exemptions.

Council may apply differential rates to recognise land uses that provide broader environmental or community benefits. In particular, Council may apply differential rates to land used for sustainable agriculture or land subject to conservation covenants, where these land uses contribute to the protection of environmental values and the long-term sustainability of the Shire.

Several propositions are considered in developing the most suitable rating system. This entailed giving consideration to a number of factors, such as:

- equity of the system
- efficiency of application
- the link between rate levied and benefit to be derived.
- the valuation base of rates
- A differential rating system with and without a municipal charge
- The use of rebates and deferment schemes
- Policy approaches for exemptions and concessions
- Rating of cultural and recreational land.

3.1 Valuation Base

In raising Council rates, Council is required to use the valuation of the rateable property to levy rates, with the valuation updated annually.

The *Local Government Act 2020* (the Act) permits councils to use three valuation basis; Site Value (SV), Capital Improved Value (CIV) and Net Annual Value (NAV).

Capital Improved Value – the total market value of the land plus buildings and other improvements.

Net Annual Value – the current value of a property's net annual rent (by law, Net Annual Value must be at least 5% of the Capital Improved Value for commercial property and exactly 5% of Capital Improved Value for residential property).

Site Value – the market value of the land only.

Capital Improved Value (CIV) better reflects capacity to pay than the other two bases as it incorporates the developed value of properties i.e. the total value. Most Victorian councils use the Capital Improved Value to levy rates.

Basis of Valuation

The basis of valuation currently used by Nillumbik is the Capital Improved Value (CIV), in compliance with the Fair Go Rates System and the Act.

3.2 Differential rates

Differential rates are where councils set different rates in the dollar for different categories of rateable land. Councils are able to levy either a uniform rate across all properties, or one or more differential rates. Council may, for example, have differential rates for farm land, various categories of residential property or commercial/industrial properties – each paying a higher or lower rate in the dollar.

Differential rates are usually used to achieve greater equity or efficiency.

The highest differential rate cannot be more than four times the lowest differential rate declared by a council.

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 or 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 or unoccupied but zoned industrial under the State Planning Scheme.

Farm land – Land not less than two 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.

Sustainable Agriculture Land-

Land that is already classified as Farm Land and which meets Council's criteria for sustainable agricultural land management practices.

Properties must:

- be used for a single farm enterprise with a minimum aggregated area of 30 hectares
- demonstrate sustainable land management practices consistent with Council's land stewardship objectives
- meet eligibility criteria as determined by Council.

Council may apply a discounted differential rate to these properties to recognise the environmental benefits associated with sustainable agricultural land management.

Trust For Nature Land

Land subject to a Trust for Nature Conservation Covenant registered on title under the Victorian Conservation Trust Act 1972.

These covenants are voluntary and legally binding agreements that permanently protect native vegetation, habitat and other environmental values.

Council may apply a discounted differential rate to land subject to such covenants to recognise the environmental stewardship undertaken by landowners and the contribution to biodiversity protection within the Shire.

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.

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 a body-corporate or un-incorporate 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.

3.3 Proposed rating system

Nillumbik Shire rating structure comprises seven differential rates (general, vacant residential, commercial/industrial, agricultural, sustainable agriculture, trust for nature and cultural recreational). These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Local Government Act 1989, and the Ministerial Guidelines for Differential Rating 2013. The differential rates are currently set as follows:

- General - 100%
- Farm Land - 85%
- Commercial / industrial - 115%
- Vacant land- Residential and Specified Low Density Residential Zones - 150%
- Sustainable Agriculture Land - 65%
- Trust For Nature Land - 85%
- Cultural and Recreational Land - 40%

3.4 Supplementary Rates

Supplementary rates apply to properties where valuations and revaluations are conducted between general revaluations as a result of properties physically changing such as when a building is constructed, renovated, extended, altered or demolished. It may also apply when land is subdivided, amalgamated or portions are sold off or rezoned.

3.5 State Government Pensioner Rebate

Pensioners may qualify for a maximum 50% State Government rate rebate (to a gazetted maximum) for the home in which they are living. A rebate will apply for the Fire Services Property Levy. To be eligible, a ratepayer must hold one of the following concession cards:

- Pensioner Concession Card from Centrelink or Veterans' Affairs
- Gold Card from Department of Veterans Affairs specifying War Widow (WW) or Totally and Permanently Incapacitated (TPI).

Other than administrative costs this State Government Rebate scheme is cost neutral to Council as this is fully funded by the State Government.

3.6 Waste Service Charge

Council levies a waste management charge to recover the costs associated with the provision of waste management services to residential properties.

The waste service charge captures the full cost of providing waste services, including kerbside waste collection, recycling and organics services, waste processing and disposal costs, street and public litter collection, and the State Government landfill levy. The charge also contributes to the costs associated with maintaining and rehabilitating landfill sites where relevant.

Council's approach to the service charge is compliant with section 162 of the *Local Government Act 1989*. The Essential Services Commission is capturing the data on the waste management charge.

The waste management charge applies to all residential properties and is levied as a fixed charge. The amount payable varies depending on the level of waste service elected by the ratepayer, including the size and number of bins provided.

The waste service charge is not subject to the Fair Go Rates System and therefore is not included in the rate cap applied to general rates.

Current and proposed waste service charges

Type of Charge	2025/26 \$	2026/27 \$
Waste Management - Residential - Standard service	679.87	708.86
Waste Management - 80 litre landfill bin	543.90	567.09
Waste Management - 2 x 120 litre landfill bin	951.82	992.41
Waste Management - 140 litre landfill bin - fortnightly collection	747.86	779.75
Waste Management - 120 litre landfill bin – weekly collection	1,223.77	1,275.95
Waste Management - Elderly persons units - bin	169.97	177.22
Waste Management - additional 240 litre green waste bin*	-	210.00

*Additional annual bin cost to the existing service charge

3.7 Rate instalment due dates

Rates and charges are due on a quarterly instalment basis. The due dates for the 2026-27 financial year will be:

- 30 September 2026,
- 30 November 2026,
- 28 February 2027 and
- 31 May 2027

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

3.8 Rates – summary

Council's revenue and rating strategy is designed to ensure that the rating system is equitable, transparent and aligned with the principles of the Fair Go Rates System.

The amount of general rate revenue raised each year will be determined through Council's annual Budget process and will be subject to the rate cap set by the Victorian Government.

Council applies differential rates to ensure that the distribution of the rate burden reflects the characteristics and use of different types of land within the municipality. This approach supports

fairness in the rating system while recognising the varying capacity of property classes to contribute to Council's revenue base.

Council will continue to review its rating structure as part of future Revenue and Rating Plan reviews to ensure that it remains equitable, transparent and consistent with legislative requirements.

4. Fees and Charges

Council provides a wide range of services, to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to compulsory or discretionary services. Some of these, such as statutory planning fees, are set by state government statute and are commonly known as 'regulatory fees'. In these cases, councils usually have no control over service pricing.

The *Local Government Act 1989* gives Council the power to set these fees and charges at a level that recovers the full cost of providing the services, unless there is an overriding policy or imperative in favour of subsidisation.

A schedule of the current user fees and charges is presented in Council's annual budget. Council periodically reviews all fees and charges and adjusts the levels consistent with application of the user pays principle – the cost of providing a direct service will be met by the fees charged where possible.

4.1 Principles

Council has developed a range of principles to determine the level of fees and charges to be applied to each service. These principles are:

- Fees and charges are set in line with other like services through benchmarking.
- Fees and charges are set at a level that is deemed to be fair and equitable to enable the majority of residents to access the services.
- Full cost or direct cost recovery is achieved where possible.
- Fees are charged in line with State or Federal government legislation or Local Laws.
- Fees are charged in line with State or Federal government funding requirements.
- Fees and charges are comparable to private industry.

4.2 Full Service Costing

Cost recovery

Setting fees and charges is often determined by a notion that the fee charged for a service should correspond with the cost of providing the service; that is, the costs borne by the council are fully recovered.

Council operations attracting fees and charges

All council services are reviewed to assess whether they are appropriate to attract user fees and charges. Attributes of a service that can affect the ability for a council to place a fee or charge include whether the operation is a public or private good in nature and if there is any state & federal government legislation or funding conditions prohibiting or setting ceilings for pricing. Examples of such charges are found below:

Examples of council fees and charges

Area	Significant or typical fee or charge	Examples of Constraints
Business and Economic	Planning application fees	Many fee levels set by Victorian Government
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	Library fees	Basic services free as condition of State Government funding
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	Maternal and child health	Basic services free as part of State Government funding
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	Tip disposal fees	Influenced by Environment Protection Act 1970 provisions
Aged and Disabled	HACC services fees	Maximums set by State Government
Governance	Local Laws fees or fines	Related to penalty units set annually by State Government

Full cost

The full cost of delivering a service or providing a facility include both:

- **direct costs** – those costs that can be readily and unequivocally attributed to a service or activity because they are incurred exclusively for that particular product/activity
- **indirect Costs (often referred to as overheads)** – those costs that are not directly attributable to an activity, but support a range of activities across the council.

Direct Costs

Council has systems for calculating the direct costs of providing services. These include:

- labour – the wages and salaries of all staff directly working on the service.
- materials and supplies – supplies used in providing the service.
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Every council has a range of back office operations that are not directly tied to any service delivery. Nonetheless, these involve real costs that are incurred in supporting the delivery of direct services. Two widely used methods to allocate indirect costs are:

- activity-based costing – links an organisation’s outputs or goods and services to the activities used to produce them, and then assigns a cost to each output based on the rate of consumption of associated activities
- the pro-rata approach – allocates indirect costs on a proportionate basis by using measures that are easily available, such as staff involved in the activity as a percentage of total staff, or the service unit’s share of total office space.

4.3 Pricing Policy

After a council has calculated the full costs of a service, another series of questions require answers before prices are decided. These include:

- Do any external constraints apply? Possibilities include:
 - either the State or Commonwealth Government sets a statutory price for that service; and if the service has private sector competitors AND is a “significant business activity”, the council needs to check competitive neutrality conditions. How would the service users respond to any price changes?
- Is a price based on the full cost of the service competitive with other suppliers (nearby councils and/or private competitors)?
- Does the council have a specific policy either:
 - to subsidise this service (setting prices below full costs)?
 - to use the service as a taxation mechanism (setting prices above the full cost level)?

If a competitive neutrality assessment is required, the following steps are recommended by the Victorian Government’s National Competition Policy (the Policy) and Local Government Statement:

- Determine whether the operation is a “significant business activity” and, therefore, subject to the policy
- Assess the full costs of providing the services, including all overheads
- Identify any aspect whereby the operation gains a net commercial benefit from being government owned.

If this analysis shows that a significant business does enjoy a net competitive benefit, the council is expected to set prices that include competitive neutral adjustments. However, under the policy this is not required if the council:

- decides that the costs of applying competitive neutrality outweigh the benefits
- conducts and documents a public interest test, which involves public consultation on costed options, and identifies clear public policy objectives for providing the service at below competitive neutral prices.

The policy aims to identify subsidies, make them transparent to the community, and explain why the council is providing cross-subsidisation. Cross-subsidisation implies that one group may pay higher/lower prices than another group. Cross-subsidisation exists in a number of forms:

- cross-subsidisation between the fees and charges paid by different users for a specific service – a cross subsidy between users
- cross-subsidisation between fees and charges and rates – a cross subsidy between users and ratepayers or from one service to another service
- cross-subsidisation between the amounts of rates paid by various classes of ratepayers.

The final step in a pricing policy is identifying what council services or service areas are “public goods” and therefore most appropriate for funding via general rate revenue. This need not be an exacting exercise, and as often noted, few council services fall exclusively into the public or private goods category. But it is important for a council to make recommendations that as far as possible allow judgements to be made and a rationale for pricing decisions to be expressed in the rating and revenue strategy.

The final step in a pricing policy is identifying what council services or service areas are “public goods” and therefore most appropriate for funding via general rate revenue.

5. Government Grants

Council pursues all avenues to obtain external grant funds for prioritised works. A large proportion (64%) of government grants is made up of the Financial Assistance Grants provided by the Commonwealth Government under the Local Government (Financial Assistance) Act 1995 (Commonwealth) and distributed annually to 79 local governing bodies within Victoria.

The Financial Assistance Grant program consists of two components:

- A general purpose component, which is distributed between the states and territories according to population (i.e., on a per capita basis), and
- An identified local road component, which is distributed between the states and territories according to fixed historical shares.

Both components of the grant are un-tied, allowing councils to spend the grants according to local priorities. Council applies the local roads component to road rehabilitation projects in its Capital Works Program, and utilises the general purpose component to fund Council operations and Capital works.

6. Other Income

Council receives income from other sources, including interest on investments, rent received, reimbursements and insurance refunds.

7. Review

The next review of this document is scheduled for completion by 30 June 2029 as part of the next Council Plan development process.

Draft Revenue and Rating Plan 2026-2029



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Acknowledgement of Country

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.

1. Purpose

The purpose of the Revenue and Rating Plan is to determine the rating and revenue strategy which, in conjunction with other income sources, will adequately finance the objectives proposed in the Council Plan.

2. Summary

Nillumbik Shire Council requires sufficient revenue to maintain its service delivery needs and fund its infrastructure needs. The most important sources of these funds are:

- general rates
- government grants
- fees and charges.

General Rates are levied annually, in compliance with the Fair Go Rating System.

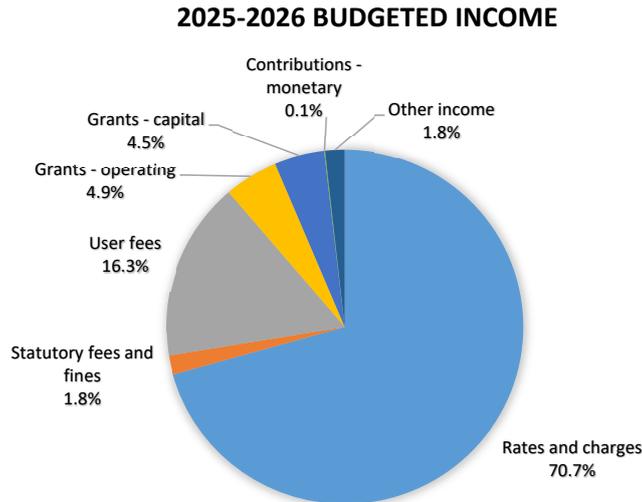
As part of this review of the Revenue and Rating Plan, Council has made several administrative updates to improve clarity and transparency. Certain tables previously showing the rate in the dollar have been removed, and the differential rating weightings are now presented instead. These changes are administrative in nature and do not alter the underlying rating framework.

The Plan has also been updated to reflect proposed changes to Council's rating structure, including the introduction of differential rate categories that replace existing rebate arrangements relating to sustainable agriculture and Trust for Nature land.

Council advocacy is an ongoing priority to obtain external grant funds, particularly for community infrastructure capital works programs.

Council has reviewed all fees and charges and increased/decreased the levels consistent with application of the user pays principle – that is, so far as is possible, the cost of providing a direct service will be met by the fees charged.

A schedule of the current user fees and charges is presented in the annual budget. Also included is a selection of council services and their costs compared to the income received for their provision.



3. General Rates Income

General Rates are levied annually, in compliance with the Fair Go Rating System, the *Local Government Act 1989* and the *Local Government Act 2020*.

The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. The cap applies to general rates and is calculated on the basis of council's average rates and charges.

The rating system is based on property valuations, which are carried out annually by the Valuer-General Victoria or their nominated representatives. Rates are levied based on these valuations.

Council has several means by which it can vary the amounts which are levied, including:

- a general rate
- a municipal charge
- differential rates
- service rates and charges
- special rates and charges
- rebates, deferrals, concessions and exemptions.

Council may apply differential rates to recognise land uses that provide broader environmental or community benefits. In particular, Council may apply differential rates to land used for sustainable agriculture or land subject to conservation covenants, where these land uses contribute to the protection of environmental values and the long-term sustainability of the Shire.

Several propositions are considered in developing the most suitable rating system. This entailed giving consideration to a number of factors, such as:

- equity of the system
- efficiency of application
- the link between rate levied and benefit to be derived.
- the valuation base of rates
- A differential rating system with and without a municipal charge
- The use of rebates and deferment schemes
- Policy approaches for exemptions and concessions
- Rating of cultural and recreational land.

3.1 Valuation Base

In raising Council rates, Council is required to use the valuation of the rateable property to levy rates, with the valuation updated annually.

The *Local Government Act 2020* (the Act) permits councils to use three valuation basis; Site Value (SV), Capital Improved Value (CIV) and Net Annual Value (NAV).

Capital Improved Value – the total market value of the land plus buildings and other improvements.

Net Annual Value – the current value of a property's net annual rent (by law, Net Annual Value must be at least 5% of the Capital Improved Value for commercial property and exactly 5% of Capital Improved Value for residential property).

Site Value – the market value of the land only.

Capital Improved Value (CIV) better reflects capacity to pay than the other two bases as it incorporates the developed value of properties i.e. the total value. Most Victorian councils use the Capital Improved Value to levy rates.

Basis of Valuation

The basis of valuation currently used by Nillumbik is the Capital Improved Value (CIV), in compliance with the Fair Go Rates System and the Act.

3.2 Differential rates

Differential rates are where councils set different rates in the dollar for different categories of rateable land. Councils are able to levy either a uniform rate across all properties, or one or more differential rates. Council may, for example, have differential rates for farm land, various categories of residential property or commercial/industrial properties – each paying a higher or lower rate in the dollar.

Differential rates are usually used to achieve greater equity or efficiency.

The highest differential rate cannot be more than four times the lowest differential rate declared by a council.

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 or 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 or unoccupied but zoned industrial under the State Planning Scheme.

Farm land – Land not less than two 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** – 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.~~

Sustainable Agriculture Land-

Land that is already classified as Farm Land and which meets Council's criteria for sustainable agricultural land management practices.

Properties must:

- be used for a single farm enterprise with a minimum aggregated area of 30 hectares
- demonstrate sustainable land management practices consistent with Council's land stewardship objectives
- meet eligibility criteria as determined by Council.

Council may apply a discounted differential rate to these properties to recognise the environmental benefits associated with sustainable agricultural land management.

Trust For Nature Land

Land subject to a Trust for Nature Conservation Covenant registered on title under the Victorian Conservation Trust Act 1972.

These covenants are voluntary and legally binding agreements that permanently protect native vegetation, habitat and other environmental values.

Council may apply a discounted differential rate to land subject to such covenants to recognise the environmental stewardship undertaken by landowners and the contribution to biodiversity protection within the Shire.

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.

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 a body-corporate or un-incorporate 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.

3.3 Proposed rating system

Nillumbik Shire rating structure comprises seven differential rates (general, vacant residential, commercial/industrial, agricultural, sustainable agriculture, trust for nature and cultural recreational). These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Local Government Act 1989, and the Ministerial Guidelines for Differential Rating 2013. The differential rates are currently set as follows:

- General - 100%
- Farm Land - 85%
- Commercial / industrial - 115%
- Vacant land- Residential and Specified Low Density Residential Zones - 150%
- Sustainable Agriculture Land - 65%
- Trust For Nature Land - 85%
- Cultural and Recreational Land - 40%

Rate in the dollar, proposed draft budget 2025-2026

Type or class of land	2025-26 Rate in- Dollar
General	—0.002384
Farm Land	—0.002026
Commercial/Industrial	—0.002765
Vacant Land— Residential and Specified Low Density Residential Zones	—0.003576
Cultural and Recreational Land	—0.000930

Rates levied, proposed draft budget 2025-2026

Rate Type	No.	Capital-Improved-Value 000*	Share-of-Capital-Improved-Value
Residential	22,914	26,185,755	94.16%
Farm Land	144	317,075	1.14%
Commercial / Industrial	1,003	1,130,586	4.07%
Vacant Land – Residential and Specified Low-Density Residential Zones	220	170,240	0.61%
Cultural and Recreational Land	2	5,100	0.02%
Total	24,283	27,809,656	100%

Past and proposed rate levels

Year	Rates Levied	Assessments	Adopted-%-Increase	Rate Cap %	Rates per-Assessment
2025-2026 ‡	66,810,649	24,283	3.00%	3.00%	2,751.33
2024-2025	64,569,068	24,208	2.75%	2.75%	2,667.26
2023-2024	62,510,440	24,129	3.50%	3.50%	2,590.68
2022-2023	60,196,396	24,087	1.75%	1.75%	2,499.12
2021-2022	58,780,166	23,972	1.50%	1.50%	2,452.03

‡2025-2026 proposed rates to be levied

3.4 Supplementary Rates

Supplementary rates apply to properties where valuations and revaluations are conducted between general revaluations as a result of properties physically changing such as when a building is constructed, renovated, extended, altered or demolished. It may also apply when land is subdivided, amalgamated or portions are sold off or rezoned.

3.5 State Government Pensioner Rebate

Pensioners may qualify for a maximum 50% State Government rate rebate (to a gazetted maximum) for the home in which they are living. A rebate will apply for the Fire Services Property Levy. To be eligible, a ratepayer must hold one of the following concession cards:

- Pensioner Concession Card from Centrelink or Veterans' Affairs
- Gold Card from Department of Veterans Affairs specifying War Widow (WW) or Totally and Permanently Incapacitated (TPI).

Other than administrative costs this State Government Rebate scheme is cost neutral to Council as this is fully funded by the State Government.

3.6 Waste Service Charge

~~The waste management charge captures all known costs associated with the provision of the service.~~

Council levies a waste management charge to recover the costs associated with the provision of waste management services to residential properties.

The waste service charge captures the full cost of providing waste services, including kerbside waste collection, recycling and organics services, waste processing and disposal costs, street and public litter collection, and the State Government landfill levy. The charge also contributes to the costs associated with maintaining and rehabilitating landfill sites where relevant.

Council's approach to the service charge is compliant with section 162 of the *Local Government Act 1989*. The Essential Services Commission is capturing the data on the waste management charge.

The waste management charge applies to all residential properties and is levied as a fixed charge. The amount payable varies depending on the level of waste service elected by the ratepayer, including the size and number of bins provided.

~~The waste service charge is not subject to the Fair Go Rates System and therefore is not included in the rate cap applied to general rates. Currently the charge levied to residents captures the cost of service provision including known costs for the landfill rehabilitation sites.~~

~~The waste service charge levied is dependent on the level of service the ratepayer elects to receive.~~

Current and proposed waste service charges

Type of Charge	2025/26	2026/27
	\$	\$
Waste Management - Residential - Standard service	679.87	708.86
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The amount of general rate revenue raised each year will be determined through Council's annual Budget process and will be subject to the rate cap set by the Victorian Government.

Council applies differential rates to ensure that the distribution of the rate burden reflects the characteristics and use of different types of land within the municipality. This approach supports fairness in the rating system while recognising the varying capacity of property classes to contribute to Council's revenue base.

Council will continue to review its rating structure as part of future Revenue and Rating Plan reviews to ensure that it remains equitable, transparent and consistent with legislative requirements.

~~The revenue and rating strategy puts due emphasis on equity. The budget projections have been prepared on the basis of a 3.00 percent rate increase in 2025-2026 followed by increases of 3.00 percent in each of the following years. The consistent rate increase of 3.00 percent annually from 2025-2026 onwards aligns with the underlying principles of the Victorian Government's rate cap, which is generally tied to the Consumer Price Index (CPI). This linkage reflects a commitment to keeping rate increases in line with cost of living movements, helping to ensure that ratepayers are not unfairly burdened.~~

~~By aligning revenue increases with CPI, the strategy also supports financial sustainability and predictability, allowing Council to continue delivering essential services and infrastructure without~~

~~placing disproportionate strain on any particular group within the community. Furthermore, because the rate cap is tied to CPI, similar upward movement in the cost of service and infrastructure delivery is anticipated. The proposed strategy acknowledges this by managing both revenue and expenditure growth in a measured and equitable manner, while recognising the difficulty in predicting growth levels in outer lying years. This ensures that Council's financial planning is responsive to inflationary pressures while maintaining current service delivery and community infrastructure levels.~~

4. Fees and Charges

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- Fees and charges are set at a level that is deemed to be fair and equitable to enable the majority of residents to access the services.

- Full cost or direct cost recovery is achieved where possible.
- Fees are charged in line with State or Federal government legislation or Local Laws.
- Fees are charged in line with State or Federal government funding requirements.
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After a council has calculated the full costs of a service, another series of questions require answers before prices are decided. These include:

- Do any external constraints apply? Possibilities include:
 - either the State or Commonwealth Government sets a statutory price for that service; and if the service has private sector competitors AND is a “significant business activity”, the council needs to check competitive neutrality conditions. How would the service users respond to any price changes?
- Is a price based on the full cost of the service competitive with other suppliers (nearby councils and/or private competitors)?
- Does the council have a specific policy either:
 - to subsidise this service (setting prices below full costs)?
 - to use the service as a taxation mechanism (setting prices above the full cost level)?

If a competitive neutrality assessment is required, the following steps are recommended by the Victorian Government’s National Competition Policy (the Policy) and Local Government Statement:

- Determine whether the operation is a “significant business activity” and, therefore, subject to the policy
- Assess the full costs of providing the services, including all overheads
- Identify any aspect whereby the operation gains a net commercial benefit from being government owned.

If this analysis shows that a significant business does enjoy a net competitive benefit, the council is expected to set prices that include competitive neutral adjustments. However, under the policy this is not required if the council:

- decides that the costs of applying competitive neutrality outweigh the benefits
- conducts and documents a public interest test, which involves public consultation on costed options, and identifies clear public policy objectives for providing the service at below competitive neutral prices.

The policy aims to identify subsidies, make them transparent to the community, and explain why the council is providing cross-subsidisation. Cross-subsidisation implies that one group may pay higher/lower prices than another group. Cross-subsidisation exists in a number of forms:

- cross-subsidisation between the fees and charges paid by different users for a specific service – a cross subsidy between users
- cross-subsidisation between fees and charges and rates – a cross subsidy between users and ratepayers or from one service to another service
- cross-subsidisation between the amounts of rates paid by various classes of ratepayers.

The final step in a pricing policy is identifying what council services or service areas are “public goods” and therefore most appropriate for funding via general rate revenue. This need not be an exacting exercise, and as often noted, few council services fall exclusively into the public or private goods category. But it is important for a council to make recommendations that as far as possible allow judgements to be made and a rationale for pricing decisions to be expressed in the rating and revenue strategy.

The final step in a pricing policy is identifying what council services or service areas are “public goods” and therefore most appropriate for funding via general rate revenue.

5. Government Grants

Council pursues all avenues to obtain external grant funds for prioritised works. A large proportion (64%) of government grants is made up of the Financial Assistance Grants provided by the Commonwealth Government under the Local Government (Financial Assistance) Act 1995 (Commonwealth) and distributed annually to 79 local governing bodies within Victoria.

The Financial Assistance Grant program consists of two components:

- A general purpose component, which is distributed between the states and territories according to population (i.e., on a per capita basis), and
- An identified local road component, which is distributed between the states and territories according to fixed historical shares.

Both components of the grant are un-tied, allowing councils to spend the grants according to local priorities. Council applies the local roads component to road rehabilitation projects in its Capital Works Program, and utilises the general purpose component to fund Council operations and Capital works.

6. Other Income

Council receives income from other sources, including interest on investments, rent received, reimbursements and insurance refunds.

7. Review

The next review of this document is scheduled for completion by 30 June 2029 as part of the next Council Plan development process.

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Draft Budget

2026-2027



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Introduction

As Council enters the 2026–2027 financial year, Nillumbik Shire remains focused on maintaining a sound and sustainable financial position while continuing to deliver valued services and infrastructure for our community. This Budget has been developed alongside the Council Plan, ensuring that our financial decisions are clearly aligned with Council's strategic objectives and long-term priorities.

Nillumbik operates in a challenging financial environment. Like all Victorian councils, we are subject to the Fair Go Rates System, with rates capped at 2.75 per cent for 2026–2027, while cost pressures across labour, materials and contracted services continue to grow. These pressures are compounded by Nillumbik's unique geographic and service profile, including a large rural area, dispersed communities and limited commercial and industrial activity, all of which increase the cost of delivering consistent service levels across the Shire.

Financial sustainability therefore remains a central focus of this Budget. Council continues to manage short term budget pressures within the context of longer term financial challenges, guided by prudent financial management principles that emphasise affordability, efficiency, transparency and intergenerational equity. These principles underpin Council's approach to balancing operating performance, maintaining adequate liquidity, managing debt responsibly and ensuring that assets are renewed and maintained over time.

The 2026–2027 Budget forecasts an operating surplus of \$1.39 million on an accrual basis. While this represents a significant reduction compared to the 2025–2026 forecast, the change is largely attributable to a decrease in one-off capital grant income rather than a deterioration in Council's underlying operating position. Council's capital works program has been deliberately moderated to reflect funding availability and delivery capacity, while continuing to prioritise essential renewals and upgrades that protect the long-term condition of Council assets.

The Draft Budget proposes the introduction of two new differential rating categories—Sustainable Agriculture and Trust for Nature (TFN)—to better recognise properties that provide environmental and agricultural value within the municipality. These categories are intended to replace the existing rebate arrangements and instead provide support through the rating structure itself, creating a more transparent and administratively efficient approach. As a result of these proposed changes, Council's Rating and Revenue Plan has been updated to reflect the revised differential rating framework and will be placed on public exhibition alongside the Draft Budget to enable community feedback.

An important area of focus in this Budget is waste and resource recovery services. Council proposes a 4.26 per cent increase to the domestic waste service standard charge for 2026–2027. This occurs in the context of the Minister's Good Practice Guidelines for Service Rates and Charges, which came into effect from 1 January 2026 and establish clear expectations that service charges are used only to recover the actual cost of providing a service, are set in a transparent manner, and are subject to appropriate community engagement.

The Guidelines also clarify which waste-related activities may appropriately be recovered through a service charge and which activities should be funded from other revenue sources. While these Guidelines are not mandatory, Council acknowledges their importance in promoting fairness, transparency and good governance. Council is committed to progressively aligning its waste service charging practices with these Guidelines over coming years. This will require a continued focus on identifying efficiencies, reviewing service delivery models and achieving savings to ensure that waste services remain affordable while complying with good practice principles.

Despite these challenges, Council remains committed to maintaining financial resilience. Strong financial discipline, careful prioritisation of expenditure, and a continued focus on efficiency will be critical to ensuring that Council can respond to emerging risks and opportunities while continuing to meet the needs of the Nillumbik community.

This Draft Budget represents Council's formal commitment of resources for the 2026–2027 financial year and forms part of a longer-term financial framework that supports the delivery of the Council Plan. Through responsible financial stewardship and ongoing engagement with our community, Council is working to ensure that Nillumbik remains financially sustainable, liveable and resilient now and into the future.

Council owns assets with a valuation of \$1.04 billion. Apart from land, these assets comprise more than \$64 million in buildings and around \$460 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.

A capital works program of \$15.12 million is proposed for 2026-27 including \$2.89 million in grant funded works.

Key projects include:

- Eltham Leisure Centre heat pump upgrade
- Road and carpark renewal and upgrades
- Kangaroo Ground landfill rehabilitation works
- Buildings renewal and upgrades

Financial Snapshot

Key Statistics	2025/26 Forecast \$'000	2026/27 Budget \$'000
Total operating income	112,702	114,096
Total operating expenditure	98,918	99,886
Comprehensive operating surplus	13,784	14,210
<hr/>		
Capital works program	47,659	15,116
<hr/>		
Funding the capital works program		
Council cash	25,350	10,982
Borrowings	2,100	1,246
Grants	18,863	2,888
Contributions	1,346	-

Budgeted expenditure by strategic objective	Budget \$'000	% of Budget
Inclusive living and participation	12,617	11.98
Liveable and connected communities	44,429	42.12
Sustainable futures and healthy environments	24,332	23.08
Responsible governance and community leadership	24,055	22.82

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 \$54.69 million over the next four 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 25 March 2026 to 23 April 2026. 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 23 April 2026 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 2026-2027 Budget is for the year 1 July 2026 to 30 June 2027 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 2027 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.

The underlying assumptions have been considered in conjunction with specific growth factors when modelling operational income and expenditure, particularly where contracts are in place or other known cost escalations exist.

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 2026. The key dates for the Budget process are summarised below:

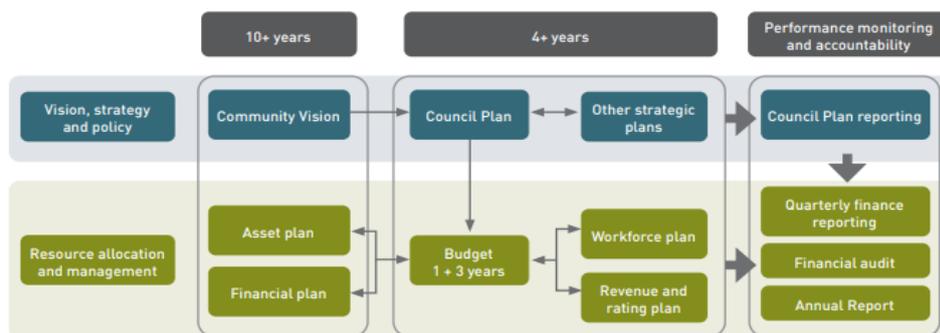
Budget process	Timing
1. Officers update Council's long term financial projections	December 2025 - February 2026
2. Officers prepare draft operating and capital budgets	December 2025 - February 2026
3. Council considers draft budgets at briefings of Councillors	February 2026 - March 2026
4. Proposed budget submitted to Council for approval	24 March 2026
5. Public notice advising intention to adopt Budget	25 March 2026
6. Community engagement process undertaken	25 March 2026 - 23 April 2026
7. Submissions period closes	23 April 2026
8. Submissions considered by Planning and Consultation Committee	12 May 2026
9. Budget submissions presented to Council	26 May 2026
10. Budget presented to Council for adoption	26 May 2026

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 community safety and local laws, road and drainage maintenance, environmental health 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.

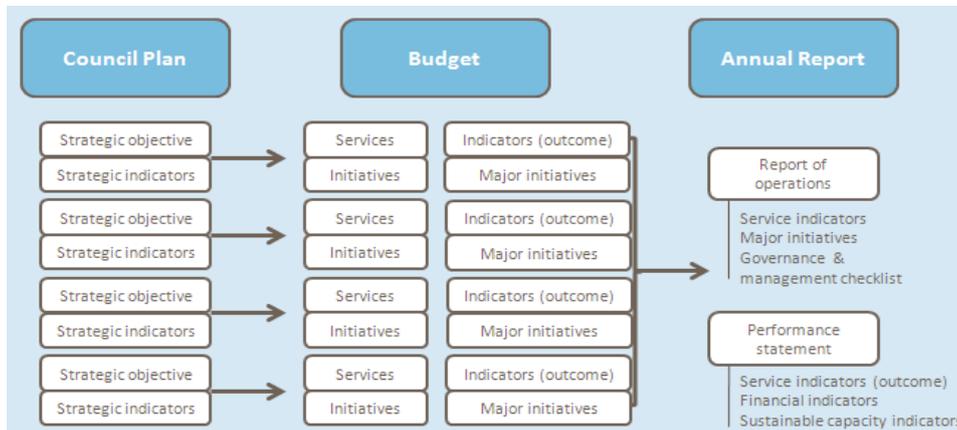
1.2 Strategic objectives

Council delivers activities and initiatives under forty 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 2025-2029. The following table lists the four themes and strategic objectives as described in the Council Plan.

Theme	Strategic Objective
1. Inclusive living and participation	To support and empower our diverse community by reducing barriers, strengthening connections, and creating a welcoming environment where everyone feels respected, included, and able to participate fully in community life.
2. Liveable and connected communities	To create vibrant, inclusive neighbourhoods and rural townships through thoughtful planning, improved walking and transport links, diverse housing options, quality open spaces, and community infrastructure that reflect the needs of our community all while protecting Nillumbik's Green Wedge and unique character.
3. Sustainable futures and healthy environments	To lead with practical, local action to reduce the environmental and financial impacts of climate change, grow and protect our tree canopy, cut waste, and support a thriving natural environment for current and future generations.
4. Responsible governance and community leadership	To strengthen governance and community leadership to ensure transparent, inclusive decision-making processes that engage all residents, build trust, and create sustainable solutions for Nillumbik's future.

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 2026-2027 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 - Our people – Inclusive living and participation

Strategic Objective

We support and empower our diverse community by reducing barriers, strengthening connections, and creating a welcoming environment where everyone feels respected, included, and able to participate fully in community life.

Services

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Ageing well	We promote healthy ageing and support older people to stay active, connected and independent, including helping them access local services and opportunities.	881 <u>160</u> 721
Community development	We build strong, connected communities by working alongside local groups, residents and services to support inclusion, participation, wellbeing and resilience.	786 <u>2</u> 784

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Community facilities	We look after community centres and halls so people have welcoming spaces to gather, learn and connect.	976 <u>596</u> 380
Disability inclusion and volunteering	We support access and equity by representing the needs of people with disability and carers in everything we do. We also support Council's volunteer programs to create meaningful volunteer opportunities, experiences, and recognition.	492 - 492
Early years	We provide services and support for young children and families, including early learning programs, parenting advice, and access to welcoming play and learning spaces.	1,458 <u>825</u> 633
Libraries	We offer welcoming library spaces and services that support lifelong learning, reading, digital access and social connection for people of all ages.	3,309 - 3,309
Living and Learning Nillumbik	We deliver inclusive lifelong learning through our neighbourhood houses, helping people connect socially, gain new skills and take part in community life.	1,156 <u>467</u> 689
Maternal and child health	We support families with young children through free health checks, immunisations and parenting advice, with a focus on healthy child development and early support.	2,156 <u>761</u> 1,395
Social planning and equity	We promote fairness, inclusion and wellbeing by leading work in public health, gender equity, inclusion and reconciliation.	707 - 707
Youth services	We support young people in Nillumbik through programs, events and services that promote connection, wellbeing, leadership and positive development.	697 <u>51</u> 646

New Operating Initiatives

- 1) Continue the delivery of environmental volunteering by supporting 'Friends of' groups.
- 2) Provide ongoing support for Wadambuk St Andrews Community Centre and Allwood House

**New Operating Initiatives listed above aligns to Council Plan strategy item, not necessarily service identified under each theme in the Council Plan*

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2024-25 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	78.37%

Service	Indicator	Performance Measure	Computation	2024-25 Actual
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	82.14%
Libraries	Participation	Library membership (Percentage of the resident municipal population who are registered library members)	[Number of registered library members / municipal population] x 100	52.47%

2.2 Theme - Our place – Liveable and connected communities

Strategic Objective

We create vibrant, inclusive neighbourhoods and rural townships through thoughtful planning, improved walking and transport links, diverse housing options, quality open spaces, and community infrastructure that reflect the needs of our community all while protecting Nillumbik's Green Wedge and unique character.

Services

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Arts and culture	We support arts and culture by managing local art, exhibitions and public art, and by creating opportunities for people to enjoy and take part in creative activities across the Shire.	953 <u>12</u> 941
Building maintenance	We keep Council buildings safe and in good condition through regular maintenance and safety checks.	2,408 - 2,408
Building safety and regulation	We make sure buildings are safe by checking plans, inspecting construction, and issuing building permits and safety certificates.	1,331 <u>700</u> 631
Capital works	We deliver building and infrastructure projects like roads, paths, playgrounds and community facilities by managing construction, upgrades and repairs across the Shire.	962 <u>92</u> 870
Design and development	We design roads, bridges, drainage and landscaping, and check the engineering side of planning applications and subdivision works.	891 <u>63</u> 828
Community safety and local laws	We help keep the community safe by managing local laws, patrolling public areas, handling animal management, and regulating parking.	1,552 <u>1,740</u> (188)

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Environment and conservation	We protect and enhance our natural areas by managing bushland reserves, providing conservation advice, and controlling invasive plants and animals to support local biodiversity.	2,373 = 2,373
Events and place	We plan and support local events and place-based initiatives that bring people together, celebrate culture and creativity, and activate public spaces across Nillumbik	1,054 4 1,050
Open space maintenance	We care for parks, sportsgrounds, street trees and roadsides to keep them clean, safe and green.	8,578 34 8,544
Recreation and leisure	We look after sportsgrounds, recreation trails, playgrounds, and leisure centres so everyone can stay active and enjoy the outdoors.	16,239 15,056 1,183
School crossings	We help keep children safe by providing school crossing supervisors across the Shire.	1,162 392 770
Statutory planning	We manage the planning scheme by assessing applications, ensuring developments follow the rules, and supporting good planning outcomes for the Shire.	3,984 905 3,079
Tourism and business support	We support local businesses and tourism by offering guidance, networking opportunities, and promotional activities to help the local economy thrive.	1,122 297 825
Traffic and transport	We plan and manage transport and traffic projects to help people move around safely and easily.	1,821 26 1,795

Major Initiatives

- 1) Progress the Neighbourhood Character Strategy for adoption into the planning scheme (pending state government direction).
- 2) Refine, finalise and exhibit the Nillumbik Housing Strategy in response to the State Government's planning reforms.
- 3) Progress the development of the Diamond Creek Community Facilities Master Plan, including consultation with the community and key stakeholders.
- 4) Scope and commence the Shire-wide Walking Pedestrian Strategy to inform the Safe Pedestrian Crossing Plan.
- 5) Implement the Biodiversity Strategy 2024–2034 through improved biodiversity at Council roadside and bushland reserves, delivering the Nillumbik Forest Health Monitoring Program, delivering the Nillumbik Gardens for Wildlife Program and through the promotion and support of Friends of Groups.
- 6) Deliver placemaking initiatives by empowering community groups to enhance public spaces and community identity across the Shire.

**New Operating Initiatives listed above aligns to Council Plan strategy item, not necessarily service identified under each theme in the Council Plan*

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2024-25 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	12.06
Statutory planning	Service standard	Planning applications decided within the relevant required time	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x 100	67.53%

2.3 Theme - Our future – Sustainable futures and healthy environments

Strategic Objective

We lead with practical, local action to reduce the environmental and financial impacts of climate change, grow and protect our tree canopy, cut waste, and support a thriving natural environment for current and future generations.

Services

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Edendale Community Environment Farm	We operate the farm as a hub for environmental education, offering programs, demonstrations, and a plant nursery to connect the community with sustainable practices.	1,668 <u>590</u> 1,078
Environmental health	We protect public health by regulating food safety, managing septic systems, and addressing issues like noise and pollution to ensure a safe environment for all.	963 <u>306</u> 657
Road and drainage maintenance	We maintain local roads, footpaths, trails, bus shelters, and bridges, and manage stormwater drains to keep our community safe and connected. We also handle street cleaning and the collection of deceased animals.	5,420 <u>1,555</u> 3,865
Strategic planning	We guide the future of our Shire by planning land use, urban design, and development, ensuring growth aligns with our community's values and vision.	1,006 = 1,006
Sustainability	We promote sustainable living by supporting initiatives that reduce waste, conserve resources, and encourage environmentally friendly practices across the community.	688 <u>5</u> 683

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Waste management and recycling	We oversee the collection of household waste, recycling, green waste, and hard waste, and coordinate programs to educate and reduce landfill use. We develop and implement strategies to manage waste effectively, aiming to reduce environmental impact and promote circular economy principles.	14,588 683 13,905

Major Initiatives

- 1) Progress delivery of a Nillumbik Environmental Climate Action Hub at Edendale Community Environment Farm.
- 2) Continue to implement the Urban Tree Canopy Strategy 2024–2040 through a proactive tree maintenance program to prolong the life existing canopy trees.

**New Operating Initiatives listed above aligns to Council Plan strategy item, not necessarily service identified under each theme in the Council Plan*

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2024-25 Actual
Roads	Condition	Sealed local roads below the intervention level	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x 100	77.10%
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%
Waste collection	Waste diversion	Kerbside collection waste to landfill per serviced property	Amount of waste in tonnes collected from kerbside waste collection services that is sent to landfill/Number of serviced properties	68.95%
Waste collection	Cost	Direct cost of the kerbside waste collection services per serviced property	Direct cost of the kerbside waste collection services/ Number of serviced properties	\$94.32

2.4 Theme - Responsible governance and community leadership

Strategic Objective

To strengthen governance and community leadership to ensure transparent, inclusive decision-making processes that engage all residents, build trust, and create sustainable solutions for Nillumbik's future.

Services

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Advocacy, communications and engagement	We advocate for funding and support to deliver major projects the community values, and we engage with the community to ensure Council decisions reflect their needs and priorities.	1,293 - 1,293
Asset management	We plan for the long-term care of Council's roads, footpaths, and infrastructure. We schedule maintenance and renewal works and develop strategies to guide how we manage community assets now and into the future.	1,115 <u>30</u> 1,085
Corporate information and integrity	We manage Council's information and records to make sure they are handled properly and meet legal standards. We also look after incoming and outgoing mail, freedom of information requests, integrity policies, and infringement reviews.	1,379 <u>20</u> 1,359
Customer Experience	We provide frontline support to residents, ratepayers, and visitors, helping them access information and services, and leading initiatives to improve the customer experience.	1,174 - 1,174
Emergency Management	We work with partners and the community to prepare for and respond to emergencies, ensuring safety and resilience in times of crisis.	666 - 666
Finance and procurement	We manage Council's financial systems to make sure payments are accurate and on time. We look after budgeting, financial reporting, payroll, purchasing, rates collection, and property valuations to support responsible and sustainable financial management.	7,132 <u>4,330</u> 2,802
Governance	We manage Council's governance responsibilities, including organising Council meetings, supporting elections, ensuring we meet legal requirements, and providing resources and support to the Mayor and Councillors.	2,671 - 2,671
Human Resources	We manage recruitment, staff development, and workplace relations to ensure Council has a capable, supported, and well-trained workforce.	1,531 <u>190</u> 1,341
Information Technology	We provide reliable and secure technology, online services, and telecommunications to support Council operations. We manage systems, networks, and applications throughout their life to make sure they stay up to date and meet our needs.	4,441 - 4,441

Service Area	Description of services provided	Expenditure
		Revenue Net Cost \$'000
Organisational performance	We provide performance reporting, occupational health and safety, risk management and insurance, and lead business transformation initiatives to ensure Council is aligned, efficient, and continuously improving.	2,655 - 2,655

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation	2024-25 Actual
Governance	Satisfaction	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	68.00

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
Inclusive living and participation	9,755	12,617	2,862
Liveable and connected communities	25,109	44,429	19,320
Sustainable futures and healthy environments	21,192	24,332	3,140
Responsible governance and community leadership	19,485	24,055	4,570
Total services and initiatives	75,541	105,433	29,892

Add

Depreciation	15,604
Amortisation - right of use assets	509
Finance costs - leases	69
Written down value of assets sold	210

Subtract

Debt redemption	3,123
Transfer to and from reserves	1,839
Deficit before funding sources	86,971

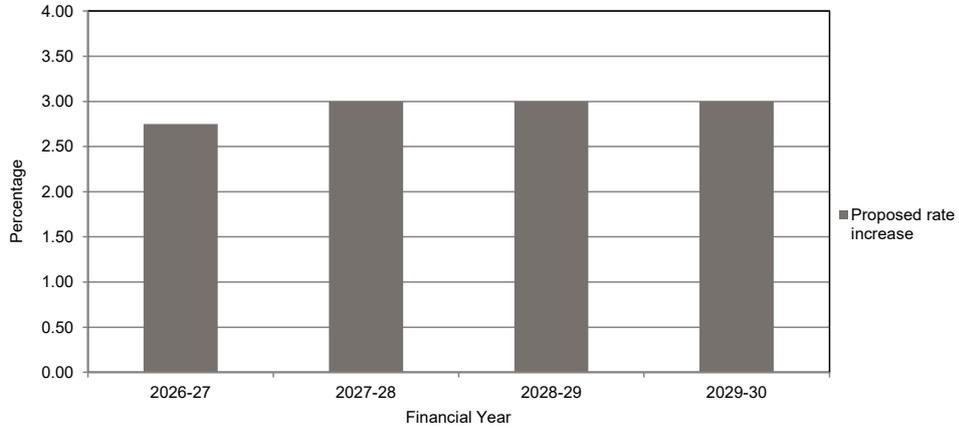
Funding sources added back:

Net rates and charges	85,265
Capital funding sources	3,097
Total funding sources	88,362
Operating surplus/(deficit) for the year	1,391

Budget Trends and Summary

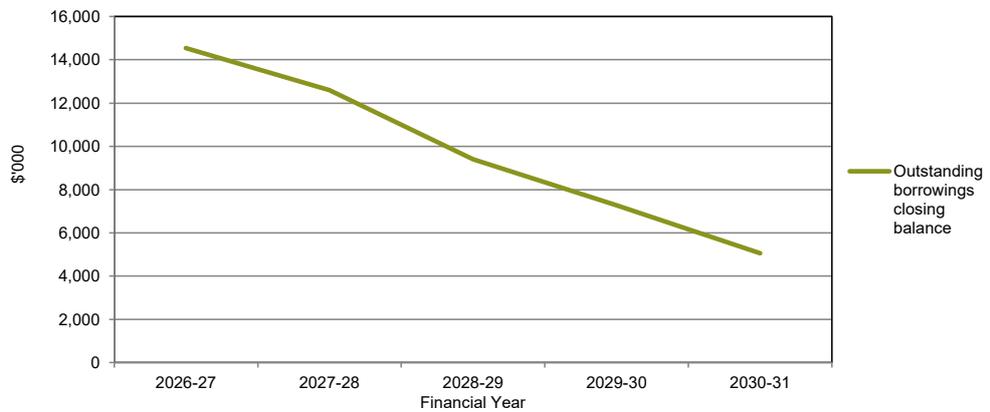
Council has developed the 2026–2027 Budget to balance service and infrastructure demands. Key trends and outcomes are outlined below.

Rate trends



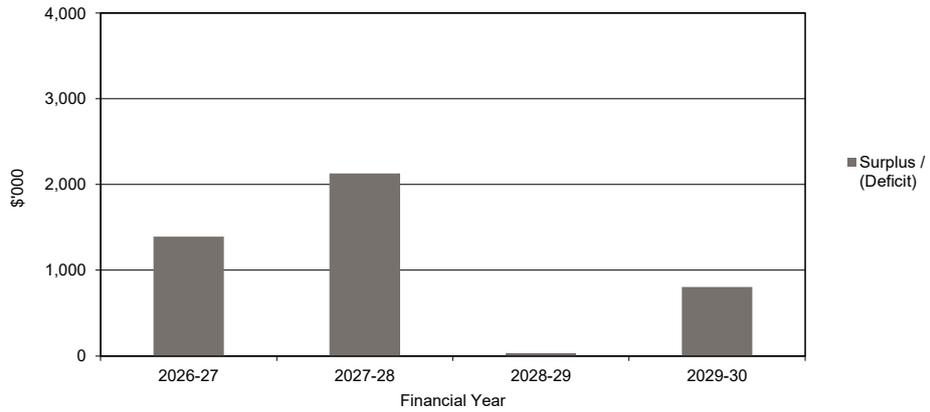
The graph above outlines Council's budgeted rate increase for 2026-2027 which is in compliance with the rate cap. The rate cap will be 2.75 percent in 2026-2027. It has been assumed that the rate cap will be 3.00 percent in each of the following years.

Borrowing trends and outcomes



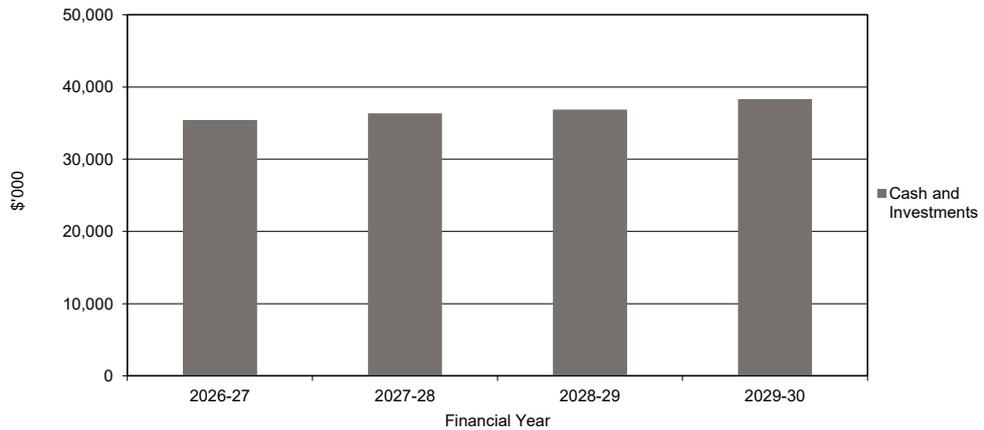
Council is proposing to take out up to \$1.25 million in new borrowings in 2026-2027 to fund Eltham Leisure Centre heat pump capital works upgrade. The graph above outlines Council's existing loan borrowings with the declining trend reflective of current repayment schedules. Borrowings remain within the Auditor-General's low risk range.

Operating result



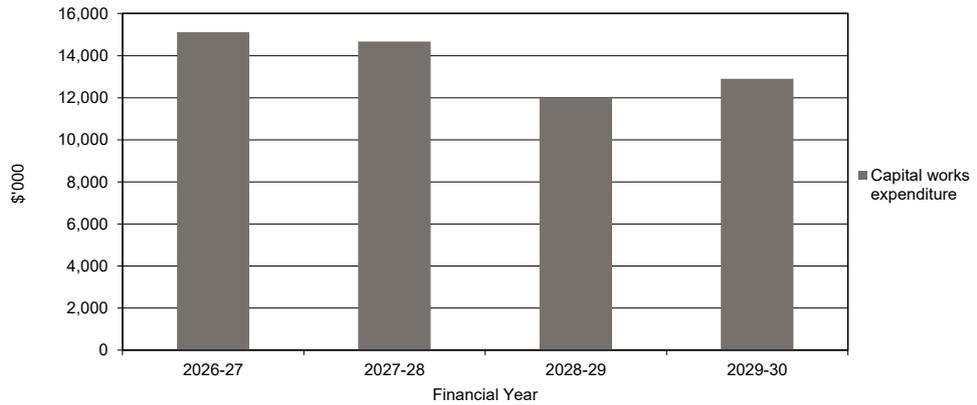
The expected operating result for the 2026-2027 year is a surplus of \$1.39 million. The above graph projects small surpluses to be achieved over the next 3 years providing capacity for capital investment and debt reduction. Year-to-year variations primarily reflect the timing and receipt of one-off 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.

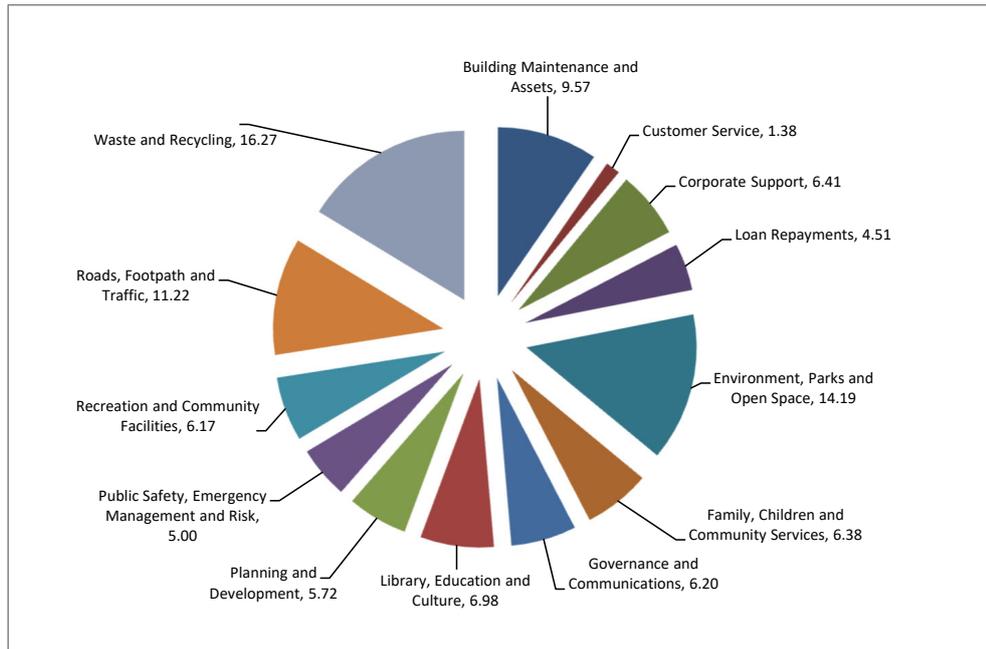
Capital works



The capital works program for 2026-2027 will total \$15.12 million, of which \$10.98 million will be funded by Council cash, \$2.89 million from grants and \$1.25 million in borrowings. The capital expenditure program has been set and prioritised based on Council's assessment of the need for key projects. The 2026-2027 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.



3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2026-2027 has been supplemented with projections to 2029-2030.

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:

- Financial Performance Statement
- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Financial Performance Statement
For the four years ending 30 June 2030

	Forecast Budget	Budget	Projections		
	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000
Income / Revenue					
Rates and charges	83,536	86,338	89,323	91,989	94,749
Statutory fees and fines	2,103	2,077	2,139	2,203	2,269
User fees	18,207	18,563	19,120	19,693	20,284
Contributions - monetary	1,499	111	114	118	121
Contributions - non-monetary assets	-	-	-	-	-
Grants - operating	2,174	2,086	6,119	6,303	6,492
Grants Commission	3,691	3,855	-	-	-
Other income	1,492	1,066	1,098	1,131	1,165
Total Operating Income	112,702	114,096	117,913	121,437	125,080
Expenses					
Employee costs	43,217	45,464	46,776	48,054	49,973
New Operating Initiatives	3,052	1,315	1,000	1,000	1,000
Materials and services	45,418	46,621	48,486	50,426	52,443
Other expenses	7,231	6,486	6,753	7,745	7,513
Total Operating Expenditure	98,918	99,886	103,015	107,225	110,929
Net Operating Income/ Funds Available	13,784	14,210	14,898	14,212	14,151
Other comprehensive income					
Other Income items					
Proceeds Sale of Assets (i.e. vehicles)	271	210	300	286	269
Interest Income	1,350	1,221	1,160	1,102	1,102
New Borrowings	2,100	1,246	1,246	-	-
Total Other Income Items	3,721	2,677	2,706	1,388	1,371
Other Expenditure items					
Capital Works (net of grants)	28,796	12,228	11,949	11,039	11,422
Borrowing costs	800	746	649	554	422
Debt Servicing Principal	2,746	3,123	3,199	3,175	2,131
Depreciation - right of use assets	432	509	475	295	195
Finance costs - leases	63	69	47	25	11
Total Other Expenditure Items	32,837	16,675	16,319	15,088	14,181
Total Other Income/ Expenditure	(29,116)	(13,998)	(13,613)	(13,700)	(12,810)
Surplus/ (Deficit)	(15,332)	212	1,285	512	1,341

* 2025-26 forecast deficit is attributable to carry forwards from 2024-2025 financial year

Comprehensive Income Statement
 For the four years ending 30 June 2030

	Notes	Forecast	Budget	Projections		
		2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000
Income / Revenue						
Rates and charges	4.1.1	83,536	86,338	89,323	91,989	94,749
Statutory fees and fines	4.1.2	2,103	2,077	2,139	2,203	2,269
User fees	4.1.3	18,207	18,563	19,120	19,693	20,284
Grants - operating	4.1.4	5,865	5,941	6,119	6,303	6,492
Grants - capital	4.1.4	18,863	2,888	2,724	961	1,478
Contributions - monetary	4.1.5	1,499	111	114	118	121
Other income	4.1.6	2,841	2,287	2,258	2,233	2,267
Total income / revenue		132,914	118,205	121,797	123,500	127,660
Expenses						
Employee costs	4.1.7	43,217	45,464	46,776	48,054	49,973
Materials and services	4.1.8	48,469	47,936	49,486	51,426	53,443
Depreciation	4.1.9	15,867	15,604	15,481	15,366	15,298
Allowance for impairment losses		-	-	-	-	-
Depreciation - right of use assets	4.1.10	432	509	475	295	195
Borrowing costs		800	746	649	554	422
Finance costs - leases		63	69	47	25	11
Other expenses	4.1.11	7,231	6,486	6,753	7,745	7,513
Total expenses		116,079	116,814	119,667	123,465	126,855
Surplus / (deficit) for the year		16,835	1,391	2,130	35	805
Other comprehensive income		-	-	-	-	-
Total comprehensive result		16,835	1,391	2,130	35	805

Balance Sheet

For the four years ending 30 June 2030

Notes	Forecast	Budget	Projections		
		2026/27	2027/28	2028/29	2029/30
	2025/26	2026/27	2027/28	2028/29	2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000
Current assets					
	39,875	35,433	36,366	36,885	38,334
	15,950	14,185	14,616	14,820	15,319
	-	-	-	-	-
	250	250	250	250	250
	-	-	-	-	-
	31	32	32	32	33
Total current assets	4.2.1 56,106	49,900	51,264	51,987	53,936
Non-current assets					
	470	376	301	241	193
	5	5	5	5	5
	1,726	1,726	1,726	1,726	1,726
	1,041,585	1,040,386	1,038,781	1,034,726	1,031,626
	4.2.4 1,568	1,059	584	289	100
	-	-	-	-	-
	-	-	-	-	-
Total non-current assets	4.2.1 1,045,354	1,043,552	1,041,397	1,036,987	1,033,651
Total assets	1,101,460	1,093,452	1,092,661	1,088,974	1,087,587
Current liabilities					
	6,236	6,217	6,417	6,707	6,927
	4,534	4,534	4,534	4,534	4,534
	14,308	9,471	9,134	9,308	9,485
	2,829	433	409	144	222
	4.2.3 3,123	3,199	3,175	2,131	2,229
	4.2.4 499	473	410	206	73
Total current liabilities	4.2.2 31,529	24,327	24,079	23,030	23,470
Non-current liabilities					
	11,653	11,109	10,565	10,021	9,478
	4.2.3 13,297	11,342	9,412	7,281	5,052
	4.2.4 1,162	689	280	73	-
Total non-current liabilities	4.2.2 26,112	23,140	20,257	17,375	14,530
Total liabilities	57,641	47,467	44,336	40,405	38,000
Net assets	1,043,819	1,045,985	1,048,325	1,048,569	1,049,587
Equity					
	423,039	424,430	426,560	426,595	427,400
	620,780	621,555	621,765	621,974	622,187
Total equity	1,043,819	1,045,985	1,048,325	1,048,569	1,049,587

Statement of Changes in Equity

For the four 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
2026 Forecast Actual				
Balance at beginning of the financial year	1,026,984	406,204	590,187	30,593
Surplus/(deficit) for the year	16,835	16,835	-	-
Net asset revaluation increment/(decrement)	15,345	-	15,345	-
Transfer to other reserves	2,307	-	-	2,307
Transfer from other reserves	(17,652)	-	-	(17,652)
Balance at end of the financial year	1,043,819	423,039	605,532	15,248
2027				
Balance at beginning of the financial year	1,043,819	423,039	605,532	15,248
Surplus/(deficit) for the year	1,391	1,391	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer to other reserves 4.3.1	2,169	-	-	2,169
Transfer from other reserves 4.3.1	(1,394)	-	-	(1,394)
Balance at end of the financial year 4.3.2	1,045,985	424,430	605,532	16,023
2028				
Balance at beginning of the financial year	1,045,985	424,430	605,532	16,023
Surplus/(deficit) for the year	2,130	2,130	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(317)	-	-	(317)
Balance at end of the financial year	1,048,325	426,560	605,532	16,233
2029				
Balance at beginning of the financial year	1,048,325	426,560	605,532	16,233
Surplus/(deficit) for the year	35	35	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(318)	-	-	(318)
Balance at end of the financial year	1,048,569	426,595	605,532	16,442
2030				
Balance at beginning of the financial year	1,048,569	426,595	605,532	16,442
Surplus/(deficit) for the year	805	805	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfer to other reserves	527	-	-	527
Transfer from other reserves	(314)	-	-	(314)
Balance at end of the financial year	1,049,587	427,400	605,532	16,655

Statement Cash Flows

For the four years ending 30 June 2030

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

Notes	Forecast	Budget	Projections				
		2026/27	2027/28	2028/29	2029/30		
	2025/26	\$'000	\$'000	\$'000	\$'000		
	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)		
Cash flows from operating activities							
	Rates and charges	83,536	86,338	89,323	91,989	94,749	
	Statutory fees and fines	2,103	2,077	2,139	2,203	2,269	
	User fees	18,207	18,563	19,120	19,693	20,284	
	Grants - operating	5,865	5,941	6,119	6,303	6,492	
	Grants - capital	18,863	2,888	2,724	961	1,478	
	Contributions - monetary	1,499	111	114	118	121	
	Interest received	1,350	1,221	1,160	1,102	1,102	
	Other receipts	1,491	1,066	1,098	1,131	1,165	
	Employee costs	(43,040)	(45,283)	(46,592)	(47,866)	(49,781)	
	Materials and services	(49,285)	(53,520)	(50,349)	(51,696)	(53,782)	
	Trust funds and deposits repaid	-	-	-	-	-	
	Other payments	(7,231)	(6,486)	(6,753)	(7,745)	(7,513)	
	Net cash provided by / (used in) operating activities	4.4.1	33,358	12,916	18,103	16,193	16,584
Cash flows from investing activities							
	Payments for property, infrastructure, plant and equipment	(30,494)	(14,367)	(14,345)	(11,911)	(12,645)	
	Proceeds from sale of property, infrastructure, plant and equipment	271	210	300	286	269	
	Net cash provided by / (used in) investing activities	4.4.2	(30,223)	(14,157)	(14,045)	(11,625)	(12,376)
Cash flows from financing activities							
	Finance costs	(800)	(746)	(649)	(554)	(422)	
	Proceeds from borrowings	2,100	1,245	1,245	-	-	
	Repayment of borrowings	(2,746)	(3,123)	(3,199)	(3,175)	(2,131)	
	Interest paid - lease liability	(63)	(69)	(47)	(25)	(11)	
	Repayment of lease liabilities	(432)	(509)	(475)	(295)	(195)	
	Net cash provided by / (used in) financing activities	4.4.3	(1,941)	(3,202)	(3,125)	(4,049)	(2,759)
	Net increase / (decrease) in cash & cash equivalents		1,194	(4,443)	933	519	1,449
	Cash and cash equivalents at the beginning of the financial year		38,681	39,875	35,433	36,366	36,885
	Cash and cash equivalents at the end of the financial year		39,875	35,433	36,366	36,885	38,334

Statement of Capital Works

For the four years ending 30 June 2030

Notes	Forecast Budget	Budget		Projections		
		2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000
Property						
	-	-	-	-	-	-
	-	-	-	-	-	-
Total land	-	-	-	-	-	-
	4,846	2,148	110	610	165	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Total buildings	4,846	2,148	110	610	165	
Total property	4,846	2,148	110	610	165	
Plant and equipment						
	-	-	-	-	-	
	1,481	331	1,373	1,003	1,493	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Total plant and equipment	1,481	331	1,373	1,003	1,493	
Infrastructure						
	5,321	3,181	3,336	2,819	3,178	
	182	543	1,720	180	200	
	542	590	560	560	620	
	867	1,040	950	950	1,150	
	12,209	4,808	5,404	4,513	4,449	
	2,852	1,064	-	-	-	
	482	855	635	635	780	
	-	-	-	-	-	
	-	-	-	-	-	
	1,719	555	585	730	865	
Total infrastructure	24,174	12,637	13,190	10,387	11,243	
Total capital works expenditure	4.5.1 30,501	15,116	14,673	12,000	12,900	
Represented by:						
	7,225	792	484	480	535	
	6,316	5,871	6,397	5,510	7,425	
	1,600	25	-	-	-	
	15,361	8,429	7,792	6,010	4,940	
Total capital works expenditure	4.5.1 30,502	15,116	14,673	12,000	12,900	
<i>Plus projected carry forwards</i>	17,157					
Total capital works expenditure	47,659	15,116	14,673	12,000	12,900	
Funding sources represented by:						
	18,863	2,888	2,724	961	1,478	
	1,346	-	-	-	-	
	25,350	10,982	10,703	11,039	11,422	
	2,100	1,246	1,246	-	-	
Total capital works expenditure	4.5.1 47,659	15,116	14,673	12,000	12,900	

Statement of Human Resources

For the four years ending 30 June 2030

	Forecast Budget	Budget	Projections		
	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000
Staff expenditure					
Employee costs - operating	41,442	44,087	45,410	46,772	48,175
Employee costs - capital	-	-	-	-	-
	FTE	FTE	FTE	FTE	FTE
Permanent FTE numbers	333.31	333.67	333.67	333.67	333.67
Limited tenures	2.00	-	-	-	-
Total staff numbers	335.31	333.67	333.67	333.67	333.67

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

Directorate	Composition				
	Budget	Permanent		Casual	Temp
	2026/27 \$'000	Full time \$'000	Part time \$'000	\$'000	\$'000
Operations	11,045	10,887	158	-	-
Planning, Environment and Strategy	9,406	8,368	1,038	-	-
Communities	7,710	4,449	3,261	-	-
Culture and Performance	8,825	7,707	1,118	-	-
Governance, Communications and Community Safety	7,101	5,643	1,458	-	-
Total expenditure	44,087	37,054	7,033	-	-

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
	2026/27	Full time	Part time	
Operations	91.40	89.80	1.60	-
Planning, Environment and Strategy	68.82	60.00	8.82	-
Communities	57.59	31.00	26.59	-
Culture and Performance	62.30	53.00	9.30	-
Governance, Communications and Community Safety	53.56	38.00	15.56	-
Total staff	333.67	271.80	61.87	-

Summary of Planned Human Resources Expenditure

	Budget	Projections		
	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000
Operations				
Permanent - Full time	10,887	11,159	11,438	11,896
Female	2,582	2,647	2,713	2,822
Male	8,305	8,512	8,725	9,074
Self-described gender	-	-	-	-
Permanent - Part time	158	162	166	173
Female	47	48	49	51
Male	111	114	117	122
Self-described gender	-	-	-	-
Total Operations	11,045	11,321	11,604	12,069
Planning, Environment and Strategy				
Permanent - Full time	8,368	8,577	8,791	9,143
Female	4,224	4,330	4,438	4,616
Male	4,143	4,247	4,353	4,527
Self-described gender	-	-	-	-
Permanent - Part time	1,038	1,064	1,091	1,134
Female	938	962	986	1,025
Male	100	102	105	109
Self-described gender	-	-	-	-
Total Planning, Environment and Strategy	9,406	9,641	9,882	10,277
Community Services				
Permanent - Full time	4,449	4,560	4,674	4,861
Female	3,558	3,647	3,738	3,888
Male	890	913	936	973
Self-described gender	-	-	-	-
Permanent - Part time	3,261	3,343	3,427	3,564
Female	3,261	3,343	3,427	3,564
Male	-	-	-	-
Self-described gender	-	-	-	-
Total Community Services	7,709	7,903	8,101	8,425
Culture and Performance				
Permanent - Full time	7,707	7,899	8,097	8,421
Female	3,931	4,029	4,130	4,295
Male	3,775	3,870	3,967	4,126
Self-described gender	-	-	-	-
Permanent - Part time	1,118	1,146	1,175	1,222
Female	881	903	926	963
Male	237	243	249	259
Self-described gender	-	-	-	-
Total Culture and Performance	8,825	9,045	9,272	9,643
Governance, Communications and Community Safety				
Permanent - Full time	5,643	5,785	5,929	6,166
Female	3,996	4,096	4,198	4,366
Male	1,647	1,689	1,731	1,800
Self-described gender	-	-	-	-
Permanent - Part time	1,458	1,494	1,532	1,593
Female	1,073	1,100	1,128	1,173
Male	384	394	404	420
Self-described gender	-	-	-	-
Total Governance, Communications and Community Safety	7,101	7,279	7,461	7,759

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

	Budget	Projections		
	2026/27 FTE	2027/28 FTE	2028/29 FTE	2029/30 FTE
Operations				
Permanent - Full time	89.80	89.80	89.80	89.80
Female	20.80	20.80	20.80	20.80
Male	69.00	69.00	69.00	69.00
Self-described gender	-	-	-	-
Permanent - Part time	1.60	1.60	1.60	1.60
Female	0.50	0.50	0.50	0.50
Male	1.10	1.10	1.10	1.10
Self-described gender	-	-	-	-
Total Operations	91.40	91.40	91.40	91.40
Planning, Environment and Strategy				
Permanent - Full time	60.00	60.00	60.00	60.00
Female	31.00	31.00	31.00	31.00
Male	29.00	29.00	29.00	29.00
Self-described gender	-	0.00	0.00	0.00
Permanent - Part time	8.82	8.82	8.82	8.82
Female	7.93	7.93	7.93	7.93
Male	0.89	0.89	0.89	0.89
Self-described gender	-	-	-	-
Total Planning, Environment and Strategy	68.82	68.82	68.82	68.82
Community Services				
Permanent - Full time	31.00	31.00	31.00	31.00
Female	24.00	24.00	24.00	24.00
Male	7.00	7.00	7.00	7.00
Self-described gender	-	0.00	0.00	0.00
Permanent - Part time	26.59	26.59	26.59	26.59
Female	26.59	26.59	26.59	26.59
Male	-	-	-	-
Self-described gender	-	-	-	-
Total Community Services	57.59	57.59	57.59	57.59
Culture and Performance				
Permanent - Full time	53.00	53.00	53.00	53.00
Female	30.00	30.00	30.00	30.00
Male	23.00	23.00	23.00	23.00
Self-described gender	-	-	-	-
Permanent - Part time	9.30	9.30	9.30	9.30
Female	7.30	7.30	7.30	7.30
Male	2.00	2	2	2
Self-described gender	-	-	-	-
Total Culture and Performance	62.30	62.30	62.30	62.30
Governance, Communications and Community Safety				
Permanent - Full time	38.00	38.00	38.00	38.00
Female	28.00	28.00	28.00	28.00
Male	10.00	10.00	10.00	10.00
Self-described gender	-	-	-	-
Permanent - Part time	15.56	15.56	15.56	15.56
Female	11.16	11.16	11.16	11.16
Male	4.40	4	4	4
Self-described gender	-	-	-	-
Total Governance, Communications and Community Safety	53.56	53.56	53.56	53.56

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 2026-2027 the FGRS cap has been set at 2.75 percent. The cap applies to general rates and is calculated on the basis of council's average rates and charges.

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

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

Council is committed to aligning its Waste Management Charge with the Ministerial Best Practice Guidelines over the coming years to ensure transparency and consistency in the recovery of waste service costs. Two proposed new differential rating categories—Sustainable Agriculture and Trust for Nature (TFN)—are outlined in the sections below. As part of Council's budget deliberations, the final Budget will determine whether these categories are adopted, and the rating figures will be adjusted accordingly.

Rates and charges are due on a quarterly instalment basis. The due dates for the 2026-2027 financial year will be:

- 30 September 2026,
- 30 November 2026,
- 28 February 2027 and
- 31 May 2027

(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 2026-2027 to \$86.3 million.

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

	Forecast	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
General rates	66,963	68,963	2,000	2.99
Service charges	15,733	16,440	707	4.49
Special rates and charges	295	295	-	-
Interest on rates and charges	545	640	95	17.43
Total rates and charges	83,536	86,338	2,802	3.35

* 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	2025/26 cents/\$CIV	2026/27 cents/\$CIV	Change %
General	0.238400	0.237591	(0.34)
Farm Land	0.202600	0.201913	(0.34)
Commercial/Industrial	0.276500	0.273230	(1.18)
Vacant Land - Residential and Specified Low Density Residential Zones	0.357600	0.356387	(0.34)
Trust For Nature Land **	n/a	0.201913	n/a
Sustainable Agriculture Land **	n/a	0.154434	n/a
Cultural and Recreational Land	0.093000	0.095037	2.19

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

** New differential rates subject to Council budget adoption

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	2025/26 \$'000	2026/27 \$'000	Change \$'000	%
General	62,427	64,443	2,016	3.23
Farm Land	644	417	(227)	(35.25)
Commercial/Industrial	3,126	3,173	47	1.50
Vacant Land - Residential and Specified Low Density Residential Zones	609	614	5	0.82
Trust For Nature Land **	n/a	147	147	n/a
Sustainable Agriculture Land **	n/a	121	121	n/a
Cultural and Recreational Land	5	5	-	-
Total amount to be raised by general rates	66,811	68,920	2,109	3.16

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

** New differential rates subject to Council budget adoption

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	2025/26 Number	2026/27 Number	Change Number	%
Residential	22,914	22,928	14	0.06
Farm Land	144	91	(53)	(36.81)
Commercial / Industrial	1,003	1,006	3	0.30
Vacant Land - Residential and Specified Low Density Residential Zones	220	219	(1)	(0.45)
Trust For Nature Land **	n/a	59	59	n/a
Sustainable Agriculture Land **	n/a	32	32	n/a
Cultural and Recreational Land	2	2	-	-
Total number of assessments	24,283	24,337	54	0.22

** New differential rates subject to Council budget adoption

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	2025/26	2026/27	Change	
	\$'000	\$'000	\$'000	%
Residential	26,185,755	27,123,638	937,883	3.58
Farm Land	317,975	206,350	(111,625)	(35.10)
Commercial / Industrial	1,130,586	1,161,462	30,876	2.73
Vacant Land - Residential and Specified Low Density Residential Zones	170,240	172,310	2,070	1.22
Trust For Nature Land **	n/a	72,860	72,860	n/a
Sustainable Agriculture Land **	n/a	78,350	78,350	n/a
Cultural and Recreational Land	5,100	5,175	75	1.47
Total value of land	27,809,656	28,820,145	1,010,489	3.63

* 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.

** New differential rates subject to Council budget adoption

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	2025/26	2026/27	Change	
	\$	\$	\$	%
Waste Management - Residential - Standard service	679.87	708.86	28.99	4.26
Waste Management - 80 litre landfill bin	543.90	567.09	23.19	4.26
Waste Management - 2 x 120 litre landfill bin	951.82	992.41	40.59	4.26
Waste Management - 140 litre landfill bin - fortnightly collection	747.86	779.75	31.89	4.26
Waste Management - 120 litre landfill bin – weekly collection	1,223.77	1,275.95	52.18	4.26
Waste Management - Elderly persons units - bin	169.97	177.22	7.25	4.27
Waste Management - additional 240 litre green waste bin*	-	210.00	210.00	

*Additional annual bin cost to the existing service charge

Council has proposed to increase the domestic waste service standard charge by 4.26%.

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	2025/26	2026/27	Change	
	\$	\$	\$	%
Waste Management - Residential - Standard service	12,408,987	12,852,387	443,400	3.57
Waste Management - 80 litre landfill bin	318,726	327,778	9,052	2.84
Waste Management - 2 x 120 litre landfill bin	2,114,944	2,306,355	191,411	9.05
Waste Management - 140 litre landfill bin - fortnightly collection	719,441	853,825	134,384	18.68
Waste Management - 120 litre landfill bin – weekly collection	79,545	82,937	3,392	4.26
Waste Management - Elderly persons units - bin	15,637	16,304	667	4.27
Total Service charges	15,657,280	16,439,586	782,306	

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:

	2025/26	2026/27	Change	
	\$	\$	\$	%
General rates	66,810,649	68,920,655	2,110,006	3.16
Service charges	15,657,280	16,439,586	782,306	5.00
Total Rates and charges	82,467,929	85,360,241	2,892,312	3.51

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

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

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

	2025/26	2026/27
Number of rateable properties	24,281	24,335
Base Average Rates	\$2,671.48	\$2,756.17
Maximum Rate Increase (set by the State Government)	3.00%	2.75%
Council Rate Cap Applied	3.00%	2.75%
Capped Average Rate based on Council rate cap	\$2,751.37	\$2,831.96
Budgeted General Rates Revenue subject to FGRS	\$ 66,805,906	\$ 68,915,737

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

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

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

4.1.1 (l) Differential rates

Rates to be levied

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

- A general rate of 0.2376 percent (0.2376 cents in the dollar of CIV) for all rateable residential properties and ordinary vacant land;
- A general rate of 0.2019 percent (0.2019 cents in the dollar of CIV) for all rateable farm land properties;
- A general rate of 0.2732 percent (0.2732 cents in the dollar of CIV) for all rateable commercial and industrial properties;
- A general rate of 0.3564 percent (0.3564 cents in the dollar of CIV) for all rateable vacant land - residential and specified low density residential zones; and
- A general rate of 0.2019 percent (0.2019 cents in the dollar of CIV) for all Trust for Nature land properties; and
- A general rate of 0.1544 percent (0.1544 cents in the dollar of CIV) for all Sustainable Agriculture land properties; and
- A general rate of 0.0950 percent (0.0950 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.

Sustainable Agriculture land

Land that is already classified as Farm Land and which meets Council's criteria for sustainable agricultural land management practices.

Trust For Nature Land

Land subject to a Trust for Nature Conservation Covenant registered on title under the Victorian Conservation Trust Act 1972. These covenants are voluntary and legally binding agreements that permanently protect native vegetation, habitat and other environmental values.

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	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	
Animal infringements	3	1	(2)	(66.67)
Infringements & costs	903	763	(140)	(15.50)
Town planning fees	882	985	103	11.68
Building fees	315	328	13	4.13
Total statutory fees and fines	2,103	2,077	(26)	(1.24)

Statutory fees and fines (\$26,000 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	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Adult education	228	255	27	11.84
Building services	195	192	(3)	(1.54)
Child care/children's programs	463	476	13	2.81
Edendale farm	221	222	1	0.45
Environmental health	287	281	(6)	(2.09)
Hall & sports ground hire	341	367	26	7.62
Leisure centre and recreation	14,333	14,585	252	1.76
Pound release	25	26	1	4.00
Registration fees	855	895	40	4.68
Subdivision supervision	190	202	12	6.32
Waste management services	690	697	7	1.01
Other fees and charges	379	365	(14)	(3.69)
Total user fees	18,207	18,563	356	1.96

User fees (\$0.36 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 services such as leisure and recreation activities, waste management, child care programs, and various other fees and charges. 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 2026-2027 Fees and Charges**. There is an overall projected increase in revenue generated by 1.96 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	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Grants were received in respect of the following:				
Summary of grants:				
Commonwealth funded grants	2,343	4,307	1,964	83.82
State funded grants	22,385	4,522	(17,863)	(79.80)
Total grants received	24,728	8,829	(15,899)	(64.30)
(a) Operating Grants				
Recurrent - Commonwealth Government				
Aged care	137	136	(1)	(0.73)
Family and children	316	316	-	-
Financial Assistance Grants	1,890	3,855	1,965	103.97
Recurrent - State Government				
Adult education	239	207	(32)	(13.39)
Aged care	14	-	(14)	(100.00)
Community Development	59	50	(9)	(15.25)
Community health	17	17	-	-
Environment	7	-	(7)	(100.00)
Family and children	265	279	14	5.28
Maternal and child health	768	689	(79)	(10.29)
School crossing supervisors	392	392	-	-
Total recurrent grants	4,104	5,941	1,837	44.76

	Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change	
			\$'000	%
Non-recurrent - Commonwealth Government				
Recreational, leisure and community facilities	7	-		
Family and children	223	-	(223)	(100.00)
Non-recurrent - State Government				
Emergency Management	253	-	(253)	(100.00)
Environment	1,028	-	(1,028)	(100.00)
Family and children	100	-	(100)	(100.00)
Recreational, leisure and community facilities	36	-	(36)	(100.00)
Recycling and Waste Services	71	-	(71)	(100.00)
Roads	39	-	(39)	(100.00)
Parks and Open Space	4	-	(4)	(100.00)
Total non-recurrent grants	1,761	-	(1,754)	(99.60)
Total operating grants	5,865	5,941	76	1.30
(b) Capital Grants				
Non-recurrent - Commonwealth Government				
Recreational, leisure and community facilities	2,754	1,246	(1,508)	(54.76)
Roads	2,762	1,178	(1,584)	(57.35)
Non-recurrent - State Government				
Environment	1,090	-	(1,090)	(100.00)
Family and children	205	-	(205)	(100.00)
Recreational, leisure and community facilities	9,827	464	(9,363)	(95.28)
Buildings	1,938	-	(1,938)	(100.00)
Roads	287	-	(287)	(100.00)
Total non-recurrent grants(capital)	18,863	2,888	(15,975)	(84.69)
Total capital grants	18,863	2,888	(15,975)	(84.69)
Total Grants	24,728	8,829	(15,899)	(64.30)

Grants - Operating (\$76,000 increase)

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 increase by 1.30 percent or \$76,000.

Grants - Capital (\$15.9 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 64.3 percent or \$15.9 million mainly due to specific funding for large capital works projects in 2025-2026.

Section 4.5 Capital works program includes further detailed analysis of the grants and contributions expected to be received during the 2026-2027 year.

4.1.5 Contributions

	Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change	
			\$'000	%
Monetary	1,499	111	(1,388)	(92.60)
Non-monetary	-	-	-	-
Total contributions	1,499	111	(1,388)	(92.60)

Contributions (\$1.39 million decrease)

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

Contributions are projected to decrease \$1.39 million when compared to the 2025-2026 Budget forecast. This is mainly due to the expected one off receipt of contributions tied to capital projects in 2025-2026.

4.1.6 Other income

	Forecast	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Interest on investments	1,350	1,221	(129)	(9.56)
Other rent	338	336	(2)	(0.59)
Sale of valuations	20	20	-	-
WorkCover insurance recoveries	60	120	60	100.00
Reimbursements	306	-	(306)	(100.00)
Other	767	590	(177)	(23.08)
Total other income	2,841	2,287	(554)	(19.50)

Other income (\$0.55 million decrease)

Other revenue is showing a decrease of 19.50 percent compared to the prior financial year mainly due to the one off receipt of natural disaster reimbursements in 2025-2026.

4.1.7 Employee costs

	Forecast	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Casual staff	645	539	(106)	(16.43)
Fringe benefits tax and WorkCover	100	165	65	65.00
Oncost recoveries	9,285	9,793	508	5.47
Wages and salaries	33,187	34,967	1,780	5.36
Total employee costs	43,217	45,464	2,247	5.20

Employee benefits (\$2.25 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 adjusted in line with Council's Enterprise Agreement. The variance includes short term vacant positions in 2025-26, which resulted in reduced wages and related costs in the forecast year.

4.1.8 Materials and services

	Forecast	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Contract payments:				
Audit	248	253	5	2.02
External labour hire	264	27	(237)	(89.77)
HACC contracts	260	267	7	2.69
Leisure	14,183	14,591	408	2.88
Other	2,254	2,202	(52)	(2.31)
Valuations	55	55	-	-
Waste services	7,416	8,244	828	11.17
Materials and Services:				
Building maintenance	390	399	9	2.31
Communications	213	208	(5)	(2.35)
Corporate information	71	61	(10)	(14.08)
Corporate support	92	102	10	10.87
Emergency management	418	392	(26)	(6.22)
Fleet operations	992	965	(27)	(2.72)
Insurances	1,823	1,823	-	-
IT & telephone	2,571	2,725	154	5.99
Materials, maintenance & equip	11,912	10,297	(1,615)	(13.56)
Other	485	477	(8)	(1.65)
Planning & building services	29	30	1	3.45
Stationery, printing & postage	347	346	(1)	(0.29)
Subscriptions, Publications & Memberships	419	393	(26)	(6.21)
Utilities	1,282	1,298	16	1.25
Waste services	2,745	2,781	36	1.31
Total materials and services	48,469	47,936	(533)	(1.10)

Materials and services (\$0.53 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 decrease in expenditure mainly attributable to Materials, maintenance and equipment costs .

4.1.9 Depreciation and amortisation

	Forecast	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Property	2,521	2,217	(304)	(12.06)
Plant & equipment	770	342	(428)	(55.58)
Infrastructure	12,576	13,045	469	3.73
Total depreciation and amortisation	15,867	15,604	(263)	(1.66)

Depreciation and amortisation (\$0.26 million decrease)

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	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Plant & equipment	432	509	77	17.82
Total amortisation - right of use assets	432	509	77	17.82

4.1.11 Other expenses

	Forecast	Budget	Change	
	2025/26	2026/27	\$'000	%
	\$'000	\$'000	\$'000	%
Aged & family services*	353	37	(316)	(89.52)
Arts and cultural services	428	428	-	-
Community development	311	238	(73)	(23.47)
Council support	4	4	-	-
Councillors' allowances	351	353	2	0.57
Economic development	396	396	-	-
Environmental works	85	78	(7)	(8.24)
Information technology	-	-	-	#DIV/0!
Leisure & education services	10	10	-	-
Library contributions (Yarra Plenty Regional Library)	3,277	3,305	28	0.85
Municipal laws	53	53	-	-
Short-term lease hire	98	-	(98)	(100.00)
Other	1,432	1,167	(265)	(18.51)
Payment agents & bank fees	215	176	(39)	(18.14)
Planning & building	97	120	23	23.71
Strategic planning	118	118	-	-
Youth services	3	3	-	-
Total other expenses	7,231	6,486	(745)	(10.30)

* Please note Forecast Budget includes carry forwards from prior years

Other expenses (\$0.75 million decrease)

Other expenses are forecast to decrease by 10.3 percent or \$0.75 million. This is mainly as a result of reductions in expenditure tied to operating grant income received carried forward from the previous financial year.

4.2 Balance Sheet

4.2.1 Assets

Current Assets (\$6.21 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 (\$1.8 million decrease)

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 decrease in this balance is mainly attributable to ongoing depreciation of leased assets over their remaining lease terms along with routine disposal of ageing assets as part of Council's ongoing asset management practices.

4.2.2 Liabilities

Current Liabilities (\$7.2 million decrease)

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

Non Current Liabilities (\$2.97 million decrease)

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

4.2.3 Borrowings

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

	2025/26	2026/27
	\$	\$
Amount borrowed as at 30 June of the prior year	17,066	16,404
Amount proposed to be borrowed	2,100	1,246
Amount projected to be paid	(2,762)	(3,123)
Amount of borrowings as at 30 June	16,404	14,527

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	Budget
	2025/26	2026/27
	\$'000	\$'000
Right-of-use assets		
Land and buildings	-	-
Plant and equipment	1,568	1,059
Total right-of-use assets	1,568	1,059
Lease liabilities		
Current lease Liabilities		
Land and buildings	-	-
Plant and equipment	499	473
Total current lease liabilities	499	473
Land and buildings	-	-
Plant and equipment	1,162	689
Total non-current lease liabilities	1,162	689

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

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

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 (\$2.17 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 (\$20.44 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 (\$16.07 million decrease)

The overall decrease is a reflection of timing of cash flows associated with the capital works program for the 2026-2027 year. The statement of capital works provides a full detail of projects for the 2026-2027 year.

4.4.3 Net cash flows provided by/used in financing activities (\$1.26 million increase)

The increase is primarily driven by higher loan repayments compared to the prior year, partly offset by an increase in proceeds from new borrowings for the 2026-27 Capital Works program. 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 2026-27 year, classified by expenditure type and funding source.

4.5.1 Summary

	Forecast	Budget	Change	
	2025/26	2026/27	\$'000	%
Property	4,846	2,148	(2,698)	(55.67)
Plant and equipment	1,481	331	(1,150)	(77.64)
Infrastructure	24,175	12,637	(11,538)	(47.73)
Total	30,502	15,116	(15,386)	(50.44)

* Forecast includes capital works projects carried forward from 2024-2025 - \$23.58 million

** \$17.12 projected to be carried forward to 2026/27 financial year

4.5.1 (a) Property (\$2.15 million)

The property class comprises buildings and building improvements including community facilities, municipal offices, sports facilities and pavilions.

For the 2026-2027 year, \$2.15 million will be expended on building related works. The more significant projects include:

- Buildings renewal and upgrades (\$1.9 million); and
- Disability access upgrades (\$0.1 million).

4.5.1 (b) Plant and equipment (\$0.33 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 (\$0.33 million).

4.5.1 (c) Infrastructure (\$12.64 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 2026-2027 year, \$3.2 million will be expended on road projects. The more significant projects include:

- Road and carpark renewal (\$1.3 million) and
- Road and carpark upgrades (\$1.3 million).

\$4.81 million will be expended on recreational, leisure and community facilities, key projects being:

- Eltham Leisure Centre heat pump upgrade (\$2.49 million);
- Sports infrastructure renewal and upgrades (\$0.45 million)
- Trail renewal and upgrades (\$0.4 million) and
- Research Park Oval Sportsfield Lighting (subject to grant funding) (\$0.33 million).

\$0.86 million will be expended on parks, open space and streetscapes, key projects being:

- Playground renewal and upgrades (\$0.32 million);
- Public open space infrastructure renewal and upgrades (\$0.3 million);
- Alan Marshal Reserve Footpath and Park Uplift (\$0.14 million) and
- Diamond Hills Dog Park - Investigation and Design (\$60,000).

\$0.59 million will be expended on footpath construction and renewal program projects.

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

\$1.06 million will be expended on waste management in relation to the rehabilitation of the Kangaroo Ground landfill site.

\$0.54 million will be expended on bridge works.

Other infrastructure expenditure includes

- 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
Property	2,148	1,538	610	-	-
Plant and equipment	331	331	-	-	-
Infrastructure	12,637	5,065	6,391	25	1,155
Total	15,116	6,934	7,001	25	1,155

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
Property	2,148	-	-	2,148	-
Plant and equipment	331	-	-	331	-
Infrastructure	12,637	2,888	-	8,503	1,246
Total	15,116	2,888	-	10,982	1,246

Grants - Capital (\$2.89 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 2026-2027 include funding for the Eltham Leisure Centre heat pump upgrade, Road and carpark renewal, Unsealed Road Resheeting and Road upgrade works. A number of projects have been included in the budget that are subject to funding from Local Sports Infrastructure Fund (LSIF) including the Research Park Oval Sportsfield Lighting, Diamond Creek Bowling Club Toilet/Change Rooms - Construction and the Greensborough Hockey Reserve Sportsfield Lighting. A list of projects with their funding source is provided below in 4.5.2.

Council Cash (\$10.98 million)

It is expected that in 2026-2027, \$10.98 million of rates revenue will be used to fund various capital projects including Buildings renewal and upgrade works (\$1.98 million), road and carpark renewal and upgrades (\$1.12 million), the Kangaroo Ground landfill rehabilitation (\$1.06 million) and drainage works (\$0.95 million).

Borrowings (\$1.25 million)

For 2026-2027, \$1.25 million of reserve funds will be used to fund stage 1 of the Eltham Leisure Centre heat pump upgrade.

4.5.2 Capital works program

For the year ending 30 June 2027

* The below is a schedule of proposed and planned works for the 2026-2027 financial year. It is not a list of Council assets.

Capital Works Area	Summary of funding sources				
	Project Cost \$'000	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					
Buildings upgrade	400	-	-	400	-
Climate action fund	110	-	-	110	-
Disability Access Upgrades	100	-	-	100	-
Total asset upgrade expenditure - buildings	610	-	-	610	-
TOTAL BUILDINGS	2,148	-	-	2,148	-
BUILDING IMPROVEMENTS	-	-	-	-	-
LEASEHOLD IMPROVEMENTS	-	-	-	-	-
HERITAGE BUILDINGS	-	-	-	-	-
TOTAL PROPERTY	2,148	-	-	2,148	-
PLANT AND EQUIPMENT					
PLANT, MACHINERY AND EQUIPMENT (PM&E)					
Asset renewal expenditure					
Fleet replacement	103	-	-	103	-
Major plant replacement	229	-	-	229	-
Total asset renewal expenditure - PM&E	331	-	-	331	-
TOTAL PLANT, MACHINERY & EQUIPMENT	331	-	-	331	-
FIXTURES, FITTINGS AND FURNITURE (FF&F)	-	-	-	-	-
COMPUTERS AND TELECOMMUNICATIONS	-	-	-	-	-
HERITAGE PLANT AND EQUIPMENT	-	-	-	-	-
LIBRARY BOOKS	-	-	-	-	-
TOTAL PLANT AND EQUIPMENT	331	-	-	331	-

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	1,301	728	-	573	-
Unsealed Road Resheeting	150	50	-	100	-
Total asset renewal expenditure - roads	1,451	778	-	673	-
Asset upgrade expenditure					
Road upgrade	750	400	-	350	-
Road safety	350	-	-	350	-
Major roads streetlighting lamp replacement	80	-	-	80	-
Carpark upgrades	550	-	-	550	-
Total asset upgrade expenditure - roads	1,730	400	-	1,330	-
TOTAL ROADS	3,181	1,178	-	2,003	-
BRIDGES					
Asset renewal expenditure					
Bridge renewal	180	-	-	180	-
Total asset renewal expenditure - bridges	180	-	-	180	-
New asset expenditure					
Alistair Knox Park Shared Trail Bridge Construction	363	-	-	363	-
Total new asset expenditure - bridges	363	-	-	363	-
TOTAL BRIDGES	543	-	-	543	-
FOOTPATHS AND CYCLEWAYS					
Asset renewal expenditure					
Footpath renewal	280	-	-	280	-
Total asset renewal expenditure - footpaths	280	-	-	280	-
New asset expenditure					
Footpaths new	280	-	-	280	-
Old Diamond Creek Road Footpath - Investigation and Design	30	-	-	30	-
Total new asset expenditure - footpaths	310	-	-	310	-
TOTAL FOOTPATHS AND CYCLEWAYS	590	-	-	590	-
DRAINAGE					
Asset renewal expenditure					
Drainage (reactive)	400	-	-	400	-
Total asset renewal expenditure - drainage	400	-	-	400	-
Asset upgrade expenditure					
Melbourne Water Flood Mapping	90	-	-	90	-
Drainage (proactive)	550	-	-	550	-
Total asset upgrade expenditure - drainage	640	-	-	640	-
TOTAL DRAINAGE	1,040	-	-	1,040	-
RECREATIONAL, LEISURE AND COMMUNITY FACILITIES					
Asset renewal expenditure					
Trails renewal	300	-	-	300	-
Eltham Rugby Pavilion Changeroom Upgrade - Design	150	-	-	150	-
Diamond Creek Bowling Club Toilet/Change Rooms - Construction*	300	175	-	125	-
Sports infrastructure renewal	225	-	-	225	-
Eltham Bowls Club - East and West Shelters - Construction	120	-	-	120	-
Total asset renewal expenditure - RL&CF	1,095	175	-	920	-

Capital Works Area	Project Cost \$'000	Summary of funding sources			
		Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
Asset upgrade expenditure					
Sports infrastructure upgrade	220	-	-	220	-
Trail upgrades	100	-	-	100	-
Hurstbridge Netball Courts	40	-	-	40	-
Greensborough Hockey Reserve Sportsfield Lighting*	157	50	-	107	-
Research Park Oval Sportsfield Lighting*	333	200	-	133	-
Eltham Leisure Centre heat pump upgrade	2,492	1,246	-	-	1,246
Total asset upgrade expenditure - RL&CF	3,341	1,496	-	600	1,246
Asset expansion expenditure					
St Andrews Mens Shed - Construction	25	-	-	25	-
Total asset expansion expenditure - buildings	25	-	-	25	-
New Asset expenditure					
QS and planning for future grant funding opportunities	121	-	-	121	-
Campbell Street Reserve Pavilion - Design Only*	140	39	-	101	-
Hurstbridge Cricket Nets - Investigation and Design	80	-	-	80	-
Plenty Park Oval Goal Post Storage - Construction	6	-	-	6	-
Total new asset expenditure - RL&CF	347	39	-	308	-
TOTAL RECREATIONAL, LEISURE AND COMMUNITY FACILITIES	4,808	1,710	-	1,852	1,246
PARKS, OPEN SPACE AND STREETSCAPES (POSS)					
Asset renewal expenditure					
Playground renewal	195	-	-	195	-
Public open space infrastructure renewal	150	-	-	150	-
Eltham Gateway Park Rejuvenation	20	-	-	20	-
Total asset renewal expenditure - POSS	365	-	-	365	-
Asset upgrade expenditure					
Public open space infrastructure upgrade	150	-	-	150	-
Alan Marshal Reserve Footpath and Park Uplift	140	-	-	140	-
Playground upgrade	120	-	-	120	-
Panton Hill Bushland reserves management plan implementation	20	-	-	20	-
Total asset upgrade expenditure - POSS	430	-	-	430	-
New asset expenditure					
Diamond Hills Dog Park - Investigation and Design	60	-	-	60	-
Total new asset expenditure - POSS	60	-	-	60	-
TOTAL PARKS, O/SPACE & STREETSCAPES	855	-	-	855	-
WASTE MANAGEMENT					
Asset renewal expenditure					
Kangaroo Ground landfill rehabilitation	1,064	-	-	1,064	-
Total asset renewal expenditure - Waste Management	1,064	-	-	1,064	-
TOTAL WASTE MANAGEMENT	1,064	-	-	1,064	-
AERODROMES	-	-	-	-	-
OFF STREET CAR PARKS	-	-	-	-	-

Capital Works Area	Summary of funding sources				
	Project Cost \$'000	Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
OTHER INFRASTRUCTURE					
Asset renewal expenditure					
Bus shelter renewal	20	-	-	20	-
Edendale Farm Fencing Replacement Program (Stage 2)	50	-	-	50	-
Backup solution (Commvault Replacement)	160	-	-	160	-
Total asset renewal expenditure - Other Infrastructure	230	-	-	230	-
Asset upgrade expenditure					
Street trees	130	-	-	130	-
Townships and streetscapes	80	-	-	80	-
Signage (non-regulatory) upgrade	40	-	-	40	-
Total asset upgrade expenditure - Other Infrastructure	250	-	-	250	-
New Asset expenditure					
Fire fighting water storage tanks	75	-	-	75	-
Total new asset expenditure - Other Infrastructure	75	-	-	75	-
TOTAL OTHER INFRASTRUCTURE	555	-	-	555	-
TOTAL INFRASTRUCTURE	12,637	2,888	-	8,503	1,246
TOTAL CAPITAL WORKS 2026-2027	15,116	2,888	-	10,982	1,246

* Pending grant applications pending for Local Sports Infrastructure Fund.

2. Summary

Capital Works Area	Summary of funding sources				
	Project Cost \$'000	Grants \$'000	Contrib \$'000	Council Cash \$'000	Borrowings \$'000
Asset renewal expenditure	6,934	953	-	5,981	-
Asset upgrade expenditure	7,001	1,896	-	3,860	1,246
Asset expansion expenditure	25	-	-	25	-
New asset expenditure	1,155	39	-	1,116	-
TOTAL CAPITAL WORKS	15,116	2,888	-	10,982	1,246

4.6 New Operating Initiatives

This section presents a listing of new operating initiatives that will be funded for the 2026-27 year.

Council Service	New Initiative	Initiative Description	Budget \$
Community development	Allocation towards Wadambuk St Andrews Community Centre service agreement	Additional funding to support the ongoing operations and sustainability of Wadambuk St Andrews Community Centre.	30,000
Community development	Community Impact Opportunity fund	This allocation provides a flexible funding allocation to respond to emerging community-led projects or initiatives that may arise during the financial year 2026/27. Funding would enable Council to increase community grant support where there is a demonstrated need or opportunity, allowing timely investment in initiatives that deliver clear community benefit and align with Council priorities.	30,000
Community development	Allocation towards Allwood Neighbourhood House service agreement	Additional funding to support the ongoing operations and sustainability of Allwood Neighbourhood House.	20,000
Community development	Allocation towards Diamond Valley Community Support service agreement	Targeted financial support through a grant for Diamond Valley Community Support to provide food relief to Nillumbik residents.	25,000
Open space maintenance	High Use Site tree management and works	This work reduces Council's exposure from tree related risks across the Shire and provides a proactive comprehensive tree management approach across Council land.	250,000
Environment and Conservation	Implement the Urban Tree Canopy Strategy 2024-2040 (Year 1 of 3)	Implementation of the Urban Tree Canopy Strategy, including a new proactive tree maintenance program, focused initially at local activity centres to: - Identify where new planting can be undertaken on Council land in the urban areas. - Undertake proactive maintenance to prolong the life of over 400 existing canopy trees.	220,000
Environment and Conservation	Deliver works that will support improved biodiversity at Council bushland reserves. (Year 1 of 3)	To deliver on the Biodiversity Strategy 2024. Assessment of bushland reserves to track ecological change and guide management priorities, Council can adopt an evidence-based approach that builds on achievements already delivered within the current budget. This will ensure measurable progress toward biodiversity targets. Increased funding for weed management will protect the ecological integrity of Council's bushland reserves by enabling early intervention against invasive species. This reduces long-term control costs, safeguards biodiversity, and strengthens habitat connectivity, ensuring that reserves remain resilient and valuable community assets well into the future.	110,000
Environment and Conservation	Deliver works that will support improved biodiversity at Council roadside reserves. (Year 1 of 3)	To deliver on the Biodiversity Strategy 2024. Roadside weed control is critical to minimizing the spread of weeds into areas of adjoining critical habitat on public and private land.	100,000
Environment and Conservation	Enhance promotion and support of Friends of Groups and opportunities for environmental volunteers.	To deliver on the Biodiversity Strategy 2024. This initiative helps support Nillumbik environmental volunteer groups by collaboratively identifying potential areas for skills-enhancement (technical, leadership, communications, grant writing etc); and develop a multi-year program to offer useful training opportunities - for Landcare, Friends of and other environmental volunteers.	95,500

Council Service	New Initiative	Initiative Description	Budget \$
Environment and Conservation	Continue to deliver Nillumbik Forest Health Monitoring Program	To deliver on the Biodiversity Strategy 2024 by funding the Faunal Monitoring Program which includes programming and placing cameras in our reserves to capture data on existence and proliferation of species and counts, among other matters.	50,000
Events and place	Kangaroo Ground War Memorial Tower Centenary Celebration	On 11 November 2026, the Kangaroo Ground War Memorial Tower will mark its 100th anniversary with a Centenary Celebration aligned with Remembrance Day. The event will include a Remembrance Day service, a centenary celebration with invited dignitaries and community members, and associated activities supported by funding for event delivery, site improvements, cultural engagement, and commemorative elements.	40,000
Events and place	Place Activation Funding (Year 1 of 3)	Funding to support Place Activation grants which enables creative, community-led projects that transform public areas into vibrant, inclusive spaces. Continued investment will ensure that public spaces across Nillumbik remain vibrant, inclusive, and reflective of our community's unique character and values.	30,000
Recreation and leisure	Increased Sportsground Maintenance	Increased Sportsground Maintenance funding following the increased dog access across sportsgrounds.	30,000
Environment and Conservation	Deliver the Nillumbik Gardens for Wildlife Program in partnership with community volunteers.	To deliver on the Biodiversity Strategy 2024. This program supports urban residents to enhance their land for biodiversity outcomes - other services / programs support rural land owners (e.g. Land Management Incentive Program).	25,000
Strategic planning	Diamond Creek Community Infrastructure & Facilities Master Plan (Year 2 of 2)	Completion of two year development of the plan which will inform decisions for Council on the best and highest order investment of funding decisions, and enable the allocation of resources to deliver the plan in the future. This also enables grant funding to be sought to align with the delivery.	139,000
Edendale Community Environment Farm	Nillumbik Environment Climate Action Hub at Edendale Community Environment Farm	Implementation plan for the Climate Action Hub at Edendale Community Environment Farm. Funding provides services and infrastructure that stimulates 1) community connection to nature 2) encourages learning and development of new skills in sustainable living, 3) inspires environmental and climate action, and 4) facilitates collaborations with environmental champions to share their knowledge and amplify their impact.	50,000
Strategic planning	Strategic Planning Initiatives	Commencement and completion of Strategic Projects for Strategic Planning and Traffic and Transport, including - Housing Strategy - Neighbourhood Character Strategy & Housing Implementation - Corrections Amendment - Shire wide Walking and Pedestrian Strategy (includes cycling as a component of active transport facilitation).	45,000
Finance and procurement	MagiQ Performance Reporting upgrades	This initiative will consolidate reporting processes and reduce reliance on multiple standalone systems. It will enhance financial visibility, improve accuracy, and enable more efficient and timely decision-making across all business units.	25,000
Total New Operating Initiatives funding			1,314,500

5. Targeted performance indicators (Council selected)

The following table highlights Council's current and projected performance across eight targeted performance indicators selected by Council from the range of prescribed performance measures contained in the Local Government (Planning and Reporting) Regulations 2020. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Domain / Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/-
Revenue and grants (revenue is generated from a range of sources to fund the delivery of services to the community)	Recurrent grants per head of population Recurrent grants / Population	1	144.54	92.08	93.28	96.07	98.96	101.93	+
Expenditure and revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General rates and municipal charges / no. of property assessments	2	\$ 2,665	\$ 2,758	\$ 2,834	\$ 2,916	\$ 3,006	\$ 3,115	o
Financial management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Cash as a percentage of current liabilities Cash / Current liabilities	3	113%	126.5%	145.7%	151.0%	160.2%	163.3%	+
Financial forecasting									
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to own-source revenue Interest bearing loans and borrowings / own-source revenue	4	15.2%	15.4%	13.3%	11.2%	8.1%	6.1%	+

Domain / Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/-
Environment Food Safety	Food safety assessments Number of registered class 1, 2 and 3 food premises that receive an annual food safety assessment / Number of registered class 1, 2 and 3 food premises that require an annual food safety assessment x100	5	100%	100%	100%	100%	100%	100%	o
Responsiveness Animal management	Time taken to action animal management requests Median number of days between receipt of an animal management request and the action to respond to the request	6	1	1	1	1	1	1	o
Environment Energy consumption	Gas usage Total units of metered gas in gigajoules (GJ) purchased by Council / Population	7	245.32	↓ than previous FY	o				
Community Library services	Library visits per head of population Number of library visits / Population	8	5.32	5	5	5	5	5	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 measures

5. Targeted performance indicators (Council selected)

1. Recurrent grants per head of population

Recurrent grants per head of population are expected to return to a stable, sustainable level after the elevated 2024/25 result, with steady growth projected from 2026/27 onward as recurrent funding and indexation gradually increase.

2. Average rate per property assessment

The average rate per property assessment is projected to rise gradually across the forward years reflecting modest, steady increases needed to maintain service levels and manage cost pressures.

3. Liquidity

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.

4. Loans and borrowings

The results illustrate Council's commitment to pay down existing loans.

5. Food Safety Assessments

This service has maintained a 100% assessment rate for three consecutive years, ensuring all high-risk premises received their annual inspections. This trend is expected to continue in the longer term.

6. Animal management requests

Time taken to action animal management requests, including stray animal pick-ups, dog attacks and dog rushing, has remained steady over time. This is expected to continue in the longer term.

7. Gas usage

This is based on a significant decrease in the 2024-2025 financial year and anticipated ongoing decreases driven by actions and initiatives in Council's Climate Action Plan.

8. Library visits

There has been a steady increase in visitation in the past couple of years, reflecting that our library services are meeting community needs. This is anticipated to continue in the near future.

5a. Targeted performance indicators (Mandatory)

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

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these measures and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Domain / Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/-
Governance									
Community engagement (council decisions made and implemented with community input)	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	68.0	68.2	68.4	68.6	68.8	69.0	+
Environment									
Roads (sealed local roads are maintained and renewed to ensure a safe network)	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	77.10%	80.18%	83.39%	86.73%	90.20%	93.80%	+

Domain / Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/-
Responsiveness									
Statutory planning (Councils decide on planning applications and fulfill their legislative duties in a timely manner)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	3	67.53%	67.87%	68.21%	68.55%	68.89%	69.24%	+
Environment									
Waste management (waste is minimised and sustainability is promoted)	Kerbside collection waste to landfill per serviced property Waste in tonnage collected from kerbside waste collection services sent to landfill / Number of serviced properties	4	68.95%	69.29%	69.64%	69.99%	70.34%	70.69%	+
Targeted performance indicators - Financial									
Domain / Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/-
Financial Management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Current assets compared to current liabilities Current assets / current liabilities	5	168.58%	177.95%	205.12%	212.90%	225.73%	229.81%	+
Financial forecasting									
Asset renewal and upgrade (renewal and upgrade of assets is planned and delivered)	Asset renewal and upgrade compared to depreciation Asset renewal and upgrade expenses / Asset depreciation	6	95.03%	136.62%	91.64%	91.65%	74.97%	80.83%	-

Domain / Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	+/-
Financial management									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	7	72.10%	74.22%	74.94%	75.09%	75.14%	75.16%	o
Financial management									
Expenditure and revenue level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments	8	\$4,972.38	\$4,769.65	\$4,799.85	\$4,890.96	\$5,019.51	\$5,130.22	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. Targeted performance indicators (Mandatory)

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 part of our road maintenance program 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

Council maintains a strong emphasis on its capital works program, with asset renewal remaining central to maintaining service levels and asset condition. While renewal investment peaks in the short term and softens in later years, Council will continue to work towards sustaining renewal spending at levels that support long-term asset sustainability.

7. Rates concentration

This measure highlights Council's ongoing reliance on rate revenue to fund core services. The trend shows this reliance is expected to remain steady over the planning period, with no significant operational changes or growth in rateable assessments anticipated.

8. Expenditure level

The forecast results show a clear link between growth in the Shire's rateable properties and the corresponding increase in Council expenditure. This indicates that as the community expands, Council's spending rises proportionately to meet service and infrastructure needs.

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.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 2 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Domain / Indicator	Measure	Notes	Forecast 2025/26	Budget 2026/27	Strategic Resource Plan Projections			Trend +/-
					2027/28	2028/29	2029/30	
Financial forecasting								
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities / own source revenue		24.5%	21.2%	18.0%	15.0%	12.2%	+
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings repayments compared to own-source revenue Interest and principal repayments on interest bearing loans and borrowings / own-source revenue		3.3%	3.5%	3.4%	3.2%	2.1%	+
Population (population is a key driver of a Council's ability to fund the delivery of services to the community)	Expenses per head of population Total expenses / Population		\$ 1,822	\$ 1,834	\$ 1,879	\$ 1,938	\$ 1,992	o
Revenue and grants (revenue is generated from a range of sources to fund the delivery of services to the community)	Own-source revenue per head of population Own source revenue / Population		\$ 1,675	\$ 1,715	\$ 1,772	\$ 1,823	\$ 1,877	o
Financial management								
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property value Rate revenue / CIV of rateable properties in the municipal district		0.30%	0.30%	0.31%	0.32%	0.32%	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

Appendix 1 - Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2026-27. Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Nillumbik Shire Council 2026-27 Proposed Fees & Charges

Note: * indicates Statutory Fee

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Waste Management			
Bin tows	1	31.50	45.00
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	29.00	32.00
Car boot	1	57.00	63.00
SUV	1	70.00	77.00
Duel Cab Ute	1	85.00	94.00
Level Ute	1	127.00	144.00
Heaped Ute	1	133.00	152.00
Van	1	155.00	184.00
Long Wheel Based Van	1	n/a	300.00
6ft trailer	1	108.00	128.00
6ft cage trailer	1	155.00	165.00
7ft trailer	1	132.00	154.00
7ft cage trailer	1	157.00	188.00
8ft trailer	1	165.00	190.00
8ft cage trailer	1	180.00	220.00
6ft trailer (fencing/timber)	1	n/a	192.00
6ft cage trailer (fencing/timber)	1	n/a	248.00
7ft trailer (fencing/timber)	1	n/a	231.00
7ft cage trailer (fencing/timber)	1	n/a	282.00
8ft trailer (fencing/timber)	1	n/a	285.00
8ft cage trailer (fencing/timber)	1	n/a	330.00
White goods - refrigerator, air-conditioners, freezer etc.	1	52.00	60.00
Mattress - king / queen / double	1	55.00	62.00
Mattress - single / baby	1	40.00	45.00
Car tyre	1	24.00	28.00
Car tyre with rim	1	27.00	31.00
4WD tyre	1	28.00	32.00
4WD tyre with rim	1	30.00	34.00
Motor bike tyre	1	21.00	24.00
Motor bike tyre with rim	1	21.00	24.00
Truck tyre	1	49.00	56.00
Truck tyre with rim	1	56.00	65.00
Large tractor tyre	1	190.00	220.00
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	46.00	54.00
Car boot	1	87.00	99.00
SUV	1	106.00	120.00
Duel Cab ute	1	132.00	154.00
Level Ute	1	200.00	230.00
Heaped Ute	1	210.00	242.00
Van	1	240.00	280.00
Long wheel based van	1	n/a	300.00
6ft trailer	1	165.00	195.00
6ft cage trailer	1	230.00	255.00
7ft trailer	1	200.00	232.00
7ft cage trailer	1	240.00	292.00
8ft trailer	1	245.00	285.00
8ft cage trailer	1	300.00	350.00
6ft trailer (fencing/timber)	1	n/a	293.00
6ft cage trailer (fencing/timber)	1	n/a	383.00
7ft trailer (fencing/timber)	1	n/a	348.00
7ft cage trailer (fencing/timber)	1	n/a	438.00
8ft trailer (fencing/timber)	1	n/a	450.00
8ft cage trailer (fencing/timber)	1	n/a	525.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
White goods - refrigerator, air-conditioners, freezer etc.	1	85.00	96.00
Mattress - king / queen / double	1	85.00	100.00
Mattress - single / baby	1	67.00	77.00
Car tyre	1	36.00	43.00
Car tyre with rim	1	40.00	47.00
4WD tyre	1	42.00	49.00
4WD tyre with rim	1	47.00	55.00
Motor bike tyre	1	30.00	36.00
Motor bike tyre with rim	1	30.00	36.00
Truck tyre	1	75.00	87.00
Truck tyre with rim	1	85.00	99.00
Large tractor tyre	1	290.00	332.00
Scrap metal (including stoves and washing machines)	1	6.00	7.00
Household recycling - paper, cardboard & containers	Car boot	50.00	60.00
DVDs (max carboot load)	Car boot	n/a	15.00
E-waste	Per item	6.00	7.00
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: \$714.50 4-10 lots: 1009.00 >10 lots: 3.25% of estimated cost of works
Commercial and industrial development supervision and plan checking fee	Flat rate	963.00	1,009.00
Non-subdivision development plan checking resubmission fee	Flat rate	154.00	161.50
Copy of additional approved engineering plans	Flat rate	143.00	150.00
Capital Works			
* Storm water and drainage information		As per Building Control Commission Rates (TBA)	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	726.20	Monetary fee unit
* Arterial road - not conducted on any part of the roadway, shoulder or pathway	Per site	507.70	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	724.50	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	156.30	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	395.00	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	100.90	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	726.20	Monetary fee unit
* Arterial road - not conducted on any part of the roadway, shoulder or pathway	Per site	507.70	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	724.50	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	156.30	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	395.00	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	100.90	Monetary fee unit
* Vehicle crossing	Per site	331.00	347.00
* Landscaping of nature strip	Per site	100.90	Monetary fee unit
Stormwater drainage connection:			
- Easement or connection not requiring road opening	Per site	100.90	Monetary fee unit
- Connection requiring road opening	Per site	395.00	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

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
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 (e.g. cost			
- 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 20m ² - no surcharge applied			
Traffic and Transport			
Endorse Traffic Guidance Scheme (not applicable to community run events)	Per traffic guidance scheme	198.00	203.45
Building Services			
Building permit (within Nillumbik)	Value of works between \$1 - \$5,000	POA - minimum \$850 (includes maximum of 2 inspections)	POA - minimum \$900 (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 \$1,200 (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 \$1,300 (includes a maximum of 3 inspections)
Building permit (within Nillumbik)	Value of works between \$50,001 - \$100,000	POA - minimum \$1,600 (includes a maximum of 3 inspections)	POA - minimum \$1,700 (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 \$1,900 (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 \$2,300 (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 \$2,500 (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 \$2,800 (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 \$3,000 (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	265.00
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)	950.00
Building permit (within Nillumbik) - sheds, carports, non masonry garages, verandas (\$15,000 - \$30,000)	Per building permit application	1,000.00	1,000.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
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	POA - minimum \$400	400.00
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	To Be Advised
Requesting adjoining neighbours comments	Per request	120.00	125.00
* Report & consents (R153, R154 & Build over easements)	Per request	320.20	To Be Advised
Report only (Siting dispensations Part 5 structures already constructed)	Per application	455.00	561.40
Extension of time Building Permits	Per application for extension of time	315.00	400.00
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)
* Registration Fee of pools and spas	Per application	35.10	To Be Advised
* Lodgement of certificate of swimming pool and spa barrier compliance	Per application	23.50	To Be Advised
* Failure to lodge pool/spa compliance certificate	1	2,030.51	To Be Advised
* Lodgement of pool and spa barrier noncompliance certificate	1	437.10	To Be Advised
Building inspection for selected private building surveyor (within Nillumbik)	Per building inspection	250.00	255.00
Building inspection for selected private building surveyor (outside Nillumbik boundaries)	Per building inspection	300.00	350.00
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	53.60	To Be Advised
* Property Information Regulation 51(2)	Per property information request - Building form 10, As advised by VBA	53.60	To Be Advised
Property Information Regulation 51(1) or 51(2) Fast track fee	Per priority request - additional charge for priority property information request	125.00	130.00
* Property Information Regulation 51(3)	Certificate of building permit	107.20	To Be Advised
Building permit - copy	Occupancy permit, certificate of final inspection	80.00	85.00
Building miscellaneous	Certificate of domestic work insurance	80.00	85.00
Building miscellaneous	Plans / computations / reports - plans (includes \$50 non-refundable search fee)	260.00	265.00
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	300.00
* Section 30 lodgement fee	Per external lodgement - (Set by VBA)	138.30	To Be Advised
Building surveying consultancy	Consultancy service/advice per hour - General building surveying advice, pre-application advice. Applications which require additional work, effort or technical advice will attract consultancy charges. Any application where priority service is requested will attract a consultancy charge.	220.00	225.00
Liquor licence inspection and report fee	Per inspection and report request	850.00	890.00
Bushfire attack level	Per request and assessment	330.00	400.00
* Report and consent - Regulation 116	Per application	316.40	To Be Advised
* Report and consent -Siting	Per application	461.40	To Be Advised
Hoarding permit (street occupation)	Per occupied area, or minimum fee	\$5 per m2 per week or min \$100 per day	\$6 per m2 per week or min \$100 per day
Hoarding permit (road closure)	Per occupied area, or minimum fee	645.00	650.00
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)

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Commercial building inspection (within Nillumbik)	Per inspection	170.00	175.00
Commercial building inspection (outside Nillumbik)	Per inspection	225.00	230.00
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	250.00
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	1,575.00
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	3,150.00
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	480.00
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	525.00
Siting of temporary structures	Inspection fee per hour if an inspection is required outside standard business hours	225.00	230.00
Asset Protection or Out of Hours Work Fee	Per site	480.00	485.00
Site Property Sign	Per sign	Actual cost of SIGN plus a 10% surcharge plus GST	Actual cost of SIGN plus a 15% 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	1,107.00	1,580.00
Initial registration of food premises	Class two premises	1,071.00	1,350.00
Initial registration of food premises	Class three premises	770.00	900.00
Plans approval fee of premises	Premises	200.00	250.00
Initial registration of food premises	Community group - class 2	460.00	481.00
Initial registration of food premises	Community group - class 3	270.00	282.00
Notification of food premises	Class four premises		
Renewal registration of food premises	Class one premises	812.00	849.00
Renewal registration of food premises	Class two premises	741.00	774.00
Renewal registration of food premises	Class three premises	465.00	486.00
Renewal registration of food premises	Community group - class 2	368.00	385.00
Renewal registration of food premises	Community group - class 3	233.00	243.00
Food premises additional inspection	Other than mandatory inspection and 1 follow up	217.00	227.00
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)	138.00	144.00
Temporary food premises permit	Single event	97.50	102.00
Temporary food premises permit	Community group single event	48.50	51.00
Pre purchase Inspection (within 5 working days)	Food or health premises	511.00	600.00
Pre purchase Inspection (within 10 working days)	Food or health premises	300.00	350.00
Failed sampling result	2nd and subsequent sampling results	205.50	214.00
Street-trader registration	Class two premises	720.00	752.00
Street-trader registration	Class three premises	465.50	486.00
Street-trader registration	Community group - class 2	194.50	203.00
Street-trader registration	Community group - class 3	140.75	147.00
Additional component	Per additional component (e.g. bakery, butcher, deli) to main activity	170.75	178.00
Additional staff	Additional charge per staff EFT over 5 for all premises	25.00	26.00
Hairdresser registration - initial only	1	302.50	317.00
Beauty therapy registration	1	335.50	351.00
Beauty therapy renewal	1	229.50	240.00
Skin penetration registration	1	378.50	396.00
Skin penetration renewal	1	279.50	292.00
Prescribed accommodation - renewal	Fee for < 10 beds	324.50	339.00
	Fee for 10 - 20 beds	519.00	542.00
	Fee for > 20 beds	660.00	690.00
Prescribed accommodation - registration	Fee for < 10 beds	497.50	520.00
	Fee for 10 - 20 beds	692.50	724.00
	Fee for > 20 beds	833.00	870.00
Aquatic facility registration	Category 1 aquatic facility	308.50	322.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Aquatic facility renewal	Category 1 aquatic facility	308.50	322.00
Health - colonic irrigation registration	1	227.00	237.00
Health - colonic irrigation renewal	1	227.00	237.00
Health - Transfer	1	194.50	203.00
Scare Gun permit	1	194.50	203.00
Domestic Wastewater Management (cost recovery)			
* Septic application	1	847.08	48.88 fee units
* Minor alteration to OWMS	1	645.55	37.25 fee units
* Transfer a permit	1	172.13	9.93 fee units
* Amend a permit	1	179.88	10.38 fee units
* Renew a permit	1	144.01	8.31 fee units
* Exemption	1	254.27	14.67 fee units
* Report and consent	1	339.84	19.61 fee units
Search for septic plans	1	54.00	57.00
Application to retain septic system in reticulated area	Includes site inspection, records search and one water sample analysis	847.08	48.88 fee units
Statutory Planning			
Planning miscellaneous - history	Per request - general planning information (permits & dates etc.)	162.00	170.00
Planning miscellaneous - written planning advice	Per request - for written planning information/advice (for residential zoned land tree removal only)	0.00	50.00
Planning miscellaneous - written planning advice	Per request - for written planning information/advice (associated with a single dwelling, only one dwelling on the lot)	200.00	220.00
Planning miscellaneous - written planning advice	Per request - for written planning information/advice (associated with multi-dwellings and/or commercial use and development)	200.00	250.00
Planning miscellaneous - copy of permit	Copy of permit (price per permit, without endorsed plans)	77.00	81.00
Planning miscellaneous - permit information (1 Permit)	Planning permit details (copies of permits, including endorsed plans, price per permit). One permit	156.50	165.00
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	280.00
Planning miscellaneous - multiple permit information	Planning permit details (copies of permits, including endorsed plans, price per permit) Search all permits	397.00	420.00
Planning - miscellaneous consents	Miscellaneous consents (e.g. S173)	500.00	520.00
Planning - miscellaneous consents for tree removal whereby a planning permit is concurrently being assessed for those trees	Miscellaneous consents (e.g. 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	250.00	260.00
Planning - fast track tree removal miscellaneous consent	Miscellaneous consent fast track (e.g. S173 for up to 2 trees)	500.00 + (322.60 + CPI)	520.00 + (322.60 + CPI)
Planning - extension of time (1st)	Request for extension of time to permit - first request	400.00	435.00
Planning - extension of time (subsequent)	Request for extension of time to permit - subsequent requests	600.00	650.00
* 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	1,496.10	1,496.10 + CPI
* Planning	Class 2	226.90	226.90 + CPI
* Planning	Class 3	714.40	714.40 + CPI
* Planning	Class 4	1,462.50	1,462.50 + CPI
* Planning	Class 5	1,580.10	1,580.10 + CPI
* Planning	Class 6	1,697.80	1,697.80 + CPI
* Planning	Class 7	226.90	226.90 + CPI
* Planning	Class 8	487.50	487.50 + CPI
* Planning	Class 9	226.90	226.90 + CPI
* Planning	Class 10	226.90	226.90 + CPI
* Planning	Class 11	1,302.80	1,302.80 + CPI
* Planning	Class 12	1,756.60	1,756.60 + CPI
* Planning	Class 13	3,874.70	3,874.70 + CPI
* Planning	Class 14	9,875.90	9,875.90 + CPI
* Planning	Class 15	29,123.30	29,123.30 + CPI
* Planning	Class 16	65,458.10	65,458.10 + CPI
* Subdivision	Class 17	1,496.10	1,496.10 + CPI
* Subdivision	Class 18	1,496.10	1,496.10 + CPI
* Subdivision	Class 19	1,496.10	1,496.10 + CPI
* Subdivision	Class 20	1,496.10	1,496.10 + CPI
* Subdivision	Class 21	1,496.10	1,496.10 + CPI
* Planning	Class 22	1,496.10	1,496.10 + CPI

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Request for amendment to permit class:			
* Planning	Class 1	1,496.10	1,496.10 + CPI
* Planning	Amendment to change permit preamble or conditions (other than for a single dwelling)	1,496.10	1,496.10 + CPI
* Planning	Class 2	226.90	226.90 + CPI
* Planning	Class 3	714.40	714.40 + CPI
* Planning	Class 4	1,462.50	1,462.50 + CPI
* Planning	Class 5	1,580.10	1,580.10 + CPI
* Planning	Class 6	1,580.10	1,580.10 + CPI
* Planning	Class 7	226.90	226.90 + CPI
* Planning	Class 8	487.50	487.50 + CPI
* Planning	Class 9	226.90	226.90 + CPI
* Planning	Class 10	226.90	226.90 + CPI
* Planning	Class 11	1,302.80	1,302.80 + CPI
* Planning	Class 12	1,756.60	1,756.60 + CPI
* Planning	Class 13	3,874.70	3,874.70 + CPI
* Planning	Class 14	3,874.70	3,874.70 + CPI
* Planning	Class 15	3,874.70	3,874.70 + CPI
* Planning	Class 16	3,874.70	3,874.70 + CPI
* Subdivision	Class 17	1,496.10	1,496.10 + CPI
* Subdivision	Class 18	1,496.10	1,496.10 + CPI
* Subdivision	Class 19	1,496.10	1,496.10 + CPI
* Subdivision	Class 20	1,496.10	1,496.10 + CPI
* Subdivision	Class 21	1,496.10	1,496.10 + CPI
* Planning	Class 22	1,496.10	1,496.10 + CPI
* Certification	Certification of subdivision (per 100 lots)	198.40	198.40 + CPI
* Certification	Alteration of plan	126.10	126.10 + CPI
* Certification	Amendment to certified plan	159.70	159.70 + CPI
* Certification	Recertification of a plan of subdivision	159.70	159.70 + CPI
* Planning - satisfaction matter	Satisfaction matter	369.80	369.80 + CPI
* Planning - certificate of compliance	Certificate of compliance	369.80	369.80 + CPI
* Planning - section 173 change	For an agreement to amend or end a Section 173 Agreement - consent request	748.00	748.00 + 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	60.00	60.00
Digitisation of hard copy submissions	Larger than A3	120.00	120.00
Advertising	Mail out up to 10 notices	260.00	275.00
Advertising	Additional notices	16.00	17.00
Advertising	Additional sign/s - installation service	62.80	70.00
Advertising	Planning notice installation service	225.40	235.00
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	235.00	250.00
Removal of trees < 2 (Arborist) - fast-track - associated with a dwelling	Per application (must be charged in conjunction with appropriate statutory application fee)	322.60	322.60 + CPI
Removal of trees < 2 (Arborist) - fast-track - non - other development	Per application (must be charged in conjunction with appropriate statutory application fee)	322.60	322.60 + 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).	(226.90) plus (322.60)	(226.90 + CPI) plus (322.60 + CPI)
Application to remove more than two trees on private land under the local law	Per application, the customer to provide the arborist report.	411.60	411.60 + CPI
Extension of time to extend a local laws tree removal permit	Per application	400.00	420.00
Request for secondary consent approval	Changes associated with a single dwelling, including outbuildings and DPUs associated with a single dwelling	400.00	420.00
Request for secondary consent approval	Changes associated with 2 - 5 Dwellings	600.00	630.00
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	700.00	735.00
Pre-lodgement application and document check and review	Per request	260.00	280.00
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).	250.00	325.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
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	395.00
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	485.00
Archived file retrieval	Fee to retrieve archived planning files	n/a	100.00
Draft Section 173 Agreement - review by officers	Per request	226.40	300.00
Planning Scheme Amendments			
* Planning	Planning Scheme amendment (stage 1)	3,462.90	\$3,462.90 + CPI
* Planning	Planning Scheme amendment (stage 2 - < 10 submissions)	17,163.00	\$17,163 + CPI
* Planning	Planning Scheme amendment (stage 2 - 11-20 submissions)	34,292.40	\$34,292.40 + CPI
* Planning	Planning Scheme amendment (stage 2 - > 20 submissions)	45,840.90	\$45,840.90 + CPI
* Planning	Planning Scheme amendment (stage 3)	546.30	\$546.30+CPI
* Planning	Planning Scheme amendment (stage 4)	546.30	\$546.30+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
Seed Collection Permits			
Seed Collection Permits (commercial purposes)	Per permit	n/a	805.15
Seed Collection Permits (non-commercial purposes)	Per Permit	n/a	20.00
Community Safety			
Impounding livestock	Transport - Monday to Saturday	External contractors rate	External contractors rate
Impounding livestock	Transport - Sunday/public holidays	External contractors rate	External contractors rate
Impounding small livestock	Sustenance - chicken/rabbit/ferret/bird per day	11.00	11.50
Impounding medium livestock	Sustenance - sheep/goat/pig per day	28.00	29.30
Impounding large livestock	Sustenance - cattle/horse per day	35.00	36.70
Impounding livestock	Impound administration fees - per animal per day (small livestock)	15.00	15.70
Impounding livestock	Impound administration fees - per animal per day (medium/large livestock)	30.00	31.40
Impounding livestock	Posting notice administration fee	40.00	41.90
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	63.00	66.00
Dog pound - release	Release - one day	99.00	103.70
Dog pound - release	Release -subsequent days	36.00	37.70
Infringement - Domestic Animal Act 1994	Prescribed penalty as per Schedule 5 of Domestic Animals Regulations 2025		Prescribed penalty as per Schedule 5 of Domestic Animals Regulations 2025
Animal registration	Dogs over 10 years old	n/a	64.20
Animal registration	Obedience Trained/Working Dog/VCA (Qualified)	n/a	64.20
Animal registration	Dog maximum fee (Entire)	216.00	230.80
Animal registration	Dog minimum fee (Desexed)	56.00	64.20
Animal registration	Cats over 10 years old	n/a	64.20
Animal registration	Cat minimum fee (Desexed)	57.00	64.20
Animal registration	Transfer	14.00	14.70
Animal registration	Replacement tag	15.00	15.70
Animal registration	Pensioner registration of any animal	1/2 standard fee	1/2 standard fee
Animal registration	Domestic animal business	420.00	440.00
Animal registration	Dangerous/Menacing/restricted breed	420.00	444.50
Animal registration	Microchipping service	As per vet fee for implant	73.00
Local law permits	More than animals specified in Local Law	120.00	125.70
Local law permits	Cat cage damage fee	n/a	150.00
Local law permits	Outdoor eating facilities - 1st table	206.00	251.80
Local law permits	- Thereafter	109.00	114.20
Local law permits	Temporary signs and A frames	131.00	137.20
Local law permits	Local law permit (Clause 16 - Council land)	n/a	20.00
Local law permits	Local law permit (Clause 19 - Activities in a Council reserve)	n/a	20.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Local law permits	Local law permit (Clause 25 - Handbills, advertising and selling of goods)	n/a	20.00
Local law permits	Local law permit (Clause 51 - Shipping Container)	n/a	120.00
Local law permits	Goods/furniture on footpaths	220.00	230.50
Local law permits	Repair and sale of vehicle	52.00	54.50
Local law permits	Fireworks	211.00	221.00
Local law permits	Clothing bin	84.00	88.00
Local law permits	Busking per day	21.00	22.00
Local law permits	Skips	52.00	54.50
Local law permits	Skip bin - annual consent	597.00	625.40
Local law permits	Use of motorised toy/recreational vehicles on private property	117.00	122.60
Local law permits	Trading on Council land (per day)	198.00	207.40
Local law permits	Trading on Council land (half day = 4hrs)	103.00	107.90
Local law permits	Trading on Council land (per annum)	1493.00	1563.90
Local law permits	Trading on Council land (community group/not for profit annual fee)	1/2 standard fee	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	115.00	120.50
Local law releases	Shopping trolleys per item	128.00	134.10
Local law releases	Charity bins per item	448.00	469.30
Local law releases	Skips per item	824.00	863.10
Local law releases	Caravans, boats and trailers	448.00	469.30
Local law releases	A frames and signs	132.00	138.30
Local law releases	Miscellaneous items	116.00	121.50
* Parking fines	Section 87(4) of the Road Safety Act 1986 60% of one penalty unit	122.00	0.6 penalty units
* Parking fines	Section 87(4) of the Road Safety Act 1986 100% of one penalty unit	204.00	1.0 penalty units
* Parking fines	Infringement court fees (as advised)	275.00	275.00 or as advised
* Parking fines	Witness fees (as awarded)	As awarded	As awarded
Derelict vehicles	Release	235.00	250.00
Derelict vehicles	Towing	197.00	350.00
Parking permits	Private parking permits	26.00	27.20
Parking permits	Eltham Traders Permit Scheme - annual permit	112.00	117.30
Parking permits	Eltham Traders Permit Scheme - casual permit	3.00	3.10
Parking permits	Trade/builders parking permit / day	58.00	60.80
Filming permits	Application fee - filming	226.00	236.70
Filming permits	Application fee - stills photography	112.00	117.30
Filming permits	Use of Council reserve / facility - per day	790.00	827.50
Filming permits	Use of Council reserve / facility - half day	397.00	415.90
Filming permits	Parking - car / day	46.00	48.20
Filming permits	Parking - truck / day	90.00	94.30
Filming permits	Low impact permit fee (in addition to application fee)	170.00	178.10
Filming permits	High impact permit fee (in addition to application fee)	565.00	591.80
Emergency management			
Compulsory clearance	Per Fire Prevention Notice	As per contract rates	As per contract rates
Compulsory clearance - administration fee	Per Fire Prevention Notice	200.00	209.50
Community Programs			
Social support group			
- Low	Per session (means tested)	13.00	13.60
Occasional child care			
Child care for booked users - Eltham	1 child per 5 hour session	84.00	88.00
Child care for booked users - Eltham	1 child per 6 hour session	-	105.60
Child care for booked users - Panton Hill	1 child per 5 hour session	84.00	88.00
Child care for booked users - Panton Hill	1 child per 6 hour session	-	105.60
Child care for casual users - Eltham	1 child per 5 hour session	91.00	95.50
Child care for casual users - Eltham	1 child per 6 hour session	-	112.50
Child care for casual users - Panton Hill	1 child per 5 hour session	91.00	95.50
Child care for casual users - Panton Hill	1 child per 6 hour session	-	112.50
Room Hire			
(Rooms only available for complementary services)			
Diamond Hills multi-purpose room - Full rate	Per hour	16.50	17.30
Diamond Hills multi-purpose room - Community rate	Per hour	11.50	12.00
Community transport			
Community transport	Per trip (one way)	3.50	3.70
One on one transport	Per trip inside shire boundary - one way	8.50	9.00
One on one transport	Per trip outside shire boundary - one way	12.50	13.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Arts & Culture			
Nilumbik Prize-entry fee	"Open" per entry (max 3 entries)	25.00	26.50
Nilumbik Prize entry fee	"Local" per entry (max 3 entries)	15.00	16.00
Community Halls Network			
Hurstbridge Community Hub			
Community room	Rate per hour		
	Standard rate	72.00	75.50
	Community benefit	36.00	37.50
	Community group	21.60	22.50
Training room	Rate per hour		
	Standard rate	50.00	52.50
	Community benefit	25.00	26.00
Meeting room 1	Rate per hour		
	Standard rate	26.00	27.50
	Community benefit	13.00	13.50
Meeting room 2	Rate per hour		
	Standard rate	39.00	41.00
	Community benefit	19.50	20.50
Community kitchen	Rate per hour		
	Standard rate	50.00	52.50
	Community benefit	25.00	26.00
Community lounge (available after-hours only)	Rate per hour		
	Standard rate	50.00	52.50
	Community benefit	25.00	26.00
Allied health room	Rate per hour		
	Standard rate	32.00	33.50
	Community benefit	16.00	16.80
Nilumbik Youth Hub	Rate per hour		
	Standard rate	9.60	10.00
	Community group		
Program Room 1 (previously (Hall/large meeting room)	Rate per hour		
	Standard rate	26.00	28.00
	Community benefit	13.00	14.00
Program Room 2 (previously small meeting room)	Rate per hour		
	Standard rate	15.50	17.00
	Community benefit	7.75	8.00
Meeting Room (previously small meeting room)	Rate per hour		
	Standard rate	15.50	17.00
	Community benefit	7.75	8.00
Outdoor performance stage	Rate per hour		
	Standard rate	21.00	22.00
	Community benefit	10.50	11.00
Kitchen	Rate per hour		
	Standard rate	21.00	22.00
	Community benefit	10.50	11.00
Consulting Room 1	Rate per hour		
	Standard rate	15.50	17.00
	Community benefit	7.75	8.00
Consulting Room 2	Rate per hour		
	Standard rate	15.50	17.00
	Community benefit	7.75	8.00
Eltham Community & Reception Centre (ECRC)			
Event (one room)	Friday Saturday & Sunday		
	- Standard rate	1,800.00	1,885.50
	- Community rate	999.00	1,046.50
Event (one room)	Rate per event/day		
	- Standard rate	960.00	1,005.50
	- Community rate	672.00	704.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Event (entire ECRC)	Rate per event/day		
	- Standard rate	1,440.00	1,508.50
	- Community rate	1,008.00	1,056.00
ECRC function weekends (entire ECRC)	Rate per event/day		
	- Standard rate	1,925.00	2,016.50
	- Community rate	1,345.00	1,409.00
1 x hall weekdays (one room)	Rate per hour		
	- Standard rate	65.50	69.00
	- Community rate	46.00	48.00
1 x hall week evenings Mon-Thur (one room)	Rate per hour		
	- Standard rate	98.00	103.00
	- Community rate	69.00	72.50
ECRC weekdays (entire ECRC)	Rate per hour		
	- Standard rate	98.00	103.00
	- Community rate	69.00	72.50
ECRC week evenings (entire ECRC)	Rate per hour		
	- Standard rate	136.50	143.00
	- Community rate	136.50	143.00
Additional hours	Rate per hour		
	- Standard rate	170.00	178.00
	- Community rate	170.00	178.00
Eltham Performing Arts Centre	Rate per hour		
	- Standard rate	40.00	42.00
	- Community rate	28.50	30.00
	Performance rate		
	- Standard rate	612.00	641.00
	- Community rate	428.00	448.50
Eltham Library Multi Purpose Room	Rate per hour		
	- Standard rate	40.50	42.50
	- Community rate	28.50	30.00
Outdoor Performance Centre - Kirrip Pavilion	Rate per hour		
	- Standard rate	27.50	29.00
	- Community rate	19.50	20.50
	- Private Functions (minimum booking 4 hours)	39.00	41.00
	School concerts		
	- Standard rate	273.00	286.00
	- Community rate	191.50	200.50
The Emergency Operations Centre/ Kangaroo Ground Hall	Rate per hour		
	- Standard rate	37.50	39.50
	- Community rate	26.50	28.00
	Function		
	- Standard rate	611.50	640.50
	- Community rate	428.00	448.50
Hurstbridge Hall	Rate per hour		
	- Standard rate	37.50	39.50
	- Community rate	26.50	28.00
Hurstbridge Hall	Function		
	- Standard rate	611.50	640.50
	- Community rate	428.00	448.50
Eltham North Hall	Rate per hour		
	- Standard rate	40.50	42.50
	- Community rate	28.50	30.00
	Function		
	- Standard rate	611.50	640.50
- Community rate	428.00	448.50	
Senior citizens - Eltham Annexe	1 day hire	57.50	60.50
	1 day hire - community rate	40.50	42.50
	1/2 day hire	29.50	31.00
	1/2 day hire - community rate	20.50	21.50
	Hourly rate	15.00	16.00
	Hourly rate - community rate	10.50	11.00
Large hall	1 day hire	105.50	110.50
	1 day hire - community rate	74.00	77.50
	1/2 day hire	53.00	55.50
	1/2 day hire - community rate	37.50	39.50
	Hourly rate	26.50	28.00
	Hourly rate - community rate	18.50	19.50

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Diamond Creek East community building - Coniston St			
Facility hire charge	Hourly rate	17.00	18.00
	Hourly rate - community rate	12.00	12.50
Weekend function	Per function	155.00	162.50
	Per function - community rate	109.00	114.50
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	11.50	12.50
Farm tour	Per adult	13.50	15.00
Farm tour	Adult concession	11.50	12.50
Room hire - Mummy Room (incl Tea Coffee up to 15 people)			
Mummy Room - Commercial rate	Per hour (min. 2 hours) (includes setup and pack up time)	58.00	61.00
Mummy Room - community, local small business, not for profit, NSC	Per hour (min. 2 hours) (includes setup and pack up time)	40.00	42.00
Room hire - Macey Room (incl Tea Coffee up to 15 people)			
Macey Room - Commercial rate	Per hour (min. 2 hours) (includes setup and pack up time)	52.00	54.50
Macey Room - community, local small business, not for profit, NSC	Per hour (min. 2 hours) (includes setup and pack up time)	36.00	38.00
Room hire - Homestead Rooms (incl Tea Coffee up to 15 people)			
Homestead Rooms - Commercial rate	Per hour (min. 2 hours) (includes setup and pack up time)	43.00	45.00
Homestead Rooms - community, local small business, not for profit, NSC	Per hour (min. 2 hours) (includes setup and pack up time)	31.00	32.50
Video Conferencing facilities	Per hour (min. 2 hours) (includes setup and pack up time)		Fee for service
Additional room hire and event services			
Kitchen use charge (up to 15 people)	Per booking (incl tea/ coffee / cups, oven, fridge etc)	50.00	52.00
Kitchen use charge (16 - 60 people)	Per booking (incl tea/ coffee / cups, oven, fridge etc)	100.00	105.00
Additional Tea Coffee charge > 15 people	Per 10 people above 15		10.00
Additional Crockery and cutlery fee	Per 10 people	Fee for service	20.00
Discretionary Kitchen Bond	Per session	100.00	100.00
Discretionary Waste Bond	Per event (if required)	200.00	200.00
Cleaning levy	Per event (if required)	200.00	200.00
Staff lock up fee	Night time	190.00	200.00
PA Hire (speaker / microphone)	Per session	63.00	66.00
Set up fee	Per session	60.00	63.00
Nilumbik Environment and Climate Action Hub activities	per activity	Fee for service	Fee for service
Additional Edendale Staff - Weekday business hours	\$/hour/staff	67.00	70.00
Additional Edendale Staff - Weekday after hours and Saturdays	\$/hour/staff	103.00	108.00
Additional Edendale Staff - Sundays	\$/hour/staff	133.00	139.00
Education Activities - Weekday business hours	\$/hour/staff	80.00	84.00
Education Activities - Weekday after hours and Saturdays	\$/hour/staff	120.00	126.00
Education Activities - Sundays	\$/hour/staff	160.00	168.00
Additional waste bins	Per bin	Fee for service	Fee for service
Additional clean	Per clean	155.00	Fee for service
Shelter hire outdoor spaces			
Ironbark shelter			
Birthdays party shelter hire	Per hour (min. 2 hours)	89.00	93.00
Peppercorn & Sheoak shelter			
Birthdays party shelter hire	Per hour (min. 2 hours)	46.00	48.00
Acacia, dam & spiral shelter			
Birthdays party shelter hire	Per hour (min. 2 hours)	37.00	39.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Optional birthday party services			
Birthday party self guided farm tour	Per session	75.00	79.00
Birthday party guinea pigs patting (mini party)	Per session	98.00	103.00
Birthday party farm tour	Per session	210.00	220.00
Hire of other spaces			
Hire of amphitheatre	Per hour (min. 2 hours)	55.00	57.50
Hire of designated lawn area for parties (not events)	Per hour (min. 2 hours)	45.00	47.00
Hire of bottom paddock for events	Per event	\$250 - \$750	\$250 - \$750
Hire of whole site	Exclusive use	0 - 10,000	0 - 10,000
Event bond	Per event	0 - 2,000	0 - 2,000
Event infrastructure			
Marquee hire	Per marquee	114.00	120.00
Bike parking	Per event	0 - 1,500	0 - 1,500
Power stepdown box	Per box	100.00	105.00
Nursery services			
Delivery fee	per delivery	Fee for service	Fee for service
Living & Learning Nillumbik			
Fee for service courses	Total direct costs of course divided by minimum number of enrolments: Direct costs (e.g.) - tutor - materials, marketing - equipment - venue hire - catering Plus Indirect Costs - administration. All costs take into account GST where applicable. Fees will take into consideration the target group i.e. holders of concession cards	POA	POA
Living & Learning Nillumbik Eltham			
Up to 25 people for meeting; includes kitchenette facilities			
Pavilion - Minimum 2 hours hire	- Standard rate (per hour)	75.00	78.50
	- Local small business	41.00	43.00
	- Community rate (per hour)	30.00	31.50
	- Unfunded voluntary group	15.50	16.00
Up to 15 people; includes kitchenette facilities (access needs to be arranged)			
Sunroom - Minimum 2 hours hire	- Standard rate (per hour)	61.50	64.50
	- Local small business	34.00	35.50
	- Community rate (per hour)	24.50	25.50
	- Unfunded voluntary group	15.50	16.00
Up to 12 people (exclusive use)			
Kitchen	- Standard rate (per hour)	50.00	52.50
	- Local small business	27.50	29.00
	- Community rate (per hour)	20.00	21.00
	- Unfunded voluntary group	15.50	16.00
Up to 20 people; includes kitchenette facilities			
Art studio 2 (small) - Minimum 2 hours hire	- Standard rate (per hour)	56.50	59.00
	- Local small business	31.00	32.50
	- Community rate (per hour)	22.50	23.50
	- Unfunded voluntary group	15.50	16.00
Additional individual bookings by current class participants			
Clay studio	- Standard rate (per hour)	56.50	60.00
	- Community rate (per hour)	22.50	24.00
Up to 14 people; includes kitchenette facilities			
Training room - Minimum 2 hours hire	- Standard rate (per hour)	56.50	59.00
	- Local small business	31.00	32.50
	- Community rate (per hour)	22.50	23.50
	- Unfunded voluntary group	15.50	16.00
Up to 25 people for meeting; includes kitchen facilities			
War memorial hall	- Standard rate (per hour)	69.00	72.50
	- Local small business	38.00	40.00
	- Community rate (per hour)	27.50	29.00
	- Unfunded voluntary group	15.50	16.00
Living & Learning Nillumbik Pantan Hill			
Up to 25 people - standard rate; kitchenette facilities			
Banksia/Eucalyptus - Community Room	- Standard rate (per hour)	50.00	50.00
	- Local small business	25.50	27.50
	- Community rate (per hour)	20.50	20.50
	- Unfunded voluntary group	15.50	16.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Sunroom	Up to 10 people; kitchenette facilities		
	- Standard rate (per hour)	34.00	35.00
	- Local small business	17.50	19.00
	- Community rate (per hour)	15.50	16.00
Kitchen	- Unfunded voluntary group	15.50	16.00
	Up to 15 people		
	- Standard rate (per hour)	44.00	45.00
	- Local small business	22.50	24.50
Living & Learning Nillumbik Diamond Creek	- Community rate (per hour)	18.00	18.00
	- Unfunded voluntary group	15.50	16.00
	Up to 15 people for meeting; includes kitchenette facilities		
	- Standard rate (per hour)	48.00	48.00
Downstairs classroom - Eucalypt Room	- Local small business	24.00	26.50
	- Community rate (per hour)	19.50	19.50
Downstairs classroom - Eucalypt Room	- Unfunded voluntary group	15.50	16.00
	Up to 25 people; includes kitchen facilities		
Upstairs classroom - Peppercorn Room	- Standard rate (per hour)	50.00	52.50
	- Local small business	25.50	29.00
	- Community rate (per hour)	20.50	21.00
	- Unfunded voluntary group	15.50	16.00
Computer room - Bunya room	Up to 11 people		
	- Standard rate (per hour)	30.00	31.50
	- Local small business	16.50	17.50
	- Community rate (per hour)	12.00	12.50
	- Unfunded voluntary group	12.00	12.50
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	1,041.50	1,091.00
B grade	Per team	905.50	948.50
C grade	Per team	769.00	805.50
D grade	Per team	625.00	655.00
Winter			
A grade	Per team	1,775.00	1,859.50
B grade	Per team	1,639.50	1,717.50
C grade	Per team	1,485.00	1,555.50
D grade	Per team	1,343.50	1,407.50
Pavilion use			
Use of pavilion in conjunction with ground hire	Per season	228.00	239.00
Eltham High	Per use	21.50	23.00
Eltham High floodlight use	Per hour	70.00	73.50
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 - 90%			
Teams for people with a disability - 90%			
Female teams - 90%			
Casual ground use			
Commercial hire	Per day	474.00	496.50
Commercial hire	Per 1/2 day	284.50	298.00
Commercial hire	Additional hourly charge	136.50	143.00
Community Use	Per day	142.00	149.00
Community Use	Per 1/2 day	84.50	88.50
Community Use	Additional hourly charge	31.00	32.50
School fees			
Schools within Nillumbik	Per hour	32.00	33.50
Schools outside Nillumbik	Per hour	50.00	52.50
Zone events	Per day	304.50	319.00
Zone events	Per 1/2 day	155.50	163.00

Description of Fee	Unit of Measure	Adopted Fee (GST Inclusive) 2025-26 \$	Proposed Fee (GST Inclusive) 2026-27 \$
Synthetic soccer pitch			
Local club use	Per hour	55.00	58.00
School use	Per hour	74.50	78.00
Other user groups	Per hour	82.00	86.00
Academy programs	Per hour	99.50	104.50
Floodlight use (casual users only)	Per hour	70.00	73.50
Personal training / group fitness			
Monthly hire	Recurring	148.00	155.00
Casual hire	Half day	231.00	242.00
Casual hire	Full day	355.50	372.50
Finance			
Printing of duplicate rate notices	Per notice	16.00	20.00
* Land information certificate	Per application	30.60	As advised
Dishonoured cheque fee (Australia Post)	Per dishonoured cheque	25.00	25.00
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	33.60	33.60 + CPI
* Search time	Per hour	25.22	25.22 + CPI
* Photocopy fee	Per A4 page	0.20	0.20
* Supervision of document inspections	Per 15 minutes	6.31	6.31 + CPI
Shire maps			
Colour map (aerial photos)	A1	34.50	36.50
	A2	28.50	30.00
	A3	17.50	18.50
	A4	11.50	12.00
Custom mapping	Per hour	80.50	84.50

Nillumbik Shire Council

Advisory Committee Policy and Procedures

Description of policy	The Advisory Committee Policy and Procedures sets the framework for consistent guidance and direction for all of Council's advisory committees.
Policy applies to	Advisory committee members Councillors Council staff
Policy category	Revised Policy
Description of revision and Version Number	Version Number: 3

Approved by	Council Resolution
Approval date	24 March 2026
Effective date	24 March 2026
Date of last revision	27 August 2024
Date of next review *	March 2028

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

<p>Related internal procedures</p>	<ul style="list-style-type: none"> • Governance Rule – Meeting Procedures • Councillor Model Code of Conduct • Employee Code of Conduct (Council staff) • Public Interest Disclosures Procedures • Councillor Staff and Interaction Policy • Guidelines for Reporting Child Safety Concerns • Fraud and Corruption Control System
<p>Related policies</p>	<ul style="list-style-type: none"> • Community Engagement Policy • Child Safety and Wellbeing Policy • Councillor Staff and Interaction Policy • Social Media Policy • Councillor Use of Social Media Policy • Working with Children Check Policy • Confidential Information Policy • Councillor Confidentiality Policy • Information Privacy Policy • Include Access, Equity and Inclusion Policy
<p>Related legislation, standards</p>	<ul style="list-style-type: none"> • <i>Local Government Act 2020</i> • <i>Charter of Human Rights and Responsibilities Act 2006</i> • <i>Equal Opportunity Act 2010</i> • <i>Public Interest Disclosures Act 2012</i> • <i>Privacy and Data Protection Act 2014</i> • <i>Health Records Act 2001</i> • <i>Gender Equality Act 2020</i> • <i>Child Wellbeing and Safety Act 2005</i>

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SECTION 1: BACKGROUND

1. Objectives

The term 'Advisory Committee' is used in the Advisory Committee Policy and Procedures (**The Policy**) to refer to a committee or other group (eg Reference Group) established by Council which does not have delegated authority to determine matters but provides recommendations or guidance to council staff and Council from time to time.

Advisory committees may provide advice to Council and council staff concerning strategic or policy issues, enhance communication between Council and the community and complement other elements of community engagement.

2. Policy Statement

The Policy applies to all of Council's advisory committees and outlines the decision making hierarchy and sets explicit standards of behaviour and grievance procedures to investigate and manage complaints and alleged breaches.

The Policy is designed to help advisory committee members, Councillors and council staff perform their duties and functions to the requisite level.

3. Purpose

The purpose of the Policy is to:

- Outline Council's expectations of a Councillor who is appointed to, or otherwise becomes a member of, one (or more) of Council's advisory committees.
- Provide guidance to committee members appointed to an Advisory Committee.
- Set the explicit standards of behaviour to help advisory committee members perform their duties and functions as advisory committee members.
- Outline procedures for managing complaints and alleged breaches of the policy.
- Provide guidance to council staff that are tasked with the responsibility of support staff/convener; for one (or more) of Council's advisory committees.

By complying with the Policy, it is expected that Councillors, council staff and appointed members will fulfil their role as members of advisory committees with the necessary levels of courtesy and respect and avoid any conflict with their role.

4. Scope

The Policy applies to all Councillors and committee members who are appointed to an advisory committee and council staff who are tasked with the responsibility of support staff/convener.

5. Benefits of an Advisory Committee

Council can use advisory committees to seek expert advice to inform decision-making, providing an effective mechanism to involve stakeholders with the acquired skills and expertise to complement the role of Council in planning and policy making. There is also the ability to test engagement techniques and audiences to improve community engagement outcomes for an issue.

5.1 When to use an Advisory Committee

- When a statutory requirement would produce a better outcome with the involvement of an advisory committee.

- To support implementation of a council strategy/plan.
- When a collaborative approach with service providers and stakeholder organisation is desirable or required.
- When a specific issue would benefit from a high level of community input and has been assessed as a high-risk initiative.
- If an issue is substantial and the resourcing required for an advisory committee justifies the benefits and outcomes achieved.
- If specific or expert input is required and this can be sourced from key stakeholders in the Shire.
- Where collaboration with stakeholders is desirable to enhance the participation of the broader community in an issue.
- When increased community awareness of an issue is required.

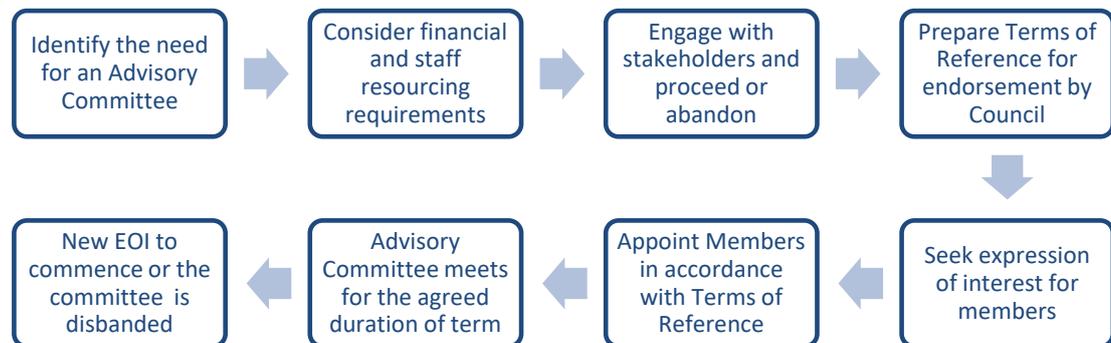
5.2 When not to use an Advisory Committee

- When specific statutory processes exclude input from such a group.
- When similar groups already exist for the same (or similar) issue and there is a risk of the same community members belonging to an advisory committee.
- When alternate forms of collaboration are identified as being more effective.
- When informing, consulting and involving are more effective methods of engagement for the issue and the level of risk is defined as low or medium.

6. Establishment of advisory committees

The need for an advisory committee may be identified to consider unique and intersecting needs of priority groups, the municipal community, the provision of specialist knowledge for a specific Council project or any other reason to assist Council in meeting statutory obligations.

The process to consider and establish an advisory committee would be as follows:



Advisory committees are established by Council resolution to consider matters within their Terms of Reference (ToR) and make recommendations to council staff or to Council in respect of those matters.

The ToR of an advisory committee are adopted by Council and address matters such as:

- its composition, including whether its members will be Councillors, council staff, independent members or a combination.
- the types of matters which it is established, and is empowered, to consider.

- the frequency, timing and proceedings of meetings.
- the frequency with which it reports to Council.

An Advisory Committee can be established indefinitely, or for a specified term.

7. Membership of Advisory Committees

The membership may comprise of:

- Councillor representative – involvement of Councillors will depend upon needs and interests for each specific issue or activity. Councillors' involvement may form part of the Councillor statutory appointments each year.
- Independent members – with relevant experience to be defined in the committee terms of reference and with a clearly defined term of membership.
- Representatives of community groups or local agencies.
- Representatives of state and/or federal government departments or independent organisations.

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

8. Responsibilities of the advisory committee

Advisory committees are established to provide input and recommendations to council staff and Council as required, however they are not independent decision-making bodies for Council.

The responsibilities of each advisory committee will be outlined in the Advisory Committee Terms of Reference to be endorsed by Council.

9. Process for Membership of Advisory Committees

Public Notice calling for expressions of interest of membership will occur through the use of a nomination form and submitted by the published due date. The process will follow the steps outlined in the Advisory Committee Terms of Reference. Nominees need to apply addressing the selection criteria and applications are assessed by a nominated selection panel and are appointed by Council resolution.

SECTION 2: ADVISORY COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

10. Role of Councillors and committee members

Councillors and committee members are appointed to advisory committees to represent council's and the community's interests in the matters within the scope of the advisory committee's ToR.

The position of a Councillor who is appointed to an advisory committee is no different to that of any other member (other than the role of Chairperson) of the committee. As such:

- All members of an advisory committee will undertake induction and orientation training.
- All members of an advisory committee are to be provided with the opportunity to contribute to its proceedings.
- No one member of the advisory committee takes precedence over the other members (with the exception of the Chair, when necessary).

Councillors appointed to advisory committees cannot exercise any power independently of other members and must not seek to direct other members in their contributions to, or voting on, matters before the advisory committee.

Councillors appointed to advisory committees are expected to treat all other members of the committee with courtesy and respect.

A Councillor, and committee member who has been appointed to an advisory committee is expected to:

- Treat all council staff appointed to provide administrative support with courtesy and respect; and
- Refrain from directing, or attempting to direct, council staff appointed to provide administrative support.

A Councillor who is appointed to an advisory committee may request information from council staff that is relevant to their functions as a member of the advisory committee, provided that such requests are made in accordance with the Councillor and Staff Interaction Policy.

11. Council staff and resources

Council staff will act in accordance with the Employee Code of Conduct and will treat Councillors and Committee members with courtesy and respect.

Council staff are not counted in the quorum and must not take part in voting on advisory committees, but will provide relevant information where permitted to the advisory committee.

Council resources will generally be assigned to advisory committees to assist them in their functions, including:

- Council staff to provide administrative support
- Booking and setting up meeting rooms
- Stationery
- Equipment and facilities.

All Council resources assigned to an advisory committee are to be used solely for purposes associated with the committee's functions.

12. Expectations, roles and organisers

Council's advisory committee meetings will usually be organised by council staff. To maximise the meeting's success, good planning is essential and this should include:

- Ensuring all key stakeholders are invited.
- Clearly outlining the meeting's purpose including whether it is to inform, consult, or collaborate.
- Arranging a suitable venue and meeting set-up.
- Determining whether a trained or experienced facilitator is required, especially if a meeting is likely to be contentious.
- Ensuring an Agenda is prepared and made available to participants to inform them about what will be discussed.
- Ensuring meeting notes or minutes are taken and ensuring participants are informed about what will happen next.
- Assisting and supporting the meeting chairperson.

13. Chairperson

The meeting chairperson may also be referred to as the meeting facilitator.

The chairperson's role includes:

- Being fair and ensuring everyone has the opportunity to participate and no-one dominates.
- Keeping the meeting on track and on time.
- Maintaining order by ensuring that the conduct obligations are followed.
- Determining what will happen if the meeting does not run smoothly or keeping within the conduct obligations.

The Chairperson, working with Council staff, helps shape meeting agendas to ensure items align with the committee's purpose and Terms of Reference. The Chairperson may propose additional agenda items that support the committee's aims and allow members adequate preparation.

By guiding the structure and flow of meetings, the Chairperson contributes to effective, well-organised discussions and informed decision-making. Final agenda preparation is completed collaboratively with Council staff to ensure meetings are well-coordinated, procedurally sound, and consistent with Council policies.

Participants

People participating in advisory committee meetings should:

- Turn up on time.
- Bring a positive attitude.
- Have read the material provided and be ready to discuss.
- Understand that the goal is not necessarily to agree but to gain a deeper understanding of an issue through discussion. Be fair and respectful at all times.

- Councillors, Council staff and community members who are not active members or facilitators may attend and observe advisory committee meetings.
 - Observers to meetings should be silent and are not permitted to interject or disrupt meetings.
 - Observers at meetings may be asked to leave for matters that are confidential.

14. Process of Advisory Committees in making recommendations

Advisory committees fulfil a purely advisory function and cannot finally determine matters before them for discussion and consideration.

Where a matter is before an advisory committee for discussion and consideration, the following process will be followed:

- The advisory committee will reach a decision on each matter before it for consideration, which will be evidenced by a resolution supported by a majority of the members and may form a recommendation for consideration by council staff.

A committee does not have an operational role and may not direct council staff in the performance of their duties. Where a committee wishes to make recommendations, a consensus of all members present is required.

In the absence of such consensus and provided there is a quorum of at least half of the members (excluding Council staff) present at the meeting, the recommendation should be put to a vote with the majority recommendation being endorsed as the committee's recommendation.

Council staff cannot take part in the vote. In the event of a tie the recommendation cannot progress until a consensus is reached or majority vote met.

All recommendations are to be formally minuted.

Acting on recommendations:

- Recommendations from an advisory committee will be reviewed by the Chairperson, in consultation with Council staff, and referred to the relevant internal manager or director.
- The responsible area/s will assess the recommendation in line with the committee's aims and objectives, operational delegations, existing commitments, legislative obligations, budget implications, and any other relevant considerations.
- Council's position or next steps will be determined collaboratively by the Chairperson, Council staff and the relevant manager and/or director.
- The Chairperson and Council staff will ensure the matter is scheduled on a future committee agenda, outlining Council's position or proposed next steps.

15. Reporting Requirement

A midterm internal annual review coordinated by the relevant team will assess each committee's purpose, performance, membership, and outputs against its Terms of Reference. Findings will be summarised in a Councillor Briefing report and a Council report to follow for noting.

An internal review of the advisory committee's term to be undertaken by individual teams, consideration given to the future direction of the committee and this would be presented to Council via Council Briefing and Council Meeting report.

Any working groups / sub-committee formed by the advisory committee should report their findings to the advisory committee meeting. This will form part of the Minutes presented to Council for noting.

Minutes from each advisory committee meeting are tabled at the next council meeting for noting by Council and recorded in the Minutes.

In addition to the minutes being noted, a Councillor who is appointed as a member of an advisory committee can provide an update to Council by way of a delegates report

16. Informal Meetings of Councillors and Conflicts of Interest

An Informal Meeting of Councillors is defined in Item 20 of Council's Governance Rule - Meeting Procedures and includes an Advisory Committee meeting with at least one Councillor present.

Conflicts of interest are required to be disclosed by Councillors, council staff members and advisory committee members attending an advisory committee meeting. The Governance Rule requires the Chief Executive Officer to ensure that a summary of the matters discussed at the meeting is tabled at the next convenient council meeting and recorded in the minutes of that council meeting.

An Informal Meeting of Councillors means a meeting that is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors, is attended by at least one member of council staff, and is not a council meeting, delegated committee meeting or community asset committee meeting. It does not include a meeting of a club, association, peak body, political party or other organisation.

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

The Informal Meeting of Councillors Record must outline:

- the names of all advisory committee members and council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, committee member or council staff member; and
- whether any advisory committee member or council staff member who has disclosed a conflict of interest leaves the meeting.

For further information please refer to the Governance Rule - Meeting Procedures.

17. Privacy and Confidentiality

All Advisory Committee Members must comply with the *Privacy and Data Protection Act 2014* the *Health Records Act 2001* and Council's Information Privacy Policy to protect of personal information of community members, advisory committee members and council staff.

Council is also committed to protecting the privacy of advisory committee members. Council respects all personal and confidential information provided by members and will store all personal information according to the *Privacy and Data Protection Act 2014*.

Councillors, council staff and advisory committee members must not disclose information discussed or disclosed during advisory committee meetings that is defined in section 3(1) of the *Local Government Act 2020* as "confidential information" and in accordance with Council's Confidential Information Policy.

Your advisory committee member role needs to remain at a professional level at all times.

18. Reporting fraud and corruption

Ethical behaviour is an integral part of responsible, effective and accountable government.

Council has zero tolerance towards acts of fraud and corruption. Suspected or actual fraud, criminal, unethical, corrupt or unacceptable behavior should be reported to the relevant manager, director, CEO or council staff member for investigation. The Fraud and Corruption Control System applies to allegations of fraud and corruption.

We acknowledge council's obligations under the *Public Interest Disclosures Act 2012* to facilitate the making of disclosures of improper conduct by public officers and public bodies, including council, its employees and councillors.

Disclosures of improper conduct in public office can be made to the Public Interest Disclosure Coordinator, Public Interest Disclosure Officer, CEO, Directors, Managers, or directly to IBAC. Disclosures relating to a Councillor may only be made to IBAC.

19. Equal opportunity and anti-discrimination

Advisory committee members are included in *Council's Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy*. These policies also complement the advisory committee's conduct obligations.

In performing their role advisory committee members must take positive action to eliminate discrimination in accordance with the *Equal Opportunity Act 2010* and support Council in fulfilling its obligation to achieve and promote gender equality.

Advisory committee members have the right to an environment free of discrimination, harassment, bullying and violence.

Council will ensure that access to and conduct of all advisory committee members activities and programs are unaffected by an individual's race, age, sex, marital status, pregnancy, family commitments, religion, political beliefs, physical features, disability, sexual preference or socio economic background.

Advisory committee members also have a responsibility to treat all committee members, Councillors, council staff and clients equally and in a non-discriminatory manner. Any form of bullying or harassment will not be tolerated.

Measures that are in place to prevent and respond to discrimination or other unfair treatment include:

- Having an *Equal Opportunity Policy* in place which is understood by advisory committee members, Councillors, and council staff.
- Ensuring all volunteer roles have role descriptions or are covered by a terms of reference.
- Ensuring recruitment decisions are made, taking into account only those facts that are relevant to the applicant's skills, qualifications and ability to perform the role.
- Ensuring that information regarding Equal Opportunity and Resolution Procedures are included in the induction and orientation process.

20. Sexual harassment

Sexual harassment is against the law and will not be tolerated under any circumstances. In performing their role advisory committee members must take positive action to eliminate sexual harassment in accordance with the *Equal Opportunity Act 2010*.

We will not engage in any unwelcome conduct of a sexual nature towards another individual where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the individual harassed would be offended, humiliated or intimidated.

We will take all reasonable steps to eliminate sexual harassment at Council.

21. Bullying, vilification and victimisation

Harassment is a form of discrimination that has the purpose or effect of interfering with a person's work performance whilst creating a workplace that is intimidating and/or hostile. Harassment is defined as behaviour or conduct:

- That is unwelcome or unsolicited.
- That may reasonably be said to offend, humiliate, intimidate or distress the person(s) who are the target of the behavior.

If you believe you have been subjected to or have witnessed bullying behaviour by paid staff or another advisory committee member, you are urged to report this to your program supervisor.

Council aims to cultivate a culture of openness and transparency, where all paid staff and advisory committee members have working relationships characterised by mutual respect.

Council is committed to maintaining a workplace that is free from bullying, vilification and victimisation, where all people are treated with dignity and respect. In performing their role advisory committee members must take positive action to eliminate victimisation in accordance with the *Equal Opportunity Act 2010*.

We will uphold Council's obligations to support a safe workplace, and will not engage in repeated unreasonable behaviour toward another advisory committee member, Councillor or member of council staff that creates a risk to the health and safety of that other committee Members, Councillor or member of council staff.

We will take all reasonable steps to eliminate bullying, vilification and victimisation at Council.

22. Victorian Charter of Human Rights and Responsibilities / Gender Equality Act

We acknowledge the human rights that are protected under the *Victorian Charter of Human Rights and Responsibilities Act 2006* and undertake to exercise our duties in a manner that is compatible with the rights set out in the Charter.

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

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

We acknowledge this undertaking extends to all our relationships as an Advisory Committee Member, including with other advisory committee members, Councillors and council staff, as well as any member of the public with whom we may have contact, and any decisions we participate in as a Councillor.

We will:

- Take all reasonable steps to eliminate all forms of discrimination at Council.
- Support Council to fulfil its obligation to achieve and promote gender equality.

23. Interacting with children and the Victorian Child Safe Standards

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

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

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation which governs the protection of children and young people and deals with the failure to report harm, failure to protect and grooming offenses.

In meeting council's commitment and obligations to Child Safety and the Standards, you are responsible for adhering to Council's Child Safety and Wellbeing Policy and Guidelines for Reporting Child Safety Concerns.

You are required to observe child safe principles, meet expectations of appropriate behaviour towards and in the company of children and support the safety, participation, wellbeing and empowerment of children, by:

- Taking all reasonable steps to protect children from harm.
- Listening and responding to the views and concerns of children.
- Promote the cultural safety, participation and empowerment of Aboriginal children, culturally and linguistically diverse children and children with a disability.
- Where practicable, and unless it is within the scope of their role, adults are not left alone with a child.

Reporting any child safety concerns or allegations of child abuse to Council's Child Safety Officer and the direct supervisor/manager and ensure any allegation of child abuse be reported to the police or child protection.

Advisory committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with the Council's Working with Children Checks" and ensure the WWCC Policy is listed in related policies.

Council's Child Safety and Wellbeing Policy can be found in your Induction Pack.

24. Communication and media

In all circumstances, media inquiries are to be directed to the Nillumbik Shire Council's Communications and Engagement team.

Advisory committee members must not make public statements or answer questions on behalf of Council, either directly, indirectly or on any media or social media site.

Committee members must not post photos of Council staff or committee members without consent to do so.

25. Personal dealings with Council

When we deal with Council in our private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit) we do not expect, nor will we request preferential treatment in relation to any such private matter. We will avoid any action that could lead Council staff or members of the public to believe that we are seeking preferential treatment.

26. Protocols

All Advisory Committee members will sign the Advisory Committee Members Conduct declaration (**Attachment A**).

SECTION 3: CONDUCT OBLIGATIONS

27. Conduct of Advisory Committee Members

Nillumbik Shire Council holds a range of meetings throughout the year including advisory committee meetings, planning consultation meetings, public workshops and various information evenings. These meetings are an important way for Council to engage with the community, share information, receive feedback, consult on new proposals, mediate disputes, and collectively solve problems.

Effective advisory committee meetings need to be well conducted so that all participants get the opportunity to express their views and listen to the views of others in a respectful way. Meetings conducted like this are vital for transparent and democratic government and ultimately lead to better and more inclusive decision making.

By their very nature, advisory committee meetings will include differing views and not everyone will agree with everything being discussed. If meetings are not managed well this can lead to raised emotions, heated debate and potential or actual conflict. If this happens the benefits of open participation can be lost because some people do not get a chance to have a say or may feel intimidated or even threatened.

To ensure council's advisory committee meetings operate fairly and transparently, and are as effective as possible, the following conduct obligations and good governance principles apply. The obligations and principles are consistent with and compliment the meeting conduct obligations contained within Council's Governance Rule - Meeting Procedures.

Councils advisory committee conduct obligations centre on **Respect, Accountability and Integrity**. In addition to all legislative requirements and any specific directions or guidance provided by council, you should recognise the requirements of this Policy as the standards to be adopted in the performance of your role.

28. Integrity

I will maintain high standards of integrity and be diligent in the performance of my role.

I demonstrate this by:

- Behaving in a reasonable, just and non-discriminatory way
- Using council resources in an honest and responsible manner
- Appropriately disclose or avoid any situation that may create a conflict of interest
- Adhering to council's guidelines regarding receiving of gifts, benefits and hospitality
- Ensure that personal interest does not influence the way in which my duties are carried out
- Respect and maintain privacy and confidentiality regarding council business unless council has officially made the information public
- Ensure all actions and decisions as an advisory committee member are aligned with the aims of the committee's ToR
- Appropriately report, record and distribute information relating to the advisory committee
- Refraining from political activity while publicly representing council as an advisory committee member.

29. Respect

I respect and acknowledge paid staff and community members' individual values, beliefs, efforts and ideas.

I demonstrate this by:

- Treating everyone fairly, courteously and with respect
- Dressing in an appropriate manner when appearing on behalf of council
- Abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation
- Seeking to develop a relationship with fellow advisory committee members and council staff that is cooperative, productive and constructive and based on mutual trust and respect
- Acknowledging the value of diversity and the right of all points of view to be heard and considered
- Avoid criticism of council, Councillors, council staff and other advisory committee members.

30. Accountability

I acknowledge and assume responsibility for my actions and behaviour and am entitled to expect the same from others.

I demonstrate this by:

- Being actively engaged in contributing to a safe environment
- Ensuring that a council staff member is present where there is a need to meet with other government or statutory bodies
- Abiding by Councils social media policy
- Not being affected by drugs and/or alcohol whilst representing council
- Ensuring a smoke free work environment
- Ensuring appropriate use of resources, reducing waste and duplication
- Respecting and protecting the physical and intellectual property of council
- Raising a perceived breach of this Policy in good faith

31. Unruly Conduct

Where an advisory committee meeting becomes uncooperative, the chairperson may take the following steps:

- If a participant is acting in an uncooperative manner, the chairperson will state the problem and remind the person of the conduct obligations.
- Provide sufficient warning about the need for certain behaviour to stop.
- If a warning does not work, the chairperson may adjourn the meeting while the person is asked to leave. If a person refuses to leave the meeting appropriate authorities may be called.
- Where a meeting is severely disrupted or is deemed to be potentially unsafe, the chairperson will close the meeting.

In attending meetings run by council, participants agree to accept and abide by the following:

- Mobile phones and other personal devices must be turned off or switched to silent during the course of the meeting.
- Only speak when acknowledged and given the floor by the chairperson.
- Stay within the allotted time provided to speak.
- Be civil and courteous particularly when addressing the meeting.
- Direct remarks, comments or questions through the chairperson when you are speaking.
- Do not interrupt or distract other speakers.
- Comments must relate directly to the matter being discussed.
- Do not use derogatory, defamatory, threatening, or offensive remarks about individuals or groups/bodies.
- Do not use gestures or other means to intentionally disturb the order and decorum of the meeting.
- Observe instructions from the chairperson at all times.

Council acknowledges that this Policy anticipates a more formal meeting structure. Council encourages advisory committee meetings and consultations that use a variety of methods to gain community input. While the structure and format of meetings will differ, the same principles of conduct apply.

SECTION 4: DISPUTE RESOLUTION

32. Grievance and breach procedures

All Advisory Committee members have the right to fair and equitable treatment of grievances and disputes in a timely and professional manner. It is Council's aim to resolve disputes amicably through conciliation and mediation.

The Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy can be found in your Induction Pack. If you have any concerns, please speak to council staff member or supporting team for your advisory committee.

Grievances and allegations of misconduct between members should, when appropriate, be raised with the Chairperson or the committee convener as soon as possible with the intention of informal or mediated dispute resolution.

When informal or mediated resolution is not appropriate or has failed to resolve the grievance/dispute, a written complaint should be provided to the overseeing Manager/Director for investigation.

Grievances and allegations of misconduct involving the Chairperson should be referred in writing to the Director, Governance, Communications and Community Safety. Grievances and allegations of misconduct involving the Council staff should be referred in writing to the relevant Director.

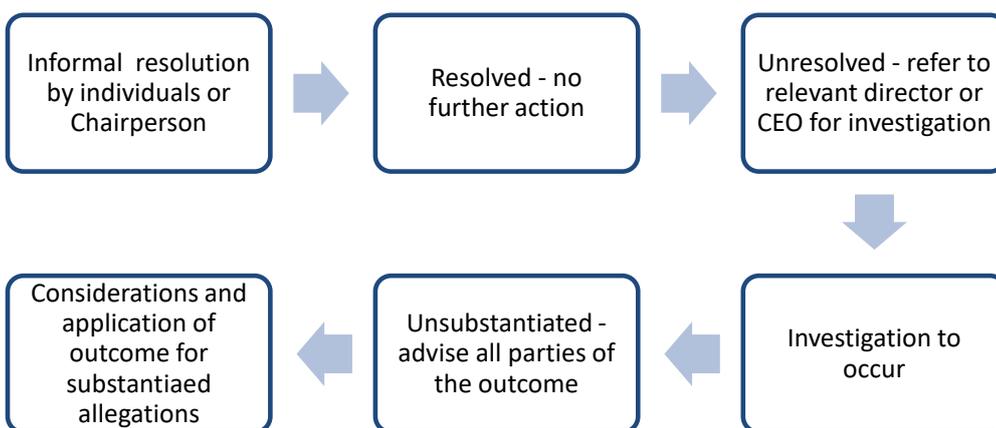
Serious allegations may result in the suspension of membership while an internal investigation is undertaken.

If a breach of the Policy or Terms of Reference is substantiated, possible outcomes considered would be a written warning may be issued, training required, suspension, termination of membership and any other action deemed appropriate for the breach.

An advisory committee member's position may be suspended or terminated by Council resolution for serious breaches of the Advisory Committee Policy and Procedures, or the Terms of Reference.

Substantiated breaches and resulting disciplinary action may be considered during the assessment process should the individual apply for future membership with any council advisory committee.

Privacy obligations apply to allegations and outcomes of any investigation being undertaken and the outcome



ATTACHMENT A

Declaration to abide by the Advisory Committee Policy and Procedures

I agree to:

- Attend Advisory Committee meetings and provide apologies in advance where attendance is not possible.
- Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of the project.
- Seek at all times to obtain and represent the views of the broader community.
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- Adhere to instructions given in relation to safe conduct both online and onsite.
- Contribute in a positive way to finding solutions to issues or concerns.
- At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group.
- Notify Council of any potential conflict of interest that may arise with respect to my participation on the advisory committee.
- Allow Council to promote my participation in the Advisory Committee in order to facilitate community feedback and participation.
- Not disseminate confidential information that is discussed at Advisory Committee meetings as advised by the Advisory Committee chair.
- Not disseminate personal information including personal contact information of other Advisory Committee members without consent.
- Not make any media comment on behalf of the Advisory Committee in relation to a project.
- Abide by the Advisory Committee Conduct Obligations.
- Abide by the Terms of Reference.

Name: _____

Signature: _____

Date _____

I am happy to share my email address used on my application with the advisory committee

Dietary requirements _____

Working with children check

Not required

OR

WWCC number _____

Expiry date _____

Nilumbik Shire Council

[Committee Name] Advisory Committee

Terms of Reference

Name

[Committee Name] Advisory Committee (**Advisory Committee**)

Introduction:

[About the Advisory Committee]

Policy Statement:

[Statement to be included]

Aims:

[Aims to be included]

Objectives

- Contribute to ... [redacted]
- Provide feedback and advice to Council on ... [redacted]
- Consider and provide advice to Council on its policies, plans and services that impact ... [redacted]
- Consider and provide advice on key Government initiatives, programs and reviews
- Represent the views and needs ... [redacted] within Nilumbik.
- Assist Council to communicate, consult and engage more effectively with the broader Nilumbik community.
- Strengthen partnerships with residents, community groups and services in Nilumbik.
- Contribute to a cycle of continually assessing and improving Nilumbik's ... [redacted]



Membership

The Advisory Committee membership will consist of up to [insert number] members and will include representation from:

- (eg. One) representative of the Nillumbik Shire Council (Councillors);
- (eg. Three) residents representing the community (individual members);
- (eg. Three) representatives of community groups or local agencies; and
- (eg. Three) representatives of State and/or Federal government departments or independent organisations.

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

Council Directorate

The Advisory Committee falls within Council's [Directorate name] and will be managed by Council's [Name of Department or Team].

Meeting Frequency

The Advisory Committee will be held [insert frequency].

Endorsed by Council

These Terms of Reference were endorsed by Council on [date].

Next Review Due

[date].

Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 20 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team, within 3 business for inclusion in the Agenda of the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

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

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

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

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

Working groups and out-of-session meetings

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

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

Recruitment Process

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

Gender Equality, Diversity and Inclusiveness

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

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

Child Safety and Wellbeing

Nillumbik Shire Council provides services and facilities for children and young people and is therefore legally required to comply with the Child Safe Standards and Reportable Conduct Scheme in order to protect children from abuse and harm. The Council has zero-tolerance toward child abuse and is committed to being a child safe organisation where child safety is embedded in the everyday thinking and practice of Council.

Advisory Committee members must follow Council's Child Safe Policy and Child Safe Reporting processes. They are also responsible for promoting children's safety, well-being, and empowerment; ensuring their behaviour is appropriate during interactions with children, and creating a supportive environment for their safety and engagement.

Advisory Committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with Council's Working with Children Checks Policy.

Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

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

- A willingness to celebrate the success and achievements of the issue/s.

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

Selection Panel to make recommendation of members on Advisory Committees

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

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

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

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

Relevant selection criteria

Considering the Advisory Committees aims and objectives, applications will be considered based on the following criteria:

- Qualifications, skills and experience the person can bring to the Committee.
- Current knowledge of issues relevant to the aims and objectives listed in the Terms of Reference.
- Living, working or engaging in activities in Nillumbik Shire.
- Willingness to commit to a two-year term.
- Ability to represent a diversity of views and interests of the community.
- **Insert any other specific relevant criteria that will form part of the assessment and scoring process outside of the general criteria.**

Community groups, local organisations or government departments may be selected on the basis of that organisation:

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

Terms of Appointment

- Appointments will be for a two-year term.
- Council will appoint a Councillor to chair the meetings.

- Members completing a two-year term may re-apply for a further two-year term.
Advisory Committee membership may be limited to three consecutive two-year terms when the application numbers exceed the vacant positions.
A person who has completed three consecutive two-year terms on the Advisory Committee may re-apply for a further term, and the application would be assessed if vacancies remained after other applications have been assessed and scored.
- The operations of the Committee will be reviewed annually by Council.
- Members may resign in writing from an advisory committee at any time. At which time, Council may in the first six months of the committee approach one of the unsuccessful applicants or undertake a new expression of interest.
After the first six months of the committee, a new expression of interest process would be undertaken. No expression of interest would be undertaken in the last six months of the committee term.
- Community groups, local organisations or government departments once appointed should advise the Chairperson and relevant Director in writing of their representative and alternate where appropriate. Should the nominated person be unable to continue, the Chairperson and relevant Director should be advised in writing of the new arrangements.

Meeting Frequency

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

Role of Councillor

The role of the Councillor is:

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

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

Observers

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

Executive Support

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

Role of Committee members

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

Accountability and Extent of Authority

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

Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.

Advisory Committee recommendations

- Recommendations made by the Committee will be referred to relevant Council staff for consideration/investigation and response back to the Committee in accordance with the Advisory Committee Policy and Procedures.

Evaluation and Review

The Advisory Committee Terms of Reference and membership will be reviewed and evaluated during the mid-term review or as required for any significant changes.

Support to participate in meetings

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

Induction and Orientation

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

- Council's Advisory Committee Induction video.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and Procedures and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.
- Providing information to members to ensure their understanding of obligations relating to:
 - Conflicts of interest
 - Confidentiality
 - Privacy
 - Health and safety, equal opportunity, bullying and harassment
 - Child Safe Standards
 - Social Media Policy

Confidentiality

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

Privacy

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

Breaches

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

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Report on gambling harm minimisation policy 2016-2021

NOVEMBER 2018
STRATEGY AND POLICY

Introduction

The Gambling Harm Minimisation Policy 2016-2021 (the policy) was adopted by Council in February 2016 with the following aims and objectives:

- Articulate Council's position on gambling
- Provide guidelines for responding to planning permit applications for the use and installation of electronic gaming machines (EGMs) and gaming licence applications to the Victorian Commission for Gambling and Liquor Regulation (VCGLR)
- Participate in local government advocacy on behalf of the Nillumbik community for industry and legislative reforms that result in safer industry practices and decrease the incidence of problem gambling
- Encourage a responsible approach to the provision of gambling to minimise the risk of harms associated with regular use of electronic gaming machines

The implementation plan attached to the policy commits to biennial reports to Council on electronic gaming in Nillumbik and surrounding areas, Council activities relating to gambling, and any changes to legislation.

This report provides updated information on gambling related issues in accordance with Council's policy.

Nillumbik policy context

Since the policy was adopted in February 2016, Council has adopted the Council Plan 2017-2021 and the Health and Wellbeing Plan 2017-2021. These plans continue to support the Gambling Harm Minimisation Policy 2016-2021, in particular:

Council Plan:	'Safe and healthy environments - 3.3 Develop policies, strategies, projects and partnerships to enhance the health and wellbeing of the community'
Nillumbik Health and Wellbeing Plan 2017-2021:	'Prevent harm from alcohol, other drugs and gambling – 14.2 Continue to promote and implement the Nillumbik Gambling Harm Minimisation Policy 2016-2021'

Scope

The policy is primarily focused on electronic gaming because Council has a decision-making role on gaming applications.

The policy does not specifically address the issues arising from the deregulation and heavy promotion of sports betting in the community. However, this issue is being addressed through Council's Health and Wellbeing Plan 2017-2021. The Health and Wellbeing Plan aims to minimise harm from sports betting by encouraging sports clubs to adopt the 'Love the Game' Responsible Gambling Charter.

Background

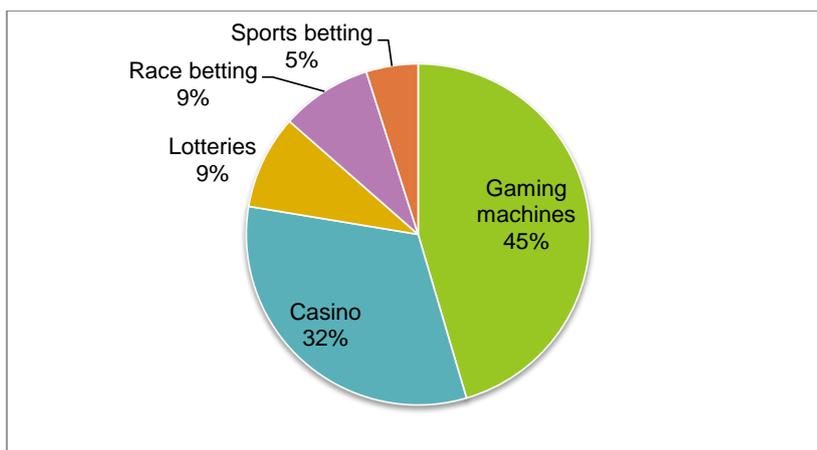
Australians continue to lose more money on regulated gambling than any other nation¹.

Figure 1. World chart on gambling, 2016



In Victoria, the latest statistics show that in 2015/16, \$5.79 billion was lost on gambling, with nearly half that amount (\$2.62 billion) lost on gaming machines embedded in communities (not including Crown Casino), compared to \$775 million on wagering (\$494m on racing and \$282m on sports betting)².

Figure 2. Gambling expenditure by type in Victoria (2015/16)



¹ The Economist 09/02/2017, Daily chart: The world's biggest gamblers

² Queensland Government Statistician, 2018, Australian Gambling Statistics, 33rd edition

Electronic gaming machines in Nillumbik

Nillumbik still has the lowest number of electronic gaming machines (EGMs) in metropolitan Melbourne with 90 machines located in two venues. The surrounding municipalities have a much higher density of EGMs and losses, particularly Whittlesea and Banyule. The table below provides gambling indicators for Nillumbik and surrounding municipalities comparing 2015 to 2018.

Table 1. Comparison of gambling indicators for Nillumbik and neighbouring municipalities 2015-2018

	Nillumbik		Manningham		Banyule		Yarra Ranges		Whittlesea	
	2015	2018	2015	2018	2015	2018	2015	2018	2015	2018
Venues	2	2	7	7	9	9	9	9	10	10
EGMs	80	90	509	522	589	635	444	442	660	691
EGMs per 1000 adults	1.7	1.8	5.3	5.2	5.9	6.2	3.8	3.7	4.5	4.2
EGM losses (\$M)	\$7.5	\$9	\$56.4	\$58.4	\$54.5	\$58.5	\$28.8	\$29.3	\$101.6	\$109.5
Losses per adult	\$156	\$184 (+18%)	\$582	\$583 (no change)	\$544	\$571 (+5%)	\$248	\$247 (no change)	\$698	\$671 (-4%)

Source: VCGLR LGA Data

Municipal limits are imposed on the number of gaming machines, based on population and in some cases, levels of disadvantage. The number of EGMs (currently 90) is well below the municipal limit of 469 for Nillumbik.

Table 2 below compares the number of EGMs, losses and changes between 2015 and 2018.

Table 2. Venue statistics, years ending 30 June 2015-2018, Nillumbik

Venue	Losses 2014/15 (no. EGMs on 30/6/15)	Losses 2015/16 (no. EGMs on 30/6/16)	Losses 2016/17 (no. EGMs on 30/6/17)	Losses 2017/18 (no. EGMs on 30/6/18)	Change 2014/15-2017/18
Eltham Hotel	\$3,417,218 (40)	\$3,444,782 (40)	\$3,495,754 (40)	\$3,733,752 (40)	\$316,533 (+9.3%)
Diamond Creek Tavern	\$4,097,128 (40)	\$4,807,638 (40)	\$4,802,768 (50)	\$5,264,209 (50)	\$1,167,081 (+28.5%)
Total	\$7,514,346	\$8,252,420	\$8,298,522	\$8,997,961	\$1,483,614 (+19.7%)

Source: VCGLR Venue Data

Diamond Creek Tavern expenditure increase

Between 2015 and 2018, losses increased at both venues in Nillumbik: by nine per cent at the Eltham Hotel and 28 per cent at the Diamond Creek Tavern. Over the same period, the Diamond Creek Tavern changed operators and increased its EGMs by 25 per cent from 40 to 50.

In November 2015, the Victorian Commission for Gambling and Liquor Regulation (VCGLR) approved an application from the operator of the Diamond Creek Tavern to operate an additional 10 EGMs.

Council opposed the application based on its social and economic impact assessment of the proposal and supported by strong community opposition to increased gaming as part of the policy development (93 per cent of community survey respondents said no more poker machines and 70 per cent of respondents said they knew of someone harmed by poker machine gambling). In its application, the venue patron survey showed the majority of patrons (63.5 per cent) were from Diamond Creek, Eltham and Hurstbridge.

In its decision to approve the application, the VCGLR accepted the applicant's estimate of \$251,804 annual increased expenditure at the venue over the 2014/15 amount of \$4.1 million. Council's estimate was in the order of an \$800,000 increase at the venue. It is noted that actual expenditure in 2017/18 (the first full year of operating 50 EGMs) was \$1.48 million over that of 2014/15, almost six times the figure accepted by the VCGLR. This is a large increase in expenditure that is coming mainly from the Nillumbik community. Furthermore, expenditure increased significantly at the venue with the change of operator in 2015/16, before the increase in EGMs.

Nillumbik Gambling Harm Minimisation Policy implementation

The policy has been implemented as follows:

Policy and processes

- Assessed social and economic impact of EGM gaming licence applications to the VCGLR in neighbouring municipalities
- In June 2016, Nillumbik Shire Council informed the City of Whittlesea of Nillumbik's opposition to an application for 40 EGMs at the Commercial Hotel, South Morang on the grounds that it would be detrimental to the Nillumbik community for reasons of EGM saturation in the surrounding areas; that the proportion of the population who engage in EGM gambling is reducing; and that there would be no pokie-free pub at all for the local area including Yarrambat and Plenty. The application was subsequently refused by the VCGLR and the decision was upheld on appeal by VCAT.
- In August 2016, Nillumbik Shire Council informed Banyule City Council of its opposition to an application to increase the number of EGMs at the Watsonia RSL from 83 to 103 on the grounds that it would make the venue the largest in the northern metro region and large venues are associated with increased problem gambling risks, e.g. higher expenditure and more harmful gambling associated with the anonymity of large venues. The application was opposed by Banyule City Council but approved by the VCGLR.

Advocacy

- Council is a non-financial supporter of the Alliance for Gambling Reform and kept informed of Alliance activities. The Alliance is funded by donations from individuals, foundations and councils.
- Sports clubs are encouraged to adopt the Responsible Gambling Charter to minimise exposure to and harm from sports betting among club members. This has been included in the new club handbook and is an action of the Health and Wellbeing Plan 2017-2021.

- Council made submissions to Victorian government gaming reviews urging the Government to consult more widely; to implement harm minimisation measures wherever possible; and to avoid introducing technology that puts the community at higher risk of gambling-related harm
 - 22 Feb 2016 – Submission to the Review of Gaming Machine Arrangements in Victoria
 - 16 Jan 2017 – Submission to Consultation on Gaming Machine Harm Minimisation
 - 30 Aug 2017 – Submission to Request for Comment on Draft Documents in Relation to 'Ticket-In Ticket-Out' and 'Card-Based Cashless' Gaming in Victorian Clubs and Hotels.

Collaboration

- Council officers attend working groups on gambling issues at MAV and VLGA
- Council partners with Gamblers Help to deliver the 'Love the Game' program in sports clubs. Clubs that have signed up so far are Nillumbik Junior Soccer Club, Eltham Wildcats Basketball Club and Plenty Valley Cricket Club
- Gamblers Help is represented on Council's Health and Wellbeing Reference Group

Community engagement

- Council acknowledged 'Responsible Gambling Awareness Week in October 2017 using social media to share or repost messages from the Victorian Responsible Gambling Foundation including slogans, information on losses on sportsbetting and Nillumbik's EGM infographic.
- Further work needs to be done in relation to sports clubs that promote sportsbetting through sponsorship/commission arrangements with sportsbetting agencies. Sports clubs are discouraged from this form of fundraising through the Health and Wellbeing Plan and the club handbook.

Monitoring and review

- Officers participate on the Local Government Working Group on Gambling (LGGWG) to keep informed of gambling-related issues and proposed changes to legislation.
- Gaming data reported by VCGLR is monitored and reported in this report and the Nillumbik Health and Wellbeing Profile.
- The Implementation Plan will be updated to reflect the 2017 organisation restructure.

Emerging gambling issues

Sports betting in Nillumbik

While sports betting is not specifically addressed in the Nillumbik Gambling Harm Minimisation Policy, several betting companies target community sports clubs to sign up to sponsorship arrangements (as affiliates) that reward clubs with commissions in return for promoting their betting agency. At least one club in Nillumbik provides a sign up page to a sports betting agency on its website.

In addressing the issue, the Nillumbik Health and Wellbeing Plan encourages clubs to adopt the 'Love the Game' charter, which precludes them from promoting gambling. The AFL has adopted 'Love the Game' and played a 'Love the Game' themed round in July this year. The

AFL also encourages all affiliated leagues to adopt the charter, however the Northern Football League has yet to sign up.

Gambling advertising

Gambling advertising has increased rapidly over the past decade. A High Court decision in 2008 enabled bookmakers to offer bets anywhere in Australia and caused existing advertising bans by state governments, including Victoria, to be removed. The result was a significant rise in the number of gambling companies operating across Australia and a highly competitive market. The gambling industry spent \$253 million on advertising in Australia in 2017 compared to \$90 million in 2011, not including sponsorships and in-program content.³

There is rising community and political concern about the proliferation of sports betting advertising, particularly its effect on young people. Television advertising for betting products is not permitted during TV programs classified G or lower from 6am to 8.30am and 4pm to 7pm. As of September 2018, gambling advertising during broadcasts or online streaming of live sport is now banned between 5am and 8.30pm.

The concern is justified as recent research on children and parents at community sporting venues in Victoria found 75 per cent of 8-16 year-olds could name at least one gambling brand, 25 per cent could name four or more, and 75 per cent thought gambling was a normal part of sport⁴.

³ Victorian Responsible Gambling Foundation

⁴ <https://responsiblegambling.vic.gov.au/documents/67/Research-report-child-parent-recall-gambling-sponsorship.pdf>

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Gambling and Young People in Nillumbik: Attitudes, Participation and Experiences of the Gambling Environment

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Acknowledgement of Country

Nillumbik Shire Council respectfully acknowledges and recognises the Wurundjeri Woi-wurrung as the Traditional Owner of the land on which Nillumbik is located. We pay tribute to all First Peoples living in the Nillumbik Shire, give respect to Elders past, present and emerging, and extend our respect to all First Peoples.

We recognise the enduring strength of the Wurundjeri Woi-wurrung despite the ongoing impacts of past trauma and injustices from colonial invasion, massacres and genocide committed against First Peoples. We value the significance of the Wurundjeri people's history as essential to the unique character of the shire.

Wurundjeri Woi-wurrung people are deeply entwined to these lands and waterways, and we celebrate the distinctive place of First Peoples in the identity of Nillumbik Shire and across Australia. Nillumbik recognises the valuable contributions of First Peoples in all aspects of Australian society.

Inclusion Statement

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community where human rights are respected, participation is facilitated, barriers are addressed and diversity is celebrated. We support the rights of all people regardless of age, gender, sexuality, ability or cultural identity. We value the diverse and changing nature of our community and understand that some groups and individuals experience more barriers than others.

Acronyms and Glossary

Day Trading	A form of share dealing in which individuals buy and sell shares over the internet over a period of a single day's trading, with the intention of profiting from small price fluctuations.
EGM	Electronic Gaming Machine. A device designed for playing a game of chance or a game of mixed chance and skill. Also known as a poker machine or "pokies".
Gambling	Gambling is defined in the Gambling Regulation Act 2003 as an activity which includes: <ul style="list-style-type: none"> • a prize of money (or something of value) offered or won • a person paying (or staking) money or valuables to participate • an outcome involving chance, even if influenced by skill.
Gambling Activities	The activities, games or contests that involve wagering money or valuables on an outcome involving chance, with the intent of winning additional money or something of value.
Gambling Harm	Any negative consequence experienced because of participation in gambling.
LGBTIQ+	Lesbian, Gay, Bisexual, Trans and Gender Diverse, Intersex, Queer, Asexual people. The + represents that there are many different ways people identify their gender and sexuality beyond LGBTIQ, the + also includes people who are questioning their gender or sexuality.
Loot box	In video games, loot boxes (also known as loot crates or prize crates) are a virtual item that be redeemed to receive another virtual item. These virtual items range from items that do not affect game play such as character customisations, to equipment and items that can impact the play or completion of the game, such as armour, weapons or keys.
Problem Gambling	Repetitive gambling behaviour despite ongoing harm and negative consequences.
Program Gambling Severity Index (PGSI)	The PGSI is a self-report assessment tool used by researchers to measure the severity of problem gambling in the population. It identifies different subgroups of gamblers based on level of risk (none, low, moderate, and problem)
Skin Betting	The use of virtual items in online or video games as currency for betting on e-sports or other games of chance.
Social Casino Games	Apps or online games that replicate casino games without the ability to stake money or win a prize.
Video game gambling	Also known as simulated gambling, video game gambling is any online, computer or console game that mimics gambling but does not offer the chance to win or lose real money. Instead, money is spent to purchase the in-game currency required to play these games.

Executive Summary

Introduction

This community profile: “Gambling and Young People in Nillumbik” has been developed to inform Council’s understanding of the attitudes, participation and perceptions of young people’s experiences with gambling, as well as develop recommendations that Council can take to reduce gambling harm.

The Nillumbik Community Health and Wellbeing Community Profile 2025 (the Profile) incorporates a range of national, state and local data on gambling participation, attitudes and harms. Data from community consultations including focus groups and surveys have also been used to better understand local young people and their attitudes and perceptions of gambling and gambling harm.

Young People’s participation in gambling

Despite overall participation in gambling decreasing in Victoria, young people are starting to gamble well before they turn 18, and the rates of problem gambling in young people are increasing. Research into gambling and young people has attributed three key factors to the rates of participation amongst young people; the current gambling environment, influences of parents and peers, and exposure to gambling advertising.

Sports and race betting, card games, instant scratch cards, lottery tickets, video game gambling, and casino games are the most common forms of gambling in young people. Young people are most likely to participate in gambling online and do so socially with family or peers.

When asked if they or their peers had participated in gambling activities, 95% of survey respondents selected at least one type of activity that they or their peers had participated in. Of the respondents 20% only selected one option with the remainder (75%) selecting at least two types. Young men were more likely than the rest of their peers to select three or more types of gambling activities.

Motivations and inducements for young people to gamble

Young people in surveys and focus groups were asked about why young people try gambling, and what makes them continue to participate. Common reasons why young people in Nillumbik gamble included:

- For fun
- To win money or prizes
- Feelings of excitement or risk.

Common reasons why young people in Nillumbik had tried gambling in the first instance included encouragement from friends, advertising seen online or in venues and special offers such as refunds or bonus bets.

Gambling impacts

The social impact of gambling has been estimated to cost approximately \$7 billion in Victoria. This includes the costs associated with adverse financial impacts, relationship and family impacts, mental health and wellbeing impacts, and productivity loss and workplace impacts.

On an individual level, overall gambling harm experienced in Victoria has increased from 9.6% to 13% in four years, and the prevalence of problem gambling in young people has increased from 0.5% to 2.3% in the same period.

Gambling harm can cause a variety of health and wellbeing impacts to those who participate as well as those affected by someone else's gambling, known as 'affected others'. The most common types of gambling harm reported are financial, followed by emotional harms and relationship difficulties.

Awareness and attitudes about gambling in Nillumbik

Focus groups and engagement activities revealed young people in Nillumbik are generally split on whether they consider gambling overall to be an issue or not, and that they are able to articulate both positive and negative consequences to participating in the activity.

Majority of the adults responding to the survey had at least one concern about young people and gambling in Nillumbik, with only 15% indicating they had no concerns at all. Parents were most concerned about exposure to gambling advertising (80%) and exposure to gambling activities (65%). This was consistent across workers and community members as well. However, despite this concern about exposure there is also little awareness of how prevalent gambling participation is amongst young people.

Community support for Nillumbik Shire Council addressing gambling harm

The survey asked all respondents what role they saw Nillumbik Shire Council having in reducing gambling harm and participation in Nillumbik. They were provided options to rank as well as space to provide further suggestions. The majority of young people who responded ranked the options "Continue to provide activities to young people so they can do things other than gamble" and "Improving education and awareness in the community" highest. Parents, workers and community members saw advocacy to the state and federal government and supporting community groups to reduce their need for gambling related income as higher priorities.

Other suggestions made by the community for action Nillumbik Shire Council could take included:

- Financial literacy and budgeting workshops for young people.
- Raising awareness of how gambling harm presents in young people.
- Further reducing the amount of EGMs and TABs in Nillumbik.

Recommendations

That Council's Gambling Harm Minimisation Policy 2016 - 2021 is revised and incorporates the recommendations made in this profile.

Introduction

In 2024, Nillumbik Shire Council received funding from VicHealth through the Leading Healthy Communities Grants: Influencing Commercial Determinants of Health Module. This module was designed to support Victorian Councils to explore new and emerging areas of public health planning in order to improve the health and wellbeing of children, young people and their families. Commercial Determinants of Health are the ways commercial organisations influence communities' health and wellbeing, including the choices they make about the products they sell and how they operate. Through this module, the grant will support Nillumbik Shire Council to undertake a project that aims to understand and reduce experiences of gambling harm in young people.

While little is known about Nillumbik's young people specifically, recent state and nationwide data demonstrates that young people are gambling in increasing numbers and are one of the cohorts most likely to experience gambling harm. Gambling harm is any negative experience or consequence associated with experiencing gambling. It includes all consequences from minor to crises, as well as experiencing consequences as a result of someone else's gambling. Gambling harm includes financial, health, psychological, and relationship harms.

The information presented in this profile will be used to inform the planning of activities that aim to raise awareness of and minimise gambling harm in young people. The data, implications and recommendations from the Community Profile will also be used to review and update Council's Gambling Harm Minimisation Policy 2016 - 2021.

The Profile incorporates a range of national, state and local government data on gambling participation, attitudes and harms. Data from community consultations including focus groups and surveys have also used to better understand local young people and their attitudes and perceptions of gambling and gambling harm.

This community profile *Gambling and Young People in Nillumbik: Attitudes, Participation and Experiences of the Gambling Environment* is divided into five sections:

- i) A snapshot of the national context including gambling participation, the gambling environment, attitudes and perceptions, and health and wellbeing impacts
- ii) the gambling environment in Nillumbik
- iii) findings on the community consultations including participation, attitudes, and issues
- iv) mapping other council's responses to gambling harm
- v) implications for action and recommendations.

Part 1: National Context

Evolution of gambling

Australia

There is minimal evidence of gambling culture in Australia prior to colonisation. The only evidence relates to historical records of First Peoples of Northern Australia wagering for animal carcasses and clothing with visiting Macassans since the 1700s. This evidence suggests that gambling is largely an activity introduced by settler colonial communities¹. Changes in the gambling environment from the 1970s onwards with the introduction and expansion of commercial gambling forms such as Totalisator Agency Boards (TABs) and from the 1980-90s casinos and EGMs, the uptake of gambling activities began to rise.

Australia has the largest financial losses to gambling related harms in the world². According to Clune et.al (2024), Australia is considered the 'gambling capital of the world' due to the entrenchment of this activity sanctioned and regulated by government³. Several researchers have highlighted the detrimental impact sporting groups, regulators, politicians and governments have played in legitimising gambling. Furthermore, they have demonstrated that past 'lenient' policies by lenient and complicit governments have resulted in devastating impacts on community. This pattern has been identified at national and state levels of government⁴. A focus on individual behaviours (problem gambling), rather than comprehensive public health measures adopted in areas such as tobacco, has resulted in ineffective outcomes evidenced by increasing gambling harms across the community^{5 6}. As a consequence of gambling liberalisation over the past 30 years, the Australian gambling industry has significantly grown in size and power which has escalated damage in the community. Research has also demonstrated that in recent years the gambling industry has developed and expanded its tactics to normalise gambling. This has resulted in children and young people increasingly being socialised to view gambling as part of normal life and unprepared for gambling related harms. Online games and sport as an Australian cultural touchstone are significantly targeted for the normalisation of gambling⁷.

Victoria

Over the past 30 years, gambling in Victoria has experienced significant growth and transformation, driven by changes in legislation, technological advancements, and evolving social attitudes. After initially resisting the introduction of regulated casinos and EGMs, Victoria followed other Australian states by establishing a legislative framework in 1991 to

1 McMillen, J. & Donnelly, K. (2008). Gambling in Australian Indigenous communities: The state of play. *Australian Journal of Social Issues*, 43(3), 397-426.

2 AIHW. 2023. *Gambling in Australia*. <https://www.aihw.gov.au/reports/australias-welfare/gambling>. Release date: 7/9/2023

3 Clune, S., Ratnaik, D., White, V., Donaldson, A., Randle, E., O'Halloran, P., Lewis, V. (2024). What is known about population level programs designed to address gambling-related harm: rapid review of the evidence. *Harm Reduction Journal*, 21:118 <https://link.springer.com/content/pdf/10.1186/s12954-024-01032-8.pdf>

4 Dellabro, P. and King, D. (2012). Gambling in Australia: experiences, problems, research and policy. *Addiction*, 107: 1556-1561. <https://doi.org/10.1111/j.1360-0443.2012.03802.x>

5 Thomas, S.L., Crawford, G., Daube, M., Pitt, H., Hallett, J., McCarthy, S., Francis, L. and Edmunds, M., 2023. Time for policies on gambling to benefit health-not the gambling industry. *Health Promotion Journal of Australia*, 34(2), pp.267-271.

6 Clune, S., Ratnaik, D., White, V., Donaldson, A., Randle, E., O'Halloran, P., Lewis, V. (2024). What is known about population level programs designed to address gambling-related harm: rapid review of the evidence. *Harm Reduction Journal*, 21:118 <https://link.springer.com/content/pdf/10.1186/s12954-024-01032-8.pdf>

7 Vichealth (2023) *Inquiry into the Victorian Auditor-General's Reports No. 99: Follow-up of regulating gambling and liquor (2019) and No. 213: Reducing the harm caused by gambling (2021)*. https://www.parliament.vic.gov.au/4af51b/contentassets/5bf126d67342a8ab8834d29ec88ec/submission-documents/53_vichealth_redacted.pdf

stimulate its struggling economy. Since then, a raft of legislation has since been established and enforced to regulate gambling in Victoria.

In Victoria, gambling is primarily governed by the *Gambling Regulation Act 2003*. This legislation provides the framework for the regulation of various forms of gambling, including gaming machines, casinos, wagering, and lotteries. Additionally, the *Gambling Regulation (Amendment) Act 2015* and other amendments have introduced changes over the years to ensure responsible gambling, reduce harm, and enhance the regulatory framework. Additional acts specifically regulate casinos. The Victorian Commission for Gambling and Liquor Regulation (VCGLR) was established by the *Victorian Commission for Gambling and Liquor Regulation Act 2011 (Vic)*. It is the primary regulatory body overseeing the compliance of gambling operators with this legislation.

The introduction of electronic gaming machines (EGMs or pokies) in Victoria marked a major shift in the gambling landscape. In 1992, pokies were legalised in pubs and clubs across the state, leading to a rapid expansion of gambling venues. By the late 1990s and early 2000s, the number of gaming machines increased significantly, with Victoria becoming one of the largest markets for pokies in Australia. For the 2023-24 financial year, Victorian player loss in its various forms amounted to over \$7.3 billion. Taxes and levies paid to the state of Victoria totalled over \$2.3 billion. See Table 1 for an outline of Victorian gambling losses and their sources.

Source	Victorian player loss (\$ million)	Notes
Gaming machines – hotels and clubs	3,030.03	
Wagering – other entities	1,724.03	Player loss relating to racing (totalisator), trackside and sports betting for other entities offering wagering and betting to Victorians.
Melbourne casino – gaming machines and table games	950.87	
Lotteries (Victoria only)	845.63	
Wagering – wagering and betting licensee Tabcorp	790.13	Player loss relating to racing (totalisator), trackside and sports betting for wagering and betting licensee in Victoria
Keno – keno Licensee TLC	45.92	Player loss and tax relating to keno licensee in Victoria
Keno – keno Licensee Lottoland	6.33	
Keno – other entities	0.15	Player loss relating to other entities offering keno to Victorians
Total losses in Victoria 2023-24	7,393.09	

Table 1. Victorian gambling losses 2023-24⁸

Victoria has been no exception to the overall rise of internet online gambling since the early 2000s. Many Victorians have started using online platforms to bet on sports, play poker, and engage in other forms of internet-based gambling. Online sports betting has had a significant impact on Victorian communities. Victoria, as a major hub for sports and entertainment, has seen growing participation in online wagering. Sports betting has grown rapidly in Victoria,

⁸ VGCCC (2025) Gambling data – Victorian player loss and taxes paid category, <https://www.vgccc.vic.gov.au/for-community/gambling-victoria/gambling-data>

fuelled by the popularity of Australian Rules Football (AFL), horse racing, and other sports. There has been an increase in mobile betting apps and online platforms that make wagering more accessible. Victoria has a long-standing association with horse racing, especially through events like the Melbourne Cup. The state's racing industry continues to thrive, contributing billions of dollars to the economy. The introduction of online betting has significantly boosted this sector.

Online gambling was initially less regulated but has been increasingly brought under government control. The commonwealth level *Interactive Gambling Act 2001* and subsequent state-level legislation have worked to create a more secure online gambling environment. However significant advocacy efforts by researchers and civil society actors are actively campaigning to address glaring gaps that are enabling gambling harm. While programs that are designed to raise awareness of gambling addiction, along with treatment and support services, have become an integral part of the state's response. It is now increasingly recognised that a commercial determinants, public health approach to create safer environments is required to prevent and curb the detrimental impacts of harmful gambling products.

Gambling Participation and Attitudes in Young People

Although it is illegal for young people under 18 years of age to gamble in Australia, research demonstrates that 60% to 80% of young people engage in formal or informal gambling at some point prior to them turning 18⁹. The most recent Victorian Population Gambling and Health Study conducted in 2023 found that overall gambling participation is decreasing in Victoria¹⁰, however the least amount of change has occurred in young people's participation. It also found that for young people aged 18-24:

- Approximately 40% had participated in gambling at some point in the last 12 months.
- 53% of those who had gambled did so online.
- The prevalence of problem gambling has increased from 0.5% to 2.8%¹¹.
- Approximately 55% participate in more than one gambling activity and are the cohort most likely to participate in 4+ activities in a year (21%).

9 Miller, H. 2017. Gen Bet: Has Gambling Gatecrashed Our Teens?. Victorian Responsible Gambling Foundation, Melbourne.

10 Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024, Victorian population gambling and health study 2023, State Government of Victoria, Melbourne.

11 Rockloff, M., Browne, M., Hing, N., Thorne, H., Russell, A., Greer, N., Tran, K., Brook, K & Sproston, K 2020, Victorian population gambling and health study 2018–2019, Victorian Responsible Gambling Foundation, Melbourne.

Figure 1 shows the most common types of gambling activities young people participate in ¹²:



Figure 1: the most common types of gambling young people participate in.

Research into gambling and young people has attributed three key factors to the prevalence in underage gambling in Australia and the rates of participation amongst young people; the current gambling environment, influences of parents and peers, and exposure to gambling advertising¹³.

With the concurrent rise of online gambling and access to smartphones and other technology, young people under 18 are able to circumvent the laws around gambling with more ease than in previous years. In 2020, 50% of young people under 18 were able to gamble online through accessing a parent's gambling account, with other common methods including using another adult's account with permission (31%), or being able to set one up for themselves despite age restrictions (36%). Influence from family and friends also extends to the social aspect of gambling, with only 9.1% of young people under 18 reporting they gamble alone. 53% reported gambling with a parent or guardian, and 26% with a friend who was also underage¹⁴.

Online gambling does not just encompass the plethora of betting websites and applications available; there has also been an increase in the amount of video and online games that include simulated gambling elements such as loot boxes, skin betting, and social casino games. In 2022, *Growing Up In Australia: The Longitudinal Study of Australian Children* found that there was a link between playing simulated gambling games underage and then spending real money gambling as an adult¹⁵.

Frequent exposure to gambling advertising is a contributing factor to the normalisation of gambling participation in young people. One study reports that young people are exposed to

¹² Miller, H. 2017. Gen Bet: Has Gambling Gatecrashed Our Teens?. Victorian Responsible Gambling Foundation, Melbourne.

¹³ Miller, H. 2017. Gen Bet: Has Gambling Gatecrashed Our Teens?. Victorian Responsible Gambling Foundation, Melbourne.

¹⁴ Hing, N., et al., 2020 NSW Youth Gambling Study 2020. Sydney: NSW Responsible Gambling Fund

¹⁵ Sakata, K., Jenkinson, R., 2022. What is the link between video gaming and gambling? Growing Up In Australia Snapshot Series – Issue 7. Australian Institute of Family Studies.

gambling ads at least once a week, with 46% seeing an ad on television during sport, 42% on television during other times, and 35% on social media¹⁶.

Another study found 40% of young people had seen gambling advertising on social media, most commonly about sport (75%). Table 2 demonstrates what tactics young people recalled the sports betting ads using.

Strategies seen in social media marketing (n=330)	Number	Percentage
Deals and promotions	192	63.4
Catchy slogans	178	58.7
Bright colours	175	57.8
Humour	146	48.2
Celebrities	103	34
News or current affairs	71	23.4
Popular culture	71	23.4
Animals	67	22.1
Memes	42	13.9
Cartoons	42	13.9

Table 2: Strategies used within sports betting marketing on social media¹⁷.

Young people in Australia are exposed to gambling frequently in their everyday lives, whether it be through advertising, social exposure through family and peers, or physical exposure to venues and retail outlets. This exposure across multiple settings can result in young people's perception that the activity is normal and is part of Australian culture¹⁸.

Gambling Environment

The Victorian Population Gambling and Health Study is a large general population survey on gambling participation, gambling problems and gambling harm, surveying Victorian adults aged 18+ via telephone. The 2023 iteration of the study reported that the overall level of gambling participation in Victoria had reduced from 69% to 53% in four years. The decline was across all gambling activities, with almost half of those who participate in gambling only participating in a singular activity. However, men were still more likely to participate in high frequency gambling (29%) across multiple activities (53%)¹⁹.

Over half of Victorians who gamble (55.9%) gambled exclusively in venues (for example, pubs, clubs, hotels, Crown Casino, TABs and at racecourses). Nearly one-third (31.5%) gambled exclusively online, and 12.6% gambled both in venues and online in the past 12 months. Rates of online gambling have increased from 19% to 23% between 2018 and 2023²⁰.

¹⁶ Hing, N., et al., 2020 NSW Youth Gambling Study 2020. Sydney: NSW Responsible Gambling Fund

¹⁷ Pitt, H., McCarthy, S., Rintoul, A. & Thomas, S. 2022. The receptivity of young people to gambling marketing strategies on social media platforms. Victorian Responsible Gambling Foundation, Melbourne.

¹⁸ Thomas, Samantha; McCarthy, Simone; Pitt, Hannah; Marko, Sarah; Cowlishaw, S.; Randle, M. et al. (2023). "It is always there in your face." Australian young people discuss exposure to gambling activities and promoters. Deakin University. Journal contribution.

¹⁹ Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024. Victorian population gambling and health study 2023. State Government of Victoria, Melbourne.

²⁰ Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024. Victorian population gambling and health study 2023. State Government of Victoria, Melbourne.

In 2023, the mean annual gambling expenditure in the Victorian gambling population was \$2,453, and the median was \$213. Expenditure was highest for racing, sports betting, and casino table games²¹.

Gambling advertising in Australia has expanded significantly over the last ten years. Much concern has been raised over its prevalence, especially on television and during sports broadcasting, with 69% of Australians believing that betting advertising is too common²². Changes to advertising regulations in Australia (known as *The Code*) in December 2015 resulted in a 55% increase in the amount of gambling advertising during times and programs children and young people watch²³. In 2023, 78% of the Victorian population reported being exposed to gambling advertising. Younger groups of Victorians reported more online exposure, whereas older cohorts were more likely to be exposed through the TV and radio.

In 2022, the Australian Gambling Research Centre reported that exposure to gambling advertising often influenced betting behaviour, with 34% of Australian adults who were exposed to wagering ads increasing their betting, 28% tried a new form of betting, and 21% were influenced to start betting for the first time. Exposure to advertising had the greatest impact on young Australians aged 18-34, with 19% of young women and 15% of young men placing a bet for the first time after seeing an advertisement²⁴.

VicHealth has raised concerns about the normalisation of gambling and impact on young Australians. Key issues include the gambling industry attempts to socialise children and young people into gambling, the increased risk of harm from early exposure and the prevalence of gambling promotions and advertisements in places frequented by young people. Sport is increasingly being used to normalise gambling through sponsorships, advertising, influencers and experience enhancing gambling activities during sporting events²⁵. Figure 1 shows how sport is being leveraged to normalise gambling



Figure 3: How sport is being leveraged to normalise gambling.

²¹ Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024, Victorian population gambling and health study 2023, State Government of Victoria, Melbourne.

²² Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024, Victorian population gambling and health study 2023, State Government of Victoria, Melbourne.

²³ O'Brien, K & Iqbal, M 2019, Extent of, and children and young people's exposure to, gambling advertising in sport and non-sport TV, Victorian Responsible Gambling Foundation, Melbourne.

²⁴ Australian Gambling Research Centre. (2023). Gambling participation, experience of harm and community views: An overview. Melbourne: Australian Gambling Research Centre, Australian Institute of Family Studies.

²⁵ VicHealth, 2023, Public Accounts and Estimates Committee Submission, Inquiry into the Victorian Auditor-General's reports no. 99: Follow up of regulating gambling and liquor (2019) and no. 213: Reducing the harm caused by gambling (2021)

Health and Wellbeing Impacts

In 2017, the Victorian Responsible Gambling Foundation reported that the social cost of gambling in Victoria was almost \$7 billion. This included the financial, employment, legal, personal, and treatment costs that occur across all gambling severity levels of the PGSI (low, medium and problem)²⁶. However, a recent study that investigated estimates of the social costs of gambling found that such figures are likely to underestimate the true social costs as they do not take all factors into account. Gaps include gambling related crime, substitution and opportunity costs, and residential area degeneration²⁷.

Gambling harm can cause a variety of health and wellbeing impacts to those who participate as well as those affected by someone else's gambling including²⁸:

- **Financial:** loss of spending money or savings, credit card debt, reducing spending on essentials, and bankruptcy.
- **Health:** Higher levels of stress, poor sleep, and an increased chance of being diagnosed with anxiety and depression, increase in risky drinking, smoking and/or vaping.
- **Emotional:** Feelings of anger, guilt, hopelessness, worthlessness, failure, and extreme distress.
- **Work & study harm:** absenteeism, reduced performance, conflict in the workplace, exclusion from school.
- **Relationships:** Conflict or tension in relationships, family conflict, child neglect.

The percentage of Victorians who gambled and reported at least one harm caused by their own gambling increased from 9.6% in 2019 to 13% in 2023. The most common types of gambling harm reported was financial, followed by emotional harms and relationship difficulties. Risk factors for experiencing gambling harm included being male, younger age groups, living in group households, and being unemployed²⁹. There is also a strong link between problem gambling and gambling harm, and experiencing mental health issues and trauma. Problem gamblers are more likely to have experienced childhood trauma³⁰ and approximately 40% have depression or anxiety.

Approximately 1 in 10 individuals who have a close relationship with someone who gambles will be classified as an 'affected other', where they are personally affected by the other person's gambling. Additionally, 6 – 10 people are affected by an individual's gambling. The type of relationship most commonly reported in the population study was friends (27%) and spouses (16%). Affected others reported personal and relationship issues such as conflict in

26 Browne, M., Greer, N., Armstrong, T., Doran, C., Kinchin, I., Langham, E. & Rockloff, M. 2017, The social cost of gambling to Victoria, Victorian Responsible Gambling Foundation, Melbourne.

27 Hautamäki S, Marionneau V, Castrén S, Palomäki J, Raisamo S, Lintonen T, Pörfors P, Latvala T. Methodologies and estimates of social costs of gambling: A scoping review. *Soc Sci Med*. 2025 Apr;371:117940. doi: 10.1016/j.socscimed.2025.117940. Epub 2025 Mar 8. PMID: 40081164.

28 Victorian Responsible Gambling Foundation, 2016, Types of Harm From Gambling, Types of harm from gambling, Accessed January 2025.

29 Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024, Victorian population gambling and health study 2023, State Government of Victoria, Melbourne.

30 Horak, N. S., Eagle, G., Stein, D. J., & Lochner, C. (2021). Gambling Disorder and Childhood Trauma: A Complex Association. *Journal of gambling studies*, 37(2), 515–528.

the relationship (53%), feelings of anger (61%) or hopelessness (54%) and loss of sleep (41%) most frequently when asked about the harms they had experienced³¹.

Research demonstrates that family violence is three times more likely to occur in families where problem gambling occurs³². Research by ANROWS (2020) shows that characteristics of problem gambling interact with drivers of violence against women to reinforce family violence, with gambling typically exacerbating controlling behaviour, verbal and physical violence, and economic abuse.³³

Impacts for Young People

Gambling harm in young people, especially those under 18, can look different to gambling harm in adults. This is because of different life and developmental stages and that the heavier consequences of gambling harm are less likely to present in young people (bankruptcy, loss of home, ending of marriage, etc). This means that the rates of gambling harm are not considered directly comparable in young people and adults. However, in 2023 26% of young people aged 18-24 reported experiencing at least one type of gambling harm, the most out of any age range³⁴. Australian research also shows that approximately 1 in every 25 adolescents meet the definition of problem gambling according to the PGSI.³⁵ As well as the health and wellbeing impacts listed above, some harms considered more specific to young people include poor financial literacy and a lack of established savings, stealing money from parents, guardians or carers, and absenteeism in school³⁶.

Impacts of gambling harm also extend to children and young people who have a parent or guardian who regularly gambles. In a 2021, study conducted by the Victorian Responsible Gambling Foundation, children of problem gamblers and children of non-problem gamblers were both more likely to report experiencing depression and anxiety as adults, compared to children who were not exposed to regular gambling. The study also found that children of non-problem gamblers were more as likely to develop problems with gambling as adults, compared to children of problem gamblers. Overall, there was a strong intergenerational transmission of problem gambling within families reported, with excessive gambling normalised for children across multiple generations³⁷.

Other impacts for children and young people who are affected others include³⁸:

- **Abuse:** physical, verbal and witnessing family conflict or violence.
- **Parental absence:** lack of time together, being left unsupervised while young, neglect.
- **Repercussions of financial troubles:** unstable housing, missing out on school and social activities, poor food/nutrition, sudden financial shock.
- **Psychological distress:** poor sleep, anxiety, PTSD, and other mental health issues.

31 Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024, Victorian population gambling and health study 2023, State Government of Victoria, Melbourne.

32 Dowling, N. A., Ewin, C., Youssef, G. J., Merkouris, S. S., Suomi, A., Thomas, S. A., & Jackson, A. C. (2018). Problem gambling and family violence: Findings from a population-representative study. *Journal of behavioral addictions*, 7(3), 806-813.

33 Hing, N., O'Mullan, C., Nuske, E., Breen, H., Mainey, L., Taylor, A., ... Rawat, V. (2020). The relationship between gambling and intimate partner violence against women (Research report, 21/2020). Sydney: ANROWS.

34 Suomi, A., Kim, J., Biddle, N., Dowling, N. A., Hahn, M., Cowlishaw, S., Butterworth, P., Thomas, A., Hodgins, D., Heywood, W., Scott, P., Myers, P., 2024, Victorian population gambling and health study 2023, State Government of Victoria, Melbourne.

35 Miller, H. 2017. Gen Bet: Has Gambling Gatecrashed Our Teens?, Victorian Responsible Gambling Foundation, Melbourne.

36 Gambling Help Online, 2022, Gambling and Under 18's, https://www.gamblinghelponline.org.au/support-yourself-or-others/understanding-gambling/gambling-under-18s?language_content_entity=ren Accessed January 2025

37 Suomi, A., Lucas, N., Dowling, N., Delfabbro, P., 2021, Gambling harm experienced by children of parents who gamble, Victorian Responsible Gambling Foundation, Melbourne.

38 Suomi, A., Lucas, N., Dowling, N., Delfabbro, P., 2021, Gambling harm experienced by children of parents who gamble, Victorian Responsible Gambling Foundation, Melbourne.

Help Seeking and Support Services

There are a variety of gambling support services available across Australia. Specialist services include Gambling Help Online, Gamblers Anonymous, Gambler's Help, and GambleAware (see Appendix I), however support is also sought from other services such as Beyond Blue, General Practitioners, and Psychologists. Of the gambling specific support services, only Gambler's Help has a specific youth help service; 'Youthline'.

Just over half of Victorians (50.9%) are aware of at least one gambling support service. Only 0.9% of Victorians sought help for gambling, whether it be their own or someone else's. Women are more likely to seek help than men, and those affected by someone else's gambling are more likely to seek help than those who gambled themselves³⁹. Rates of professional help seeking are also lower than average amongst Culturally and Linguistically Diverse communities and Aboriginal and Torres Strait Islander communities⁴⁰.

These low rates of help seeking are also evident in young people, who are unlikely to recognise they have a problem with gambling⁴¹. Other barriers to young people seeking help include feelings of shame and embarrassment, worry over gambling being illegal for them if they are under 18, and a lack of targeted youth support services.

39 Suomi, A., Lucas, N., Dowling, N., Delfabbro, P., 2021, Gambling harm experienced by children of parents who gamble, Victorian Responsible Gambling Foundation, Melbourne.

40 Ning, H., Nuske E., Gainsbury, S., 2011, Gambler's at-risk and their help seeking behaviour, Centre for Gambling Education and Research, New South Wales.

41 Splevins, K, Mireskandari, S, Clayton, K and Blaszczyński, A 2010, 'Prevalence of adolescent problem gambling, related harms and help-seeking behaviours among an Australian population', Journal of Gambling Studies, vol. 26, no. 2, pp.189-204.

Part 2: Gambling Environment in Nillumbik

Current Policy

Council's current policy, the Nillumbik Shire Gambling Harm Minimisation 2016 – 2021 Policy, is primarily focused on electronic gaming machine (EGM) regulation. Accordingly, the Policy guides actions related to preventing EGM permits on Council owned and managed land and facilities and protecting vulnerable communities from harms caused by EGMs. The policy also restricts financial contributions to Council's activities. In recognition of Council's broader responsibilities to promote the community's health and wellbeing, the policy also outlines its commitment to contribute to gambling related advocacy campaigns and building community awareness and capacity to address or prevent gambling harms.

EGM Licences and Venues

There are two EGM venues in Nillumbik Shire. The Eltham Hotel currently operates 40 EGMs and the Diamond Creek Tavern has 50 EGMs, (90 EGMs in total)⁴². This has increased since each having 40 EGMs in 2014. Neither of these venues are Council owned or managed properties.

According to the Victorian Gambling and Casino Control Commission 2023-24 Electronic Gaming Machine LGA Level Density and Expenditure data, \$9,368,870 was lost on EGMs in Nillumbik Shire. EGM indicators in municipalities are compared by the density of machines to adult population, and per capita expenditure.⁴³ In 2024, the machine density was 2 EGMs per 1,000 adults and average annual expenditure per adult was \$190 compared to 1.6 per 1,000 adults and average expenditure of \$156 in 2014/15.

Surrounding Nillumbik, there are 34 venues (27 in 2014) with 2,239 machines (previously 1,809 machines in 2014) located in Whittlesea, Banyule, Yarra Ranges and Manningham⁴⁴. Nillumbik Shire residents often travel to neighbouring municipalities for work, shopping and accessing education, health and other services. It is unknown whether or how likely Nillumbik residents are to use EGMs in neighbouring municipalities. While Nillumbik Shire only has two EGM venues with a total of 90 machines, neighbouring municipalities have numerous venues that are accessible to Nillumbik Shire residents as depicted in Figure 4 below. Most venues are located in suburbs closest to Nillumbik's urban areas where the majority of the Nillumbik population live. Suburbs include Mill Park, Bundoora, Watsonia, Greensborough, Mernda, Lower Plenty, Montmorency, Templestowe and Templestowe Lower.

⁴² Victorian Gambling and Casino Control Commission, 2024, Shire of Nillumbik Monthly Net EGM Expenditure, https://apps.vgccc.vic.gov.au/CA2570C30016EEF3/pages/map_nillumbik, (data update: 16/8/2024).

⁴³ VGCC, 2023-24 Electronic Gaming Machine LGA Level Density and Expenditure data, Nillumbik, <https://www.vgccc.vic.gov.au/for-community/gambling-victoria/gambling-data>, accessed February 2025.

⁴⁴ Victorian Gambling and Casino Control Commission, 2024, Monthly Net EGM Expenditure, <https://apps.vgccc.vic.gov.au/CA2570C30016EEF3/pages/>, (data update: 16/8/2024).

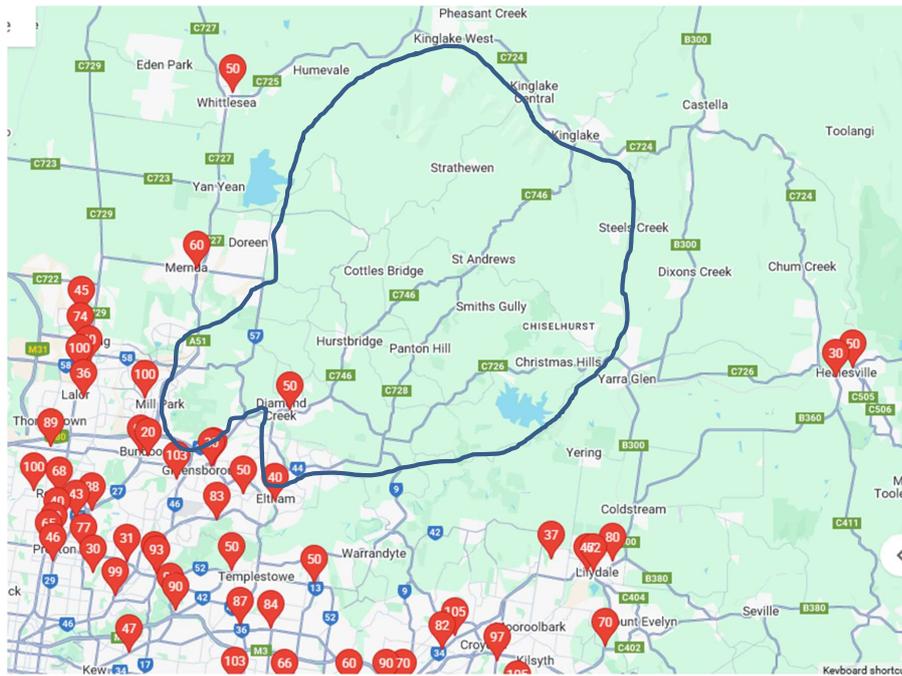


Figure 4: EGM venues within 25 kilometres of Pantton Hill. (Source: Pokies Near Me⁴⁵).

Note: Blue line depicts an approximate of the Nillumbik Shire border. 25 kilometres from Pantton Hill geographically located near the Shire’s centre was chosen. Many residents travel significant distances and visit neighbouring municipalities to get their basic needs met. The map also enables an understanding of where neighbouring EGM venues are concentrated and which suburbs and towns in Nillumbik are located relatively close to those venues.

Geographic access is considered a major contributor to EGM-related harm and EGMs are a highly addictive products rather than gambling harm being primarily a function of people’s flawed personal traits⁴⁶. Research comparing gambling harm with Western Australia (WA), where EGMs are restricted to a single venue as opposed to broader accessibility, suggests that restricting the accessibility of EGMs, substantially reduces gambling harm by about on third. Therefore, reducing gambling harm for Nillumbik Shire residents involves taking measures that reduce access in neighbouring municipalities⁴⁷.

The gambling indicators for Nillumbik and surrounding areas is shown in Table 5 below. The relationship between losses and number of machines can be clearly seen when comparing to neighbouring municipalities. With the gambling industry seeking to grow their markets, future housing growth in Nillumbik increases the potential for attempts to increase EGMs in the municipality. Hence, planning and policy measures that consider future changes is necessary.

2023/24 Gambling indicators	Nillumbik	Manningham	Banyule	Yarra Ranges	Whittlesea
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⁴⁵ Pokies Near Me, <https://pokiesnearme.net.au>, accessed 12 May 2025

⁴⁶ Russell, A. M., Hing, N., Newall, P., Greer, N., Dittman, C. K., Thome, H., & Rockloff, M. (2023). Order of first-play in simulated versus monetary gambling. *Journal of Behavioral Addictions*, 12(4), 992-1005.

⁴⁷ Russell AMT, Browne M, Hing N, Rockloff M, Newall P, Dowling NA, Merkouris S, King DL, Stevens M, Salonen AH, Breen H, Greer N, Thome HB, Visintin T, Rawat V, Woo L. Electronic gaming machine accessibility and gambling problems: A natural policy experiment. *J Behav Addict*. 2023 Aug 18;12(3):721-732. doi: 10.1556/2006.2023.00044. PMID: 37594879; PMCID: PMC10562817.

Venues	2	6	9	9	10
Attached EGMs	90	462	635	452	690
EGMs per 1,000 adults	2	4.7	6.4	3.7	3.8
EGM gambling losses 2023/24	\$9.4 Million	\$58 million	\$58.6 million	\$30.6 million	\$139 million
EGM gambling loss per day	\$25,668	\$159,033	\$160,631	\$83,827	\$380,895
Losses per adult 2023/24	\$196	\$587	\$593	\$254	\$771

Table 5: Gambling indicators for Nillumbik and neighbouring municipalities 2023/24⁴⁸

Other Venues

A range of other gambling activities are regularly run in clubs and community based centres such as bingo and raffles. There is a lack of accessible data regarding the extent and nature of these activities in the municipality. No TAB Racing and Sports betting in-person venues were identified in the municipality; however, many are located in bordering suburbs of adjacent municipalities. Lottery was another form of gambling that can be accessed at various outlets across the municipality. All the above forms of gambling are readily accessible online 24 hours per day, 7 days per week.

Sports sponsorship and advertising

Information regarding the relationship between sports clubs and gambling sponsorship and advertising was not readily available. However, anecdotal evidence from Council officers, service providers and social media posts by sporting clubs indicate that some Nillumbik sports clubs promote gambling as an enjoyable activity and to enhance the sport experience. Desktop research revealed that gambling is prevalent among sporting clubs in Nillumbik, with some clubs receiving sponsorships from gambling products and others running lotto-based fundraisers (e.g. raffles and poker nights).

It was also reported that many young people are engaging in gambling at sporting events, influenced by senior players who regularly participate in online sports betting, and are frequently exposed to betting apps. Sports clubs rely on gambling as a regular revenue source through activities such as raffles and poker nights, including junior clubs. Financial reports show that gambling is a source of revenue for many clubs in Nillumbik Shire, along with alcohol sales. Social media promotions by local clubs often present poker nights as a fun social activity.

While Council has included rules about limiting gambling advertising, enforcement remains a challenge. Given a lot of residents are members of sports clubs in neighbouring municipalities, it is necessary to consider the gambling activities and policies of neighbouring councils. AFL clubs have committed to moving away from gambling as a preventative

⁴⁸ https://www.greaterdandenong.vic.gov.au/_flysystem/files/epo/A11192739

measure that promotes safer sport environments and community wellbeing, and provides additional gambling harm minimisation partnership opportunities.

Gambling Marketing & Advertising

Statistical data regarding the prevalence of gambling marketing and advertising in Nillumbik Shire is not available. However as indicated above, reports from the survey and consultation with Nillumbik community revealed that the community is highly exposed to gambling marketing and advertising via the internet, local clubs, gambling venues, radio and television.

Leisure, Arts & Cultural Events

Council staff have indicated gambling appears to have limited connection with in-person leisure such as arts and cultural events in Nillumbik Shire. However, there is evidence that gambling is being promoted online through influencers and social media channels connected to these activities.

Part 3: Experiences of Nillumbik Young People

Consultations

Council undertook community consultations in November 2024 in order to gain insight into the experiences of Nillumbik young people including participation trends, current attitudes, and impacts of the current gambling environment. The consultation also allowed Council to understand community’s perspectives and solutions to gambling harm. The consultation process involved surveys and focus groups, including:

- 3 focus groups with young people aged 16-25.
- A survey for young people.
- A survey for parents, guardians, carers, workers and other community members.
- Consultation activities at Eltham Town Fair and Nillumbik Youth Hub.
- Consultations with staff from Council, community service organisations and local schools.
- Consultations with young people attending a social event for people with autism.

A total of 34 young people participated in the focus groups, which were held both in schools and community groups. A total of 73 people completed the survey: 39 young people and 34 adults. Approximately an additional 46 people participated in informal consultation activities that occurred, including discussions in network meetings, passive activities at the Nillumbik Youth Hub, and conversations at Eltham Town Square and social events.

Participant Demographics

Young People

Figure 6 reflects the breakdown of age and gender of the 39 young people who responded to the survey.

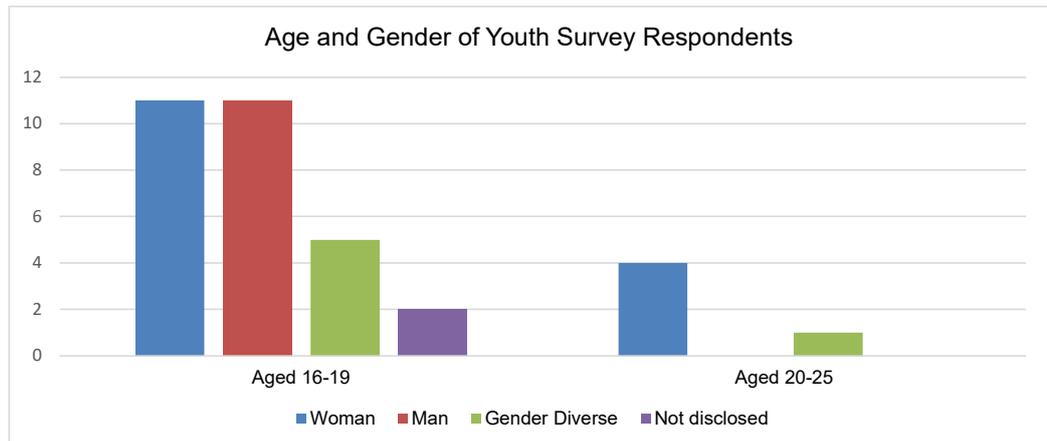


Figure 6: Age and Gender of Youth Survey respondents

The survey also asked young people to indicate whether they have a disability (inclusive of a mental illness), are LGBTQIA+, are an Aboriginal and/or Torres Strait Islander person, and/or whether they spoke a language other than English. The responses showed that:

- 22% identified as a person with a disability inclusive of mental illness
- 20% identified as LGBTQIA+
- 3% were a person of Aboriginal or Torres Strait Islander descent
- 6% spoke a language other than English

These percentages are largely representative of the broader population of young people in Nillumbik, as demonstrated in the 2021 Young Minds: Your Voice, Our Future report.

The young people who participated in the consultation activities were not asked to disclose any identity information, however observations from officers and information from teachers concluded that:

- There was a relatively even gender split amongst participants.
- Majority of participants were high school aged (16-18) with less than 10 participants aged 19-25

Four young people from a range of genders living with autism participated in informal discussion about gambling harm. Participants were from Whittlesea, Banyule and Nillumbik LGAs. They did not disclose other identities.

Adults

Of the 34 adults who participated in the survey, 20 were parents, three worked with young people in a professional or volunteer capacity, and 11 were community members. Of the parents, 25% had a child under 12, 20% a young person aged 12-14, 20% a young person aged 15-17, and 35% a young person aged 18-25.

The gender split of adult respondents was overwhelmingly female (70.6%), with 23.5% identifying as male and 5.9% preferring not to say. Compared to the broader diversity of youth respondents, only one adult identified as a person of Aboriginal or Torres Strait Islander descent, and only one spoke a language other than English.

Two adults with autism, four family members of young people with autism and six workers from social support and carers organisations participated in informal consultations at the autism social event. They lived and worked in the Whittlesea, Banyule and Nillumbik LGAs.

Gambling Participation

To understand which gambling activities were popular amongst young people in Nillumbik and whether they were reflective of statewide trends, the survey asked what gambling activities either the respondent or their peers had ever participated in. From the list of ten different gambling activities:

- Only 5% said they and their peers hadn't participated in any of them.
- 20% only selected one option (either arcade game machines or lottery).
- 75% selected at least two types.

- 73% of males selected three or more gambling activities, compared to 53% of female and gender diverse young people.

Figure 7 outlines the number of respondents that selected each option. The most popular responses were playing arcade games (58%), placing bets between family and friends (51%), and the lottery (51%). This was followed by playing cards/games for money (38%), online betting (38%), bingo (33%), online casino games (33%), and video game gambling such as loot boxes (31%).

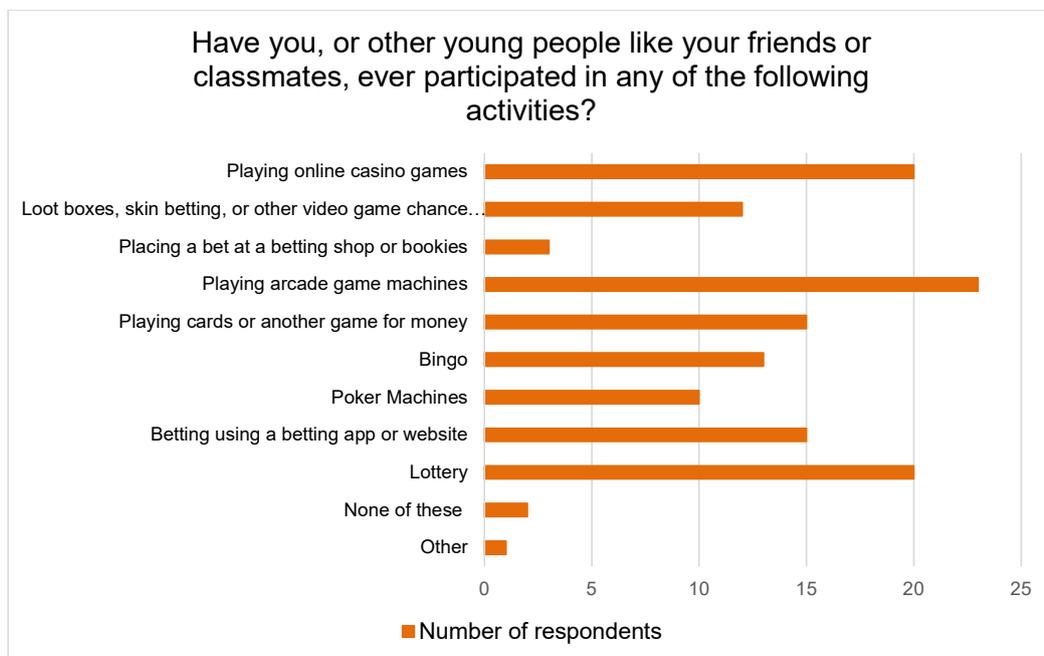


Figure 7: Participation in gambling activities.

Participants in the focus groups and consultation activities were quick to disclose to Council staff both their own and their peers' recent gambling habits and expenditures. Older high school students (17 and 18 year olds) were more likely to recently have engaged in sports betting, whereas those younger typically had been gambling through online-only activities such as video games and online casino games. Disclosures of high losses were common amongst those who had finished high school; one young person told council staff about spending \$1,000+ on video game gambling, another where they won \$500 betting on horses at a racetrack and then lost it all through gambling on the same day.

There was a lot of discussion around what constituted as a gambling activity: some young people were surprised Council staff knew about video game loot boxes and considered it gambling. Young people in one of the focus groups questioned whether day trading could also be considered gambling. According to the focus group participants, day trading, stocks and cryptocurrency are becoming popular amongst young people from higher socio-economic backgrounds and is perceived as "smart investing" despite the behaviour mimicking gambling.

This perception is influenced by creators on YouTube, TikTok, and other social media platforms who create videos that promise to teach young people how to consistently profit from day trading⁴⁹.

Amongst both young people (67%) and adults (95%), the overwhelming consensus was that online was the most popular 'location' for young people to gamble. In the focus groups with young people, participants shared that online gambling was the most accessible form with young people under 18 either being able to circumvent the age restrictions themselves or get an adult in their lives to place the bet for them. Some young people reported that their identification to confirm they are aged over 18 has never been checked when accessing online gambling.

Other than online, the other common responses were venues with Electronic Gaming Machines, in private homes, and local sports clubs. Staff from one local community service organisation shared that they were hearing from young people that those under 18 were able to get into some local venues and access their EGMs. Staff from a different organisation also raised that gambling participation in local sports clubs was often still connected to online sports betting. One example given was that young people aged 17-18 are often exposed to online sports betting once they join the senior football teams and are encouraged by older members to participate. Other typical activities in these venues include raffles and fundraisers. One sports club in Nillumbik uses the first number in Tattsлото to draw their weekly raffle.

Perceptions and Attitudes

The focus groups, survey questions and consultation activities were designed to understand young people's perceptions and attitudes towards gambling and gambling culture, their understanding of gambling harms, and the broader community's perceptions of young people participating in gambling.

In the focus groups and consultation activities, young people were generally split on whether they considered gambling overall to be an issue or not. Reasons for not considering it to be an issue included not seeing themselves or their peers affected by it, believing they "knew when to stop" before it became an issue, or not thinking they lost enough money. Young people who did believe it was an issue typically cited the prevalence of gambling advertising or spending too much money as reasons.

"Kids will put a lot of money towards online games that they may not count as gambling but I think it is" – Young person participating in youth hub activity.

"I believe most people have enough self-control when they access gambling" – Young person participating in youth hub activity.

Three youth focus groups, involving 34 participants, were also asked to describe any positives or negatives to gambling they could think of. Across the groups, common themes from their answers about the "negatives" of gambling were the emotional and social impacts, while the "positives" were themed around enjoyment of the activity and potential financial gains.

49 Espeute, S, Preece, R (2024). The Finfluencer Appeal: Investing in the Age of Social Media. CFA Institute Research & Policy Center.



Figure 8: common answers to the question “are there any negatives to gambling?”

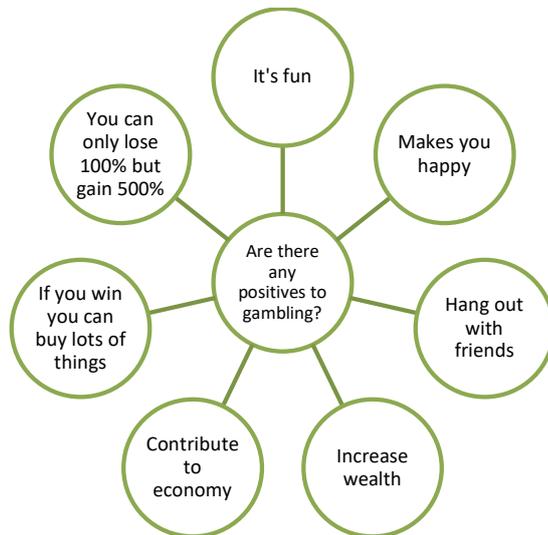


Figure 9: common answers to the question “are there any positives to gambling?”

There was also reoccurring mention of gambling being a part of Australian culture, and therefore normal. Young people who had tried gambling were more likely to be able to come up with positives to gambling, whereas those who had not, struggled to conceptualise any positive aspects. The majority of adults who responded to the survey had at least one concern about young people and gambling in Nillumbik, with only 14.7% indicating they had no concerns at all. Parents were concerned about:

- Exposure to gambling advertising (80%)

- Exposure to gambling activities (65%)
- The amount of time spent gambling (30%)
- The amount of money young people spend gambling (40%).

This was consistent across workers and community members as well. Many parents who participated in the consultation activity at Eltham Town Square were unaware of whether or not their young person gambled, unless they participated together.

In consultations with school staff, student wellbeing staff overall did not perceive gambling as much of an issue compared to other issues their students presented with or didn't see students coming to them with problems related to gambling. However, classroom teachers raised concerns that they were increasingly seeing students either discussing gambling or participating in gambling during class time.

Consultations with family members and workers of young people with autism also revealed that there is limited awareness of the levels of gambling activity and harm experienced by young people and the community more broadly. While some workers recognise there is a problem for some members of the autism community, the issue has not been identified by others. Family members reported that they were not aware of gambling being an issue for their children and did not know of any support services to access if it was identified.

Motivations to Gamble

Young people were asked in both the survey and in focus groups why they thought young people participated in gambling activities. The reasons identified were largely related to enjoyment and potential financial gain with the top three answers in the survey being "it is fun", "to win money or a prize" and "it feels exciting/risky". Figure 10 below shows the number of respondents to each of the options given in the survey.

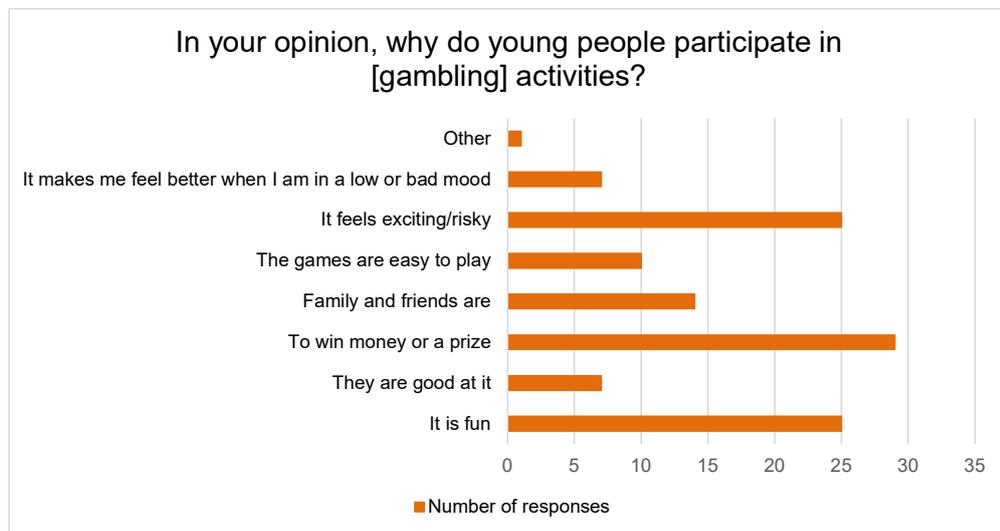


Figure 10: Reasons young people gamble

This was reflected across all focus groups, where similar answers were shared by participants. As well as enjoyment and money, young people brought up social pressures and the influence of family and friends as reasons to participate in gambling. The word 'dopamine' also came up frequently, with participants discussing how young people may become addicted to the feeling gambling gives them.

Participants were also asked why young people would choose not to gamble. In the survey, responses included not having money (63%) or wanting to spend money on other things (52%), not thinking the chances of winning are high (50%), and that playing more might lead to future problems (47%). In the focus groups, participants again brought up the influence of peers and friends on gambling habits. Those who had never gambled or did so infrequently discussed how they didn't participate because their parents didn't. One focus group also brought up the relationship between financial literacy and not participating in gambling, believing that young people who understood budgeting and finances were less likely to gamble.

Inducements to Gamble

The consultation activities also aimed to understand what enticed young people in Nillumbik to start gambling. The survey asked young people why they thought young people try gambling activities. Figure 11 shows that encouragement from friends was the most common response, followed by industry influences such as advertising. Although encouragement from family was the least popular response (25%), when asked if they had family members or other adults in their lives who gambled, 63% said a parent or guardian, 34% a grandparent, and 38% another family member or relative gambled.

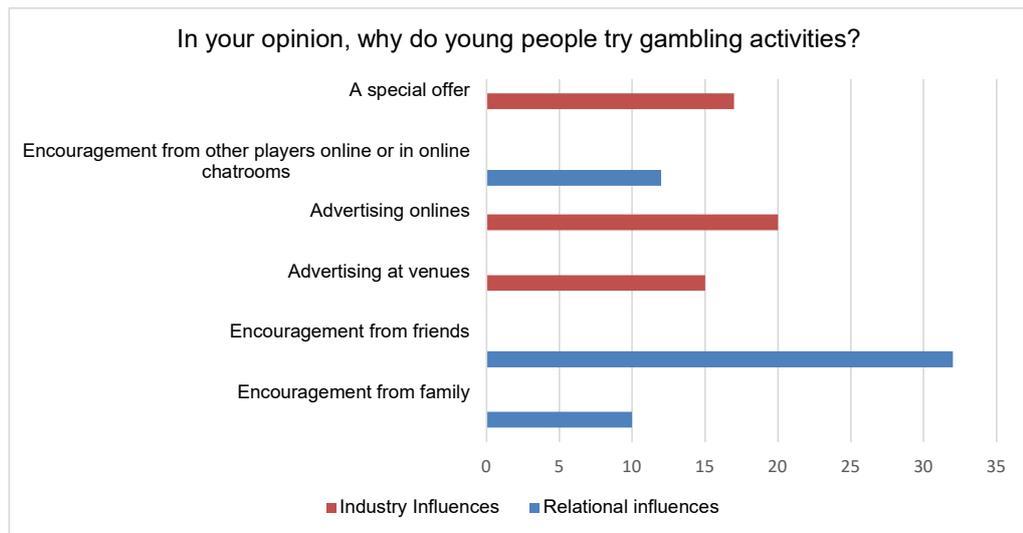


Figure 11: responses to the question "why do young people try gambling activities?"

Participants in the youth focus groups were asked to identify what tactics advertisements used as inducements to gambling. The participants discussed how the ads made gambling seem less risky, through special offers, promotion codes or appearing to have favourable

odds. All groups also brought up the usage of prominent athletes or celebrities that would specifically appeal to young people.

Parents and community members who participated in the consultations raised concerns around the prevalence of advertising and games that mimic gambling, and its influence on enticing young people to gamble. One parent recalled how online shopping websites are utilising spinning wheel prizes and other marketing tactics that look similar to gambling activities. Another brought up the increase in mobile phone games and video games including elements like loot boxes, slots, and spinning wheels, to the point where in some games you cannot progress without engaging in these “mini games” and spending money.

Harm reduction

The survey asked all respondents what role they saw Council having in reduce gambling harm and participation in Nillumbik. They were provided options to rank as well as space to provide further suggestions. The majority of young people who responded ranked the options “Continue to provide activities and events for young people so they can do things other than gamble” and “Improving education and awareness in the community” highest. Parents, workers and community members saw advocacy to the state and federal government and supporting community groups to reduce their need for gambling related income as higher priorities. Figure 12 represents the number of respondents that selected each response.

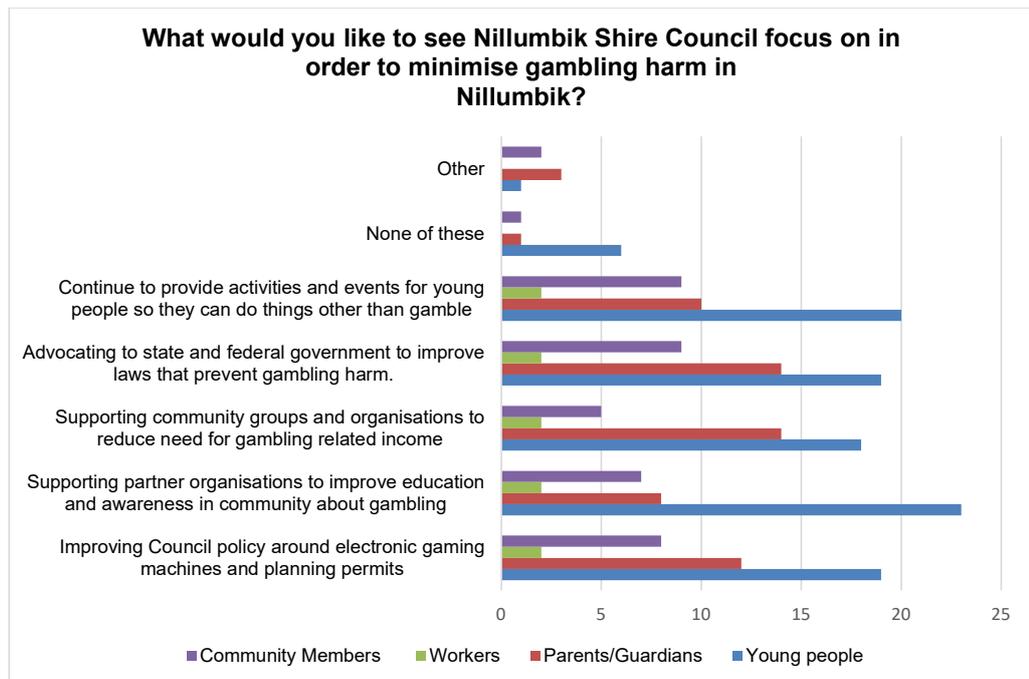


Figure 12: Suggestions for how Nillumbik Shire Council can minimise gambling harm

Parents and community members also consistently raised concerns around advertising, with some believing it should be completely banned. They mentioned in both the survey and

focus groups that Council advocate specifically for changes to laws that would reduce the amount of gambling advertising children and young people are exposed to. Family members and support workers of young people with autism identified that young people transitioning from youth to adult services were particularly vulnerable to gambling harm due to being marginalised from the service system. To prevent this, they saw Council playing a role in giving more attention to supporting coordination of services.

Survey respondents and focus group participants also provided the following suggestions for actions that could reduce gambling harm in young people:

- Financial literacy and budgeting workshops for young people.
- Raising awareness of what gambling harm is like for young people.
- Recreation activities that cater to the needs of vulnerable young people such as young people with disabilities. For example, nature based activities for neurodiverse young people that are sensory friendly.
- Council should avoid working with any organisations that have gambling facilities.
- Further reducing the amount of electronic gambling machines and TAB's in Nillumbik.
- Ensure local sports clubs and venues don't display gambling advertising or take on gambling sponsorships.

Majority of participants and respondents to both the surveys and focus groups were supportive of Council working to reduce gambling harm and almost all believed gambling was an issue in the broader state. However, a small number of community members commented that they believed the work was not within Council's scope and would prefer not to see Council resources used on it, or that the issue was not prevalent enough in Nillumbik to warrant action.

Knowledge and Access of Support Services

All survey respondents were asked if they knew what gambling support services were available if support was required. Figure 13 compares the responses from young people and adults.

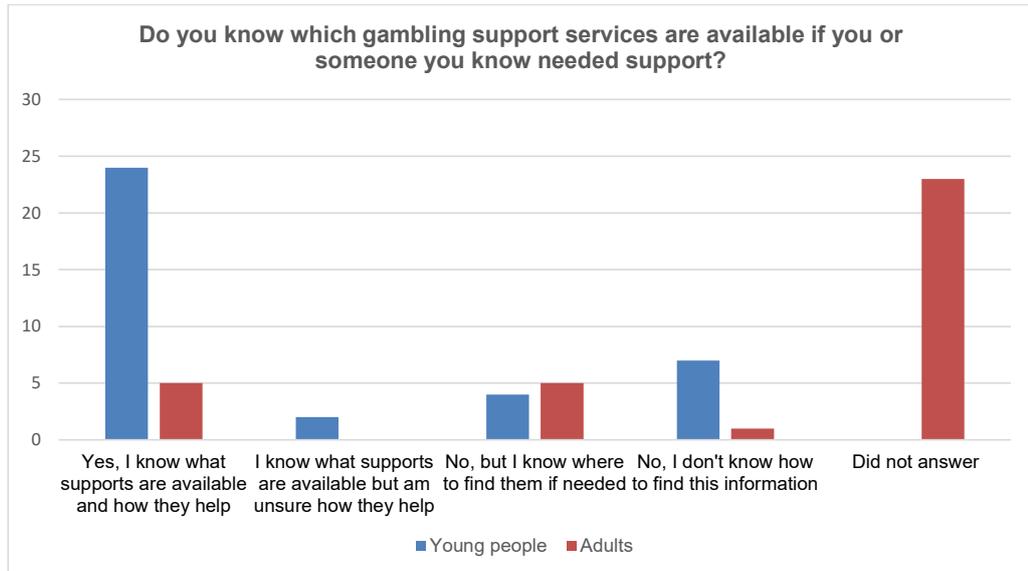


Figure 13: Responses to questions from young people and adults

There are no in-person gambling harm support services accessible within the Nillumbik area. Telehealth services are available by regional services. To access in-person appointments, a resident would have to visit a neighbouring LGA. Figure 14 demonstrates the closest access points to Gambler’s Help Northern; Greensborough, Epping and Heidelberg.

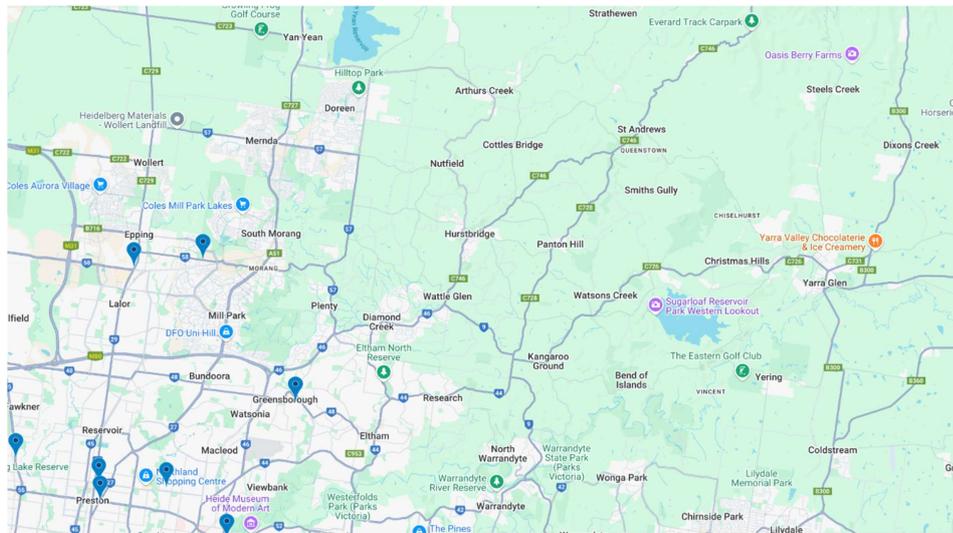


Figure 14: Map of local support services. Source: www.gamblershelp.com.au/get-help/find-support/

Part 4: Mapping Victorian local government responses to gambling harm

The following table (Table 15) summarises a range of actions that various councils have included in their gambling policies. The table compares the responses of Nillumbik's 2016 – 2021 policy with other relevant councils. Stakeholders interviewed identified three Council policies as leading examples of promising gambling harm prevention practices (Hobsons Bay, Monash and Hume) which were then synthesised. The table also synthesises the actions of Nillumbik Shire's neighbouring councils (Whittlesea, Banyule, Murrindindi, Manningham, and Yarra Ranges). The mapping exercise aimed to inform the development of effective gambling harm prevention levers in Council's next gambling harm minimisation policy. The mapping exercise also sought to understand the measures being undertaken by neighbouring councils that impact the Nillumbik Shire.

The mapping exercise identified that councils are using multiple mechanisms to curb negative impacts of gambling in their communities within their mandated roles. While many Councils are focused on electronic gaming machine (EGM) regulation, many actions are also addressing other gambling activities on Council owned and managed land and facilities. Additionally, Councils are taking steps to raise awareness about gambling in the community and to support local service providers to address gambling harm and offer alternatives. Advocacy efforts are commonly incorporated into Council gambling policies and plans with a focus on influencing surrounding Councils and other statutory jurisdictions to manage gambling impacts, for example online gambling related legislation. Evidence-based public health approaches underpin most Council policies, and actionable strategies beyond EGM application refusal, are focused on protecting the most vulnerable community members are being added to the most recently approved policies.

Table 15: Council actions to address and prevent gambling harm

Council action areas	Nillumbik 2016-2021	Promising practice Councils (Hobsons Bay City Council, Hume City Council, City of Monash)	Neighbouring Councils (Banyule City Council, Manningham City Council, City of Whittlesea, Murrindindi Shire, Yarra Ranges Shire)
Planning scheme and policy integration	<ul style="list-style-type: none"> Covers EGMs only re planning permits and social / economic impact assessments on gaming licence applications 	<ul style="list-style-type: none"> EGMs incorporated into planning scheme Include provisions not supporting EGMs on Council land Include a clause prohibiting any increase to the number of EGMs when existing leases are renewed for Council owned or managed land or facilities where EGMs are operated Include provisions that limit exposure to gambling at multiuse venues Align with Social Justice Charter, Health and Wellbeing Plan and other high level strategic documents 	<ul style="list-style-type: none"> Local gaming plan guides the location and design of venues; required mix of activities, hours of operation, floor area Gambling machines are prohibited in shopping complexes specified in the schedule Nominate the specific towns and properties where gaming would be prohibited Consider social and economic impacts; proximity to shopping areas and areas of social disadvantage Integrate the Strategy into relevant Council documents. This includes as a reference document in key Council plans such as the Planning Scheme, Recreational Strategy and the Municipal Health and Wellbeing Plan, IT, libraries, community grants, advocacy, procurement, contracted services
EGMs	<ul style="list-style-type: none"> No EGMs on Council land; Oppose additional EGMs that have no community benefit; Seek community views on additional gaming licence applications Vulnerable groups included as indicators for EGM SEIA 	<ul style="list-style-type: none"> No increases of EGMs and no new licences Make submissions regarding neighbours EGM applications Refuse proposed changes to EGMs that are likely to have a negative social or economic impact Notify the VCGLR of negative impacts and unrealised community benefits New EGM applications require evidence of attitudinal community survey Gaming venues seeking to change conditions of their liquor licences will need to provide detailed information Regularly update rates valuations for all gaming venues 	<ul style="list-style-type: none"> Make submissions regarding neighbouring EGM applications Aim for an overall reduction in net EGM expenditure Oppose the transfer of machines between venues within the municipality where a negative social and economic impact will result Locate gaming machines in tourism townships and where there is a choice of recreation and entertainment Prioritise non-gambling entertainment and recreation in population growth areas Prohibit proximity to shopping areas and where limited alternative attractions are located; areas of high socio-economic disadvantage
Gambling in/at Council owned facilities	<ul style="list-style-type: none"> No EGMs on Council land 	<ul style="list-style-type: none"> No Council activities at EGM sites; No future EGM licence increases on Council land/sites Prohibit access to online and in person gambling in Council facilities (one Council excluded internet share trading, office footy tipping and Melbourne Cup Sweeps conducted over the internet) 	<ul style="list-style-type: none"> Provide greater guidance on EGM gaming on Council owned or managed property/ land. Eg. Fees No EGMs on Council-owned or managed land Implement measures to eliminate gambling activities on council owned/managed land Restrict access to online gambling on Council-owned internet access points

Council action areas	Nillumbik 2016-2021	Promising practice Councils (Hobsons Bay City Council, Hume City Council, City of Monash)	Neighbouring Councils (Banyule City Council, Manningham City Council, City of Whittlesea, Murrindindi Shire, Yarra Ranges Shire)
		<ul style="list-style-type: none"> Investigate ways to support the divestment of gambling at Council sites over the medium-long term Not approve new advertising and also work with sporting clubs and community organisations to remove existing advertising of gaming venues, online gambling companies or gambling products on Council land 	<ul style="list-style-type: none"> Ban all forms of direct gambling advertising, particularly sports betting and online gambling on Council land and facilities
Ending clubs' financial dependence on gambling	<ul style="list-style-type: none"> No references 	<ul style="list-style-type: none"> Investigate opportunities with interested gaming venues on Council owned and/or managed land that express an interest to transition towards their divestment from electronic gaming machines. 	<ul style="list-style-type: none"> Offer support to community-based organisations who want to reduce their reliance on gambling-based income streams Work with sporting clubs and community groups to increase awareness of the risks of gambling harm and reduce reliance on the gambling industry as a revenue stream
Council's relationship with the gambling industry	<ul style="list-style-type: none"> Not accept financial contributions from gaming venues Aim to run community events, activities or social outings in venues that do not have EGMs. 	<ul style="list-style-type: none"> Not accept financial or other contributions from gambling 	<ul style="list-style-type: none"> Not hold council-run events and meetings in privately owned gambling venues and to avoid other venues where possible Clauses on partnerships, sponsorships and advertising associated with gambling organisations are included within contractors' service contracts Advocate for independent (i.e. free from gambling industry influence) policies and strategies that seek to prioritise health and wellbeing Promote and continue dialogue with gambling providers eg. annual forum with gambling providers
Advocacy beyond Nillumbik	<ul style="list-style-type: none"> SEIA or a letter of objection to the VCGLR to opposed perceived gambling harm; contribute to advocacy campaigns for government regulations or industry based measures will not support gaming licence applications in neighbouring municipalities if 	<ul style="list-style-type: none"> Advocate for regulatory reforms such as regional EGM caps, limits on sponsorship, advertising Make submissions regarding neighbours' EGM applications Support the Alliance for Gambling Reform, neighbouring Councils and other key partners to advocate Advocate for municipal and regional cap limits Advocate for regulatory reforms - operating hours, advertising, bet amount limits, remove sponsorship (keep donations), online gambling apps and gambling advertising apply public health prevention and collaborative advocacy 	<ul style="list-style-type: none"> Advocate to other levels of Government for best practice gambling in collaboration with peak bodies/ associations (such as VLGA, MAV and other local governments), Advocate for regulation and policy reform that reduces the harms associated with gambling Advocate for a municipal wide EGM regional cap Draw on public health approaches Advocate for the banning of gaming or gambling-like games available to children that introduce and normalise gambling at gaming venues, at retail outlets and via online games.

Council action areas	Nillumbik 2016-2021	Promising practice Councils (Hobsons Bay City Council, Hume City Council, City of Monash)	Neighbouring Councils (Banyule City Council, Manningham City Council, City of Whittlesea, Murrindindi Shire, Yarra Ranges Shire)
	<p>considered they could have a negative impact on Nillumbik residents</p>	<ul style="list-style-type: none"> • Staff not attend gambling venues (Councillors have discretion regarding their attendance) • Advocate for additional support services • Participate in relevant networks including Victorian Local Governance Association's Local Government Working Group on Gaming (LGWGOG) and the Municipal Association of Victoria's Local Government Gambling, Alcohol and Other Drugs Issues Forum (LGGAODIF) • Make submissions on gaming licences in neighbouring municipalities if assessed as having a demonstrated negative impact on own municipality 	<ul style="list-style-type: none"> • Advocate for the reduction and removal of gambling and betting advertisements • Explore opportunities for additional funding to support advocacy efforts • Minimise harms through its advocacy, programs and services and by working in partnership with community services, Gambler's Help and other local governments • Align advocacy efforts with neighbouring Councils
<p>Nillumbik community awareness and capacity development</p>	<ul style="list-style-type: none"> • Build capacity in the community to participate in the discourse around gambling products and their associated harms • Educate community; promote gambling help seeking; engage with most at risk communities 	<ul style="list-style-type: none"> • Public notices using data to inform about gambling harm, gambling losses and new EGM applications • Change the narrative around gambling harm by raising awareness of its causes and impacts in local communities to Council staff and the broader community; • Monitor and promote research and data relating to the impact of gambling products and venues in local communities, • Promote non-gambling social, leisure and entertainment venues and activities 	<ul style="list-style-type: none"> • Conduct community education and information campaigns in collaboration with local organisations • Increase the availability of information and resources to assist in raising the profile of the harms associated with online gambling and other forms of gambling products and activities for the community • Explore and understand the accessibility of local gambling-free community spaces that promote community connection and are open outside regular business hours • Use evidence-based public health messaging to increase awareness of gambling harm among key cohorts • Support national gambling harm awareness campaigns • Keep the community informed of Council's advocacy role and efforts in addressing gambling related harm
<p>Nillumbik service system and resourcing</p>	<ul style="list-style-type: none"> • Build capacity in the community to participate in alternative entertainment and recreation options 	<ul style="list-style-type: none"> • No Council grants or in-kind support to organisations that promote or derive income from gambling and/or are sponsored by gambling industry • Explore opportunities to consider tenderers' relationship with the gambling industry as an 'assessable criteria' for relevant public tenders offered by Council • Support local service providers to undertake gambling harm prevention initiatives 	<ul style="list-style-type: none"> • Partner with local services, community leaders and community and business organisations to inform the community about the health risks of gambling – community education about gambling harm, release information about gambling losses • Work with local sporting, community clubs and organisations to develop and promote accessible, cultural and recreational/leisure

Council action areas	Nillumbik 2016-2021	Promising practice Councils (Hobsons Bay City Council, Hume City Council, City of Monash)	Neighbouring Councils (Banyule City Council, Manningham City Council, City of Whittlesea, Murrindindi Shire, Yarra Ranges Shire)
		<ul style="list-style-type: none"> Establish partnerships and/or seek external funding to deliver and support activities and programs to prevent harm from gambling and gambling alternatives Provide opportunities for community and staff to learn about gambling issues Plan, design and develop community and sporting infrastructure that support communities and assist in their participation in gambling alternatives 	<ul style="list-style-type: none"> Investigate opportunities to increase operating hours at key community facilities to provide safe community spaces and activities Support organisations that provide non-gambling activities or services that address the impacts of gambling harm Review the level of sponsorship provided to Council from organisations/businesses that derive a substantial proportion of their income from gambling Investigate Council's funding mechanisms as an effective avenue to progress harm minimisation approaches.: procurement policy, community grant guidelines, senior citizens and other grants programs Prevent council funds being used to promote gambling activities and organisations that generate an income through gambling
Evidence & Research / Monitoring	<ul style="list-style-type: none"> Evidence based public health approach; evidence based monitoring; evidence required to support SEIA planning permit application 	<ul style="list-style-type: none"> Monitor data and support local research to identify emerging trends and to inform its decision-making and advocacy Promote key findings to continue to 'change the narrative' around gambling harm toward a comprehensive public health approach Monitor impacts of EGMs – losses, negative impacts and community benefits Work in partnership with service providers and tertiary institutions on relevant research projects to increase local understandings of gambling harms, community choices and effective harm minimisation strategies 	<ul style="list-style-type: none"> Investigate and support quality research into the impacts of gambling and harm minimisation strategies Include gambling questions in annual household survey Review EGM data produced by the VCGLR and report the data changes annually to Council and the community Focus data monitoring on the impacts related to gender and intersectionality consider partnering to support formal research projects to better understand the health and wellbeing impacts of EGMs on communities Monitor the health and wellbeing of its community in relation to EGMs
Targeted strategies	<ul style="list-style-type: none"> No references to specific strategies vulnerable groups included as indicators for EGM SEIA 	<ul style="list-style-type: none"> General reference to providing provisions for vulnerable people Commitment to consider gender when implementing actions: collect gender disaggregated data; promote family violence support services; policy includes gendered harm statistics Commitment to deliver targeted gambling harm prevention strategies to engage vulnerable community members; focus on most vulnerable 	<ul style="list-style-type: none"> Ensure that measures to reduce gambling harm do not have a negative gender impact. Advocate against exposure to children via online and sport The inclusion of a children's facility in a venue will not be accredited as a positive contribution if the facility is added as part of application for EGM machines A gender and/or intersectional lens is applied to information disseminated

Council action areas	Nillumbik 2016-2021	Promising practice Councils (Hobsons Bay City Council, Hume City Council, City of Monash)	Neighbouring Councils (Banyule City Council, Manningham City Council, City of Whittlesea, Murrindindi Shire, Yarra Ranges Shire)
			<ul style="list-style-type: none"> • Ensure that measures to reduce gambling harm do not have a negative gender impact • Alternative activities and programs are focused to attract and engage vulnerable, socially isolated members of the community

An additional consideration for policy implementation is the application of transition periods, some policy measures may not be ready for immediate implementation due to various factors including existing contractual arrangements that do not expire until after the endorsement of a new policy. Hobsons Bay Council has incorporated transition periods into some of their actions to get more progress than may have been made during the policy period otherwise. For example, certain actions such as not providing grants to organisations that derive income from gambling or sponsorships come into effect at later dates during the policy period to allow for notification periods and expiration of existing agreements.

Part 5: Considerations for action and recommendations

This section summarises the key considerations of this study for planning future policies, strategies and interventions related to gambling by Nillumbik Shire Council. Accordingly, a range of recommendations are made to address the Nillumbik Shire gambling environment, ensuring harm is reduced or avoided.

The findings highlight a range of gaps, challenges and opportunities to reduce gambling harm in Nillumbik across three key focus areas:

1. Legislation, planning & policy
2. Education and initiatives
3. Advocacy and leadership

Considerations

Legislation, planning and policy

Nillumbik's current Gambling Harm Minimisation Policy 2016-21 focuses mainly on EGMs, however, the gambling environment has evolved, with sports and race betting, card games, instant scratch cards, lottery tickets, video game gambling, and casino games the most common forms of gambling among young people. Furthermore, the Policy does not consider the specific needs of young people, despite 95% of survey respondents reporting that they and their peers had previously gambled, including those under 18. Victorian data indicates that over half the general population gambles in venues such as TABs and clubs, necessitating attention on these gambling locations also. Although Nillumbik's Policy does not allow contributions from gaming venues, it does not address advertising and other influences by the gambling industry, such as those targeting vulnerable groups. Finally, the project identified significant infiltration by the gambling industry in sports and community clubs in Nillumbik which is exposing young people to multiple forms of online and in-person gambling.

Education and initiatives

Council's current gambling policy commits to building community capacity and educating the community about harms and help-seeking. However, its capacity to effectively undertake this work is severely limited by resource constraints. Young survey respondents prioritised community awareness, education and alternative activities to gambling as priorities to prevent or reduce gambling harm faced by young people. Gambling harms differ for young people compared to adults. Parents, workers and other care givers are less likely to be aware of gambling activities young people are participating in and the potential risks associated with gambling among young people. Survey and consultation respondents felt encouraged to gamble through enticing advertising and peers, as well as 24 hour access via mobile phones, suggesting the growing normalisation of gambling among young people in Nillumbik Shire, in line with national data.

Advocacy and leadership

Council's current policy refers only to EGM advocacy, yet this project has identified multiple avenues for advocacy that are within the role of local government across diverse gambling activities. The study identified that impacts and risks associated with gambling harm are uneven across the Shire. For example, the proportion of young men engaging in online forms of gambling is higher than other groups. Parents, workers and community members surveyed in Nillumbik Shire identified two key roles for Council to counter gambling harm:

1. advocating to state and federal governments and
2. supporting community groups to reduce their need on gambling related income.

The significant rise in gambling advertising in Australia over the past ten years has exposed children and young people markedly via TV, radio and the internet.

Recommendations

The following recommendations follow an evidence-based public health commercial determinants of health approach to gambling in line with VicHealth guidance. The recommendations focus on policy-related actions that Nillumbik Shire Council can take. General and youth focused recommendations are made and are outlined in three distinct areas:

- (i) legislation, planning and policy,
- (ii) education and initiatives
- (iii) advocacy and leadership

Legislation, planning and policy

General

- Revise the current Gambling Harm Minimisation Policy 2016 - 2021, endorse a new policy that applies a commercial determinants of health approach.
- Identify opportunities to use planning levers that strengthen gambling harm minimisation by upgrading the Nillumbik Shire Planning Scheme.
- Integrate measurable gambling harm actions into the Nillumbik Health and Wellbeing Plan.
- Actively discourage and inhibit any increases to EGM permits within Nillumbik Shire and surrounding municipalities.
- Ban gambling activities and gambling advertising on Council owned or managed properties.
- Undertake an Equity Impact Assessment to comprehensively identify and address policy barriers for priority populations in the revised policy.
- Review lease agreements with community and sporting clubs on Council land and owned facilities to reduce gambling harm.
- Extend Council's stance to not accept financial contributions from gambling organisations.
- Revise grants and sponsorships policies to ensure that Council does not facilitate gambling activities and encourages funding recipients to develop healthy non-gambling alternatives.
- Refrain from holding Council events or running Council activities at gambling venues.

- Minimise sports and community club gambling activities, sponsorships and advertising by incentivising non-gambling related social and income generating activities.
- Ensure that the policy mechanisms are resourced adequately to enable appropriate enforcement.

Youth

- Consider this report's findings when devising policy strategies that protect children and young people from gambling harms
- Design policy and planning measures to counter gambling exposure, applying a child and youth lens to create a safer environment

Education and initiatives

General

- Continue collaborating with and resourcing local community organisations and delivering tailored programs to educate the community.
- Support projects that develop alternative activities to gambling
- Deliver or support the delivery of tailored interventions to meet the specific needs of identified at risk groups such as young men, and neurodiverse young people.
- Review local sporting clubs advertising and sponsorship practices and support them to remove gambling advertising and devise alternative funding and resource streams.

Youth

- Use this paper to educate the Nillumbik residents, service providers and other key stakeholders about gambling harms for young people.
- Use the community profile to inform the co-design of youth friendly gambling harm awareness and education campaigns.
- Support Gambler's Help to deliver education sessions and information to the community through connecting schools, community groups and sports clubs to the Gambler's Help Health Promotion team.
- Challenge the normalisation of gambling in environments where children and young people frequent such as sports clubs through awareness programs for providers, families and young people.

Advocacy and leadership

General

- Participate in joint advocacy partnership efforts to reduce all types of gambling harm through regulatory reform at state and national government levels
- Participate in advocacy efforts that concern the whole Melbourne northern metropolitan region
- Seek external funding to strengthen Council's gambling harm reduction efforts
- Use the Nillumbik Community Profile to advocate for reforms
- Engage with broader gambling harm prevention advocacy efforts
- Work with neighbouring municipalities to design policy that minimises negative impacts on neighbouring municipalities

Youth

- Advocate for more research and resourcing that assists local government to address gambling harm for children and young people
- Support young people to take up leadership roles in advocacy efforts e.g. have a gambling topic table at the Nillumbik Youth Summit.

Appendix I: List of support services

Gambler's Help

Support via phone and in person appointments

Gambler's Help Northern at Holstep Health
1300 133 445

Gambler's Help
1800 858 858

Gambler's Help Youth Line
1800 262 376

www.gamblershelp.com.au

Gambling Help Online

Support via online chat and email

www.gamblinghelponline.org.au

Gambler's Anonymous

In person and online meetings

www.gaaustralia.org.au

SSI Multicultural Gambling Harm Prevention Service

In language support for Multicultural communities

1800 329 192

gamblingharmprevention@ssi.org.au

Mob Strong Debt Help

Financial counselling via phone for Aboriginal and Torres Strait Islander people.

1800 808 488

<https://financialrights.org.au/getting-help/mob-strong-debt-help/>

BetStop

National Self-Exclusion Register

www.betstop.gov.au

Appendix II: Survey Question

Survey for young people age 16-25

Have you, or other young people like your friends or classmates, ever participated in any of the following activities?

- Lottery
- Betting using a betting app or website
- Poker machines
- Bingo
- Playing cards or another game for money
- Playing arcade game machines
- Placing a bet at a betting shop or bookies
- Loot boxes, skin betting, or other video game chance games
- Playing online casino games
- Placed a bet for money between family or friends
- None of these

Where do young people gamble most often?

- Online
- At home or a friend or family member's house.
- At a local RSL, pub or bar
- At a local sports ground
- Melbourne CBD
- Bigger sporting venues such as stadiums, racetracks, etc.
- Other

Why do young people try these activities at first?

- Encouragement from family
- Encouragement from friends
- Advertising at a venue
- Advertising online
- Encouragement from other players online or in online chatrooms
- A special offer (for a refund, bonus bet, etc)
- Other

Why do young people participate in these activities?

- Because it's fun
- Because they are good at it
- To win money or a prize
- Because family or friends were
- The games are easy to play
- Because it feels exciting/risky
- It makes you feel better in a low or bad mood
- Other

What makes young people choose not to gamble?

- Don't have the money to
- Don't think the chances of winning are high
- Would rather play games that don't cost anything

- Would rather spend money on other things
- Because a family member/friend doesn't want us to
- Playing more might lead to future problems
- It is not an interesting activity to do
- Other

Do you have family members or other adults in your life who gamble?

- A parent/guardian
- A carer
- A sibling
- A grandparent
- Other family member or relative
- Co-workers
- Other

Where does gambling happen most in Nillumbik?

- At venues with electronic gaming machines
- Online
- Local clubs
- In people's homes
- Schools
- Other

Where have you seen gambling ads and promotion in Nillumbik?

- At a local events
- On posters or billboards
- At a local shop or restaurant
- In newspapers or newsletters
- I have only seen ads on digital platforms like television, social media, radio, websites, apps, etc.
- I don't see any gambling advertisement in Nillumbik
- Other

What do you think Nillumbik Shire Council could do to reduce gambling harm in Nillumbik?

- Improving Council policy around electronic gaming machines and planning permits.
- Supporting partner organisations to improve education and awareness in community about gambling
- Supporting community groups and organisations to reduce need for gambling related income.
- Advocating to state and federal government to improve laws that prevent gambling harm.
- Continue to provide activities and events for young people so they can do things other than gamble
- None of these
- Other suggestions:

Are there any other issues or impacts you would like to discuss about gambling in Nillumbik?

Do you know which gambling support services are available if you or someone you know needed support?

Note: a list of local support services is provided on the previous page.

- Yes, I know what services are available for support and how they can help me

- I know what services are available but am unsure how they can help.
- No, but I know where to find them if I needed
- No, I don't know how to find this information

Survey for parents/guardians/carers of a young person

What is the age of your child/young person?

- Under 12 years old
- 12 to 14 years old
- 15 to 17 years old
- 18 to 25 years old

Do you have any concerns about young people and the current gambling environment in Nillumbik?

- The amount of time young people participate in gambling
- The amount of money young people spend gambling
- Young people participating in activities or games that are like gambling
- Exposure to gambling activities
- Exposure to gambling advertising
- I have no concerns about young people and gambling in Nillumbik
- Other

Are there certain places or settings where young people are more likely to participate in gambling?

- At venues with electronic gaming machines
- Online
- Local clubs
- In people's homes
- Schools
- Other

Are there any other issues related to gambling and young people in Nillumbik that you would like to discuss?

What would you like to see Nillumbik Shire Council focus on in order to minimise gambling harm in Nillumbik?

- Improving Council policy around electronic gaming machines and planning permits.
- Supporting partner organisations to improve education and awareness in community about gambling
- Supporting community groups and organisations to reduce need for gambling related income.
- Advocating to state and federal government to improve laws that prevent gambling harm.
- Continue to provide activities and events for young people so they can do things other than gamble
- None of these
- Other suggestions:

Do you know which gambling support services are available if you or someone you know needed support?

Note: a list of local support services is provided on the previous page.

- Yes, I know what services are available for support and how they can help me
- I know what services are available but am unsure how they can help me
- No, but I know where to find them if I needed
- No, I don't know how to find this information

Branch for those who work with young people in a professional or volunteer capacity

What is your role?

What age range of young people do you work with?

- 12-17 year olds
- 18-25 year olds
- Both

Do you have any concerns about young people and the current gambling environment in Nillumbik?

- The amount of time young people participate in gambling
- The amount of money young people spend gambling
- Young people participating in activities or games that are like gambling
- Exposure to gambling activities
- Exposure to gambling advertising
- I have no concerns about young people and gambling in Nillumbik
- Other

Are there certain places or settings where young people are more likely to participate in gambling?

- At venues with electronic gaming machines
- Online
- Local clubs
- In people's homes
- Schools
- Other

Are there any other issues or impacts you would like to discuss that relate to the gambling in Nillumbik?

What role/s would you like to see Nillumbik Shire Council focus on in order to minimise gambling harm in Nillumbik?

- Improving Council policy around electronic gaming machines and planning permits.
- Supporting partner organisations to improve education and awareness in community about gambling
- Supporting community groups and organisations to reduce need for gambling related income.
- Advocating to state and federal government to improve laws that prevent gambling harm.
- Continue to provide activities and events for young people so they can do things other than gamble
- None of these
- Other suggestions:

Do you know which gambling support services are available if you or someone you know needed support?

Note: a list of local support services is provided on the previous page

- Yes, I know what services are available for support and how they can help me
- I know what services are available but am unsure how they can help me
- No, but I know where to find them if I needed
- No, I don't know how to find this information

Survey for community members

Are there any observations, thoughts or concerns you would like to share relating to the young people in the community participating in gambling?

What would you like to see Nillumbik Shire Council focus on in order to minimise gambling harm in Nillumbik?

- Improving Council policy around electronic gaming machines and planning permits.
- Supporting partner organisations to improve education and awareness in community about gambling
- Supporting community groups and organisations to reduce need for gambling related income.
- Advocating to state and federal government to improve laws that prevent gambling harm.
- Continue to provide activities and events for young people so they can do things other than gamble
- None of these
- Other suggestions:

Do you know which gambling support services are available if you or someone you know needed support?

Note: a list of local support services is provided on the previous page.

- Yes, I know what services are available for support and how they can help me
- I know what services are available but am unsure how they can help me
- No, but I know where to find them if I needed
- No, I don't know how to find this information

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Community Partnerships

Gambling Harm Minimisation Policy

Purpose	<p>This Policy replaces the Gambling Harm Minimisation Policy 2016-2021 and is guided by the Gambling Community Profile 2025.</p> <p>The purpose of this Policy is to guide Council in fulfilling its statutory responsibility to prevent and reduce gambling harm in Nillumbik through effective decision-making, advocacy, collaboration and community education.</p>
Scope	<p>The scope of the Policy covers all forms of land-based and online gambling in the Nillumbik Shire.</p> <p>Council's greatest influence in preventing and minimising gambling harm is by managing the operation and location of electronic gaming machines (EGMs), through the planning permit application process, determined under the <i>Planning and Environment Act 1987</i> and the Nillumbik Planning Scheme.</p> <p>Council can also object to an application for a new or amended gaming licence and submit a social and economic impact assessment to the Victorian Gambling and Casino Control Commission (VGCCC) under the <i>Gambling Regulation Act 2003</i>.</p> <p>While Council has no formal powers to regulate online or internet and mobile application gambling and sports betting, Council has a statutory responsibility under the <i>Public Health and Wellbeing Act 2008</i> to protect and improve public health through planning, policy, and regulation.</p>
Description of revision and Version Number	<p>Version Number: 03 - 2025 - Gambling Harm Minimisation Policy</p> <p>Version Number: 02 - 2018 - Update to Gambling Harm Minimisation Policy 2016-2025</p> <p>Version Number: 01 - 2016 - Gambling Harm Minimisation Policy 2016-2025</p>

Policy Owner	Community Partnerships
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Approved by	
Approval date	
Effective date	
Date of next review*	2030 (Unless replaced, this policy will still apply beyond the review date)

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1. Context

Gambling in Australia and Victoria has experienced significant growth and transformation, driven by changes in legislation, technological advancements, and evolving social attitudes. Estimates suggest that Australians lose approximately \$31 billion¹ on legal forms of gambling each year, representing the largest per capita losses in the world. The rise of online gambling and mobile applications has normalised gambling and made it more accessible than ever before, making it increasingly prevalent in young people.

In Victoria, the social cost of gambling has been estimated at \$14 billion². Despite overall gambling participation decreasing in Victoria, gambling-related harm among 18-24 year olds has increased from 0.5 per cent to 2.8 per cent³, highlighting an area of concern that requires early intervention and harm prevention strategies.

Nillumbik has 90 EGMs across 2 venues. In the 2024-25 financial year, player loss on EGMs in Nillumbik was \$10,015,312, an increase from \$9,368,870 in the 2023-2024 financial year. In the 2023-24 financial year player loss per adult was \$190 per adult compared with the average for metropolitan municipalities of \$569 per adult.

The social, health and economic costs of gambling harm include emotional and psychological distress, relationship breakdown, bankruptcy, unemployment, financial harm, family violence, child neglect, self-harm, stigma, social isolation, cultural harm, and crimes such as theft and fraud. Costs to the public and private sector include resources allocated to the delivery of welfare and support services. These costs are borne by individuals, businesses and welfare organisations and the criminal justice system.

2. Policy Statement

Council recognises that although gambling is a legal form of entertainment, its long-term health, social and economic impacts present a significant public health concern for the community. State and local government bears the costs associated with delivering welfare and support services, policy formulation, regulation and research costs.

Council is committed to preventing and minimising the harms caused to individuals, families, and the community from all forms of gambling, including EGMs, sports betting, online and mobile app gambling, card games, instant scratch cards, lottery tickets and video games.

¹ [Gambling - Australian Institute of Health and Welfare](#)

² [Social costs of gambling to Victoria 2023 | Department of Justice and Community Safety Victoria](#)

³ Rockloff, M, Browne, M, Hing, N, Thorne, H, Russell, A, Greer, N, Tran, K, Brook, K & Sproston, K 2020, Victorian population gambling and health study 2018–2019, Victorian Responsible Gambling Foundation, Melbourne.

Council is committed to reducing inequities in health and wellbeing outcomes for the community, including those most at risk of gambling-related harm.

Council will fulfill its statutory role to address gambling-related harm through its regulatory planning controls over the location and operation of EGMs, advocacy on the community's behalf, community awareness and education on the risks of gambling-related harm and access to support services, community and stakeholder engagement and partner with relevant agencies.

Council adopts the following policy position in relation to gambling in Nillumbik:

1. Council will not support proposals for EGMs on Council owned or managed land or facilities, including reserves and sporting venues.
2. Council will discourage advertising of gambling related activities at Council owned events, venues or on Council owned land.
3. Council will encourage and support the gambling industry and community organisations to reduce their reliance on revenue sourced from gambling.
4. Council will assess the social and economic impacts for gaming licence applications in Nillumbik and adjoining municipalities submitted to the VGCCC, and where appropriate, make a submission to the VGCCC.
5. Council will seek community views on planning permit and gaming licence applications submitted to Council and the VGCCC respectively, subject to timelines and available resources.
6. Council will raise awareness of the potential harms caused by gambling.
7. Council will actively promote help-seeking for gambling-related harm, and partner with stakeholders to prevent and minimise gambling-related harm.
8. Council will contribute to advocacy campaigns for amendments to state and federal government regulations or industry-based measures that reduce the harms caused by gambling.
9. Council will maintain independence from the gambling industry by not accepting financial contributions from gaming venues or holding community events, activities or social outings in venues that have EGMs.

3. Objectives

The objectives of this policy are to:

- Promote a healthier and more equitable community by reducing gambling-related harm and improving health and wellbeing outcomes.
- Provide safe and inclusive community spaces by ensuring Council-owned and managed facilities remain free from EGMs, gambling promotion and sponsorship.

- Reduce exposure and normalisation of gambling by minimising the visibility and acceptance of gambling across community settings, particularly for priority populations.
- Build an informed and empowered community by increasing awareness and understanding of gambling risks, encourage help-seeking and enabling meaningful community participation in decision making.
- Demonstrate collaborative and responsible leadership by maintaining independence from the gambling industry, partner with stakeholders and advocate for reforms that prevent and minimise harm.

4. Principles

The following principles represent values that will inform the application of this policy.

Public health approach

Gambling is a public health issue that affects not only individuals who gamble but families and communities. A public health approach focuses on populations rather than individuals and promotes shared responsibility for addressing gambling-related harm among individuals, community groups, businesses, corporations and governments. A public health approach focuses on preventative and harm minimisation strategies across the whole community to address the significant social and economic costs of gambling.

Commercial determinants of health

Commercial and business practices implemented by the gambling industry can determine public health outcomes and compromise health equity. Council will challenge harmful industry practices through policy, advocacy and regulation. Applying a commercial determinant of health approach acknowledges that gambling-related harms are shaped by powerful commercial systems in addition to individual choices.

Leadership

Council will demonstrate leadership by taking a strong stance on the need for all stakeholders to prevent and minimise gambling-related harm, advocating for statutory and regulatory reform, and modelling best practice in applying the principles underpinning a public health approach to addressing gambling-related harm. Council will make evidence-based decisions on planning and gaming applications and engage openly with the community to protect their health, safety and wellbeing.

Equity

Equity recognises that some groups and individuals experience more intersecting factors that increase their vulnerability to gambling-related harm. Gambling-related harm can disproportionately affect vulnerable individuals and groups due to their age, gender, socio-economic status and cultural background which can lead to inequitable health outcomes.

Partnerships and collaboration

Council will enhance efforts to achieve collective impact by working with federal, state and local government, service providers, and community partners to prevent and reduce gambling-related harm.

Community

Council will prioritise the health, safety, and wellbeing of the community in all gambling-related decisions by ensuring input and feedback from the community shapes decisions, advocacy campaigns and capacity building initiatives.

5. Roles and responsibilities

Council's role in preventing and minimising gambling-related harm involves preparing social and economic impact assessments for planning and gaming applications and to object to these applications, where appropriate.

Council will raise awareness in the community on opportunities to seek help for gambling-related harm, provide education on gambling-related harms, advocate for industry reforms and achieve collective impact through partnerships with community stakeholders.

Council will work with partner organisations, such as local, state and federal government, local health and community organisations including schools, sporting clubs and local groups to reduce exposure to gambling, strengthen advocacy outcomes, deliver support services and disseminate information on the harms associated with gambling.

6. Access, equity and inclusion impacts

Council is committed to upholding the rights, wellbeing and inclusion of the community in line with the *Charter of Human Rights and Responsibilities Act 2006* and the *Gender Equality Act 2020*. This commitment also reflects Council's Access, Equity and Inclusion Policy, which aims to ensure that all people feel welcome and able to participate in community life and decisions that affect them.

Gambling-related harm is not experienced equally across the community. Some groups are more vulnerable due to factors such as socio-economic disadvantage, age, gender, disability, mental health challenges, cultural background and exposure to targeted gambling marketing. Council acknowledges that people have different experiences and may face different barriers to support and participation.

This Policy promotes fairness, respect and inclusion by supporting environments where people feel safe, valued and able to access support. Leaders, staff and partners are expected to uphold these values by treating all community members with respect, supporting equal access to information and support, and fostering welcoming, inclusive and gambling-free community spaces and ensuring that people have input into decisions that impact them.

7. Related legislation and/or regulations

Legislation / Framework	Key Requirements / Relevance to Gambling Harm Minimisation
Gambling Regulation Act 2003	Prohibits the Commission from approving gaming applications unless satisfied the net economic and social impact will not be detrimental to community wellbeing. Entitles Council to make submissions to the VGCCC on social and economic impacts.
Planning and Environment Act 1987	Requires Council, under Clause 52.28 of the Victorian Planning Provisions, to consider the social and economic impacts of gaming machines in their municipality.
Victorian Public Health and Wellbeing Act 2008	Obligates Council to protect, improve and promote health and wellbeing, and apply the 'precautionary principle' in preventing and controlling public health risks.
Victorian Local Government Act 2020	Requires Councils to prioritise achieving the best outcomes for the community, including consideration of future generations.
National Consumer Protection Framework (NCPF)	Establishes minimum standard protections for online gambling. All online wagering providers must comply with these nationally agreed standards.
Gender Equality Act 2020	Requires Council to conduct a Gender Impact Assessment when developing or reviewing new policies to ensure equitable outcomes.

8. Definitions

Reference term	Definition
Electronic gaming machine (EGM)	A computerised device designed for playing a game of chance or a game of mixed chance and skill. Also known as a poker machine or 'pokies' ⁴ . In Victoria EGMs are located in venues with an approved gaming licence.
Gambling	Gambling is defined in the Gambling Regulation Act 2003 ⁵ as an activity which includes: <ul style="list-style-type: none"> • a prize of money (or something of value) offered or won • a person paying (or staking) money or valuables to participate an outcome involving chance, even if influenced by skill.
Gambling activities	The activities, games or contests that involve wagering money or valuables on an outcome involving chance, with the intent of winning additional money or something of value. Gambling activities include instant scratch tickets, bingo, lotto or lotter games, keno, private betting, poker, casino table games, EGMs, betting on horse or dog races and betting on sports ¹ .
Gambling-related harm	Any negative consequence experienced because of participation in gambling. There are seven types of harm experienced by people who gamble and those close to them - relationship difficulties, health problems, emotional or psychological distress, financial problems, issues with work or study, cultural problems and criminal activity ⁶ .
VGCCC	The Victorian Gambling and Casino Control Commission (VGCCC) is an independent regulator of Victoria's gambling industry. It reports to the Victorian Parliament through the Minister for Casino, Gaming and Liquor Regulation. It was formally the Victorian Commission for Gambling and Liquor Regulation (VCGLR).
Public health approach	An approach to health which focuses on populations rather than individuals. It also recognises that there are multiple stakeholders responsible for addressing health inequities and promoting community wellbeing.
Commercial determinants of health	Refers to commercial and business practices by the private sector that have an influence on and can determine public health and health equity ⁷ .

⁴ [Responsible Gambling Glossary](#)

⁵ [Gambling Regulation Act 2003 | legislation.vic.gov.au](#)

⁶ <https://aifs.gov.au/resources/short-articles/understanding-gambling-harm-and-ways-identify-those-risk>

⁷ [Commercial determinants of health](#)

9. Related policies, procedures and/or guidelines

- Nillumbik Health and Wellbeing Plan 2025-2029
- Nillumbik Planning Scheme
- Nillumbik Access, Equity and Inclusion Policy
- Nillumbik Community Profile – Gambling and young people in Nillumbik

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27 October 2025

The Hon. Enver Erdogan MLC
Minister for Casino, Gaming & Liquor
Email: enver.erdogan@parliament.vic.gov.au

Copy to: The Hon. Nick Staikos MP
Minister for Local Government
Email: nick.staikos@parliament.vic.gov.au

Dear Minister Erdogan,

Re: Victorian EGM trials

The Alliance for Gambling Reform is joined by the undersigned Victorian Councils, spearheaded by the City of Monash in collectively sharing our concerns regarding the mandatory carded play trial announced on 21 July and the progress of the 'Landmark Reforms' announced in July 2023

Local government was generally supportive of the announced reforms to curb the year-on-year record high pokies losses across the state, including carded gambling with mandatory loss limits, noting that these reforms represent a critical step toward reducing gambling harm and restoring agency to individuals affected by it. The Alliance co-ordinated with our Leadership Council partners to provide a submission to the 'Landmark Reforms' consultation in October 2023. You can review that submission [here](#).

As one of the LGA's consistently experiencing the top ten losses, Monash Council publicly welcomed the announced plan that from September to November across all 43 venues with gaming machines in Monash, as well as the City of Greater Dandenong and the City of Ballarat that:

"People gambling at these venues will need to use a YourPlay card to play electronic gaming machines and set loss limits – helping put the power back into the hands of patrons and prevent money laundering."

At its meeting on 26 August, Monash Council made the decision to withdraw its initial support due to the lack of mandatory and binding loss limits as a feature of the trial.

This came after the June passage of the ***Gambling Legislation Amendment (Pre-commitment and Carded Play) Bill 2024*** through the Legislative Council where the Minister did not commit to previously stated timelines for a full rollout of the mandatory pre-commitment reforms and introduced that other types of technology including facial recognition technology were now likely to be trialled, therefore the timeline was unknown.

The timeline provided for in the second reading of the Bill by the previous Minister, Melissa Horne, included a pilot for these changes in mid-2025 and mandatory carded play with binding pre-commitment limits implemented state-wide in late 2027. We understand that the Bill was finalised later than expected, which naturally delayed the initial trial. However, we don't accept that there is no longer a date for when the mandatory pre-commitment will be trialled, along with when mandatory pre-commitment will be rolled out across the state.

Can you please communicate the planned schedule for the statewide rollout?

We are also concerned about the evaluation for the current trial, and any future trials, including a lack of transparency on what is being assessed, by who, whether that assessment will be published in full and when the Minister will respond.

Can you provide us with responses to our questions regarding the evaluation?

Finally, we are concerned that local government has not been recognised as a stakeholder through the trial and through the rollout of the 'Landmark Reforms'. This is despite the ongoing interest of councils in reducing gambling harm in their communities, and their demonstrated willingness to engage realistically with Government on the impacts to their communities.

As the level of government closest to communities, councils are well placed to provide key insights into gambling harm at a local level, as well as identify local opportunities to educate communities on changes that can give them much needed tools to limit harm caused by gambling.

The Alliance was disappointed and surprised that local councils weren't engaged ahead of the trial being finalised, and that even post the announcement, there was no attempt to engage directly with council officers and provide background information.

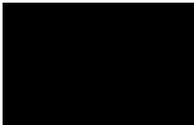
We believe this lack of engagement has contributed to councils' uncertainty around the trial and its efficacy and are disappointed that no growth area councils (many of which are included in the top 10 losses in the state), were earmarked to participate in the trial.

We urge you to engage directly with councils, including by meeting directly with the Alliance, together with representatives from Monash, Ballarat and Dandenong to discuss the trial and future steps as part of the rollout, and with how councils can be better engaged as a significant stakeholder.

We also hope you will engage directly with the sector on this issue in the coming months by convening an online briefing for all councils and providing greater engagement and supporting collateral so that councils understand the purpose and timelines of future reforms.

We are keen to meet with you as soon as practicable, and we are eager to continue to engage with you regarding the reforms as they progress.

Yours Sincerely



Martin Thomas
CEO
Martin.Thomas@agr.org.au



Rev Tim Costello
Chief Advocate
Tim.Costello@agr.org.au



Cr Paul Klisaris
Mayor – City of Monash

Enc. Council signatories

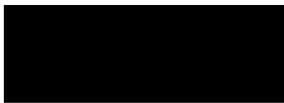
Council signatories



Cr Stefan Koomen
Mayor - City of Casey



Cr Hanna El Moullem
Mayor - Bayside City Council



Cr John Dumaresq
Mayor - Nillumbik Shire Council



Cr Jim Child
Mayor - Yarra Ranges Shire



Cr Stephen Jolly
Mayor - Yarra City Council



Cr John White
Mayor - East Gippsland Shire
Council



Cr Simone Zmood
Mayor - Glen Eira City Council



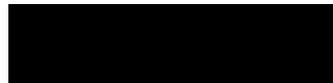
Cr Thuy Dang
Mayor - Brimbank City Council



Cr Jason Schram
Mayor - Colac Otway Shire



Cr Mia Shaw
Mayor - City of Wyndham



Cr Louise Crawford
Mayor - City of Port Phillip



Cr Pradeep Tiwari
Mayor - Maribyrnong City Council



Cr Helen Healy
Mayor - Mildura Rural City Council

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2024

2027

The
Municipal
Association
of Victoria
Strategic
Plan

SHAPING OUR FUTURE

Helping local councils build a
resilient & sustainable Victoria

A



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ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the traditional custodians of the land on which we live. We recognise their continuing connection to land, waters and culture and pay our respects to their Elders past, present and emerging.

Disclaimer and Copyright

The Municipal Association of Victoria (MAV) Strategic Plan 2024-2027 has been prepared by the MAV to set directions for the MAV that respond to the local government sector's vision for a more sustainable future.

Prepared by Kelly Grigsby, MAV Chief Executive Officer – inquiries@mav.asn.au

The MAV is the statutory peak body for local government in Victoria, representing all 79 municipalities within the state.

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Foreword

No one understands the challenges and opportunities facing Victoria in the 21st century better than local councils. From rapidly evolving technology to social changes, shifting economies to environmental pressures, our local communities—and the governments that represent them—are at the forefront of multiple transformations happening simultaneously.

These changes will affect every aspect of life in Victoria – and local councils, equipped with intimate knowledge of the needs and capabilities of their communities, are uniquely positioned to meet them head-on.

But local councils do not have to navigate these growing complexities alone.

The Municipal Association of Victoria (MAV) is the local government sector's partner and ally in this journey. As the collective voice of Victoria's 79 local councils, the MAV works collaboratively with councils to ensure their communities both adapt and thrive, offering advice, services and resources necessary to ensure our councils can fulfil their essential roles.

To ensure the MAV is best placed to help local councils successfully navigate this ever-evolving landscape, we have developed the MAV Strategic Plan 2024-2027. It outlines the clear objectives and actionable strategies we will implement to empower local councils to not just face the future, but actively shape it.

Achieving the aspirations in this plan will not be a solitary endeavour performed by a peak body, but rather a collective voyage requiring collaboration. To that end, this plan outlines the roles and responsibilities the MAV will take to influence other levels of government and collaborate with our communities and the local government sector to create a more sustainable and resilient future for all.

President's Message

I am pleased to present to you the MAV Strategic Plan 2024-2027, which sets the direction for our organisation's activities over the next four years.

As the peak body for the Victorian local government sector, MAV is committed to advocating for councils on the issues that affect them, empowering them with the support and resources they need to foster innovative and resilient communities.

The priorities outlined in this plan are designed to strategically lead and strengthen councils to successfully navigate the issues that affect them and take advantage of the opportunities they present. They focus on everything from facilitating active local democracy through to promoting diversity and inclusion and investing in intergenerational infrastructure.

We consulted widely to develop this plan, gathering the input of sector representatives, state and federal government agencies and partner organisations to determine what truly matters to the community members across each of our regions. We will continue to monitor sector and community concerns, ideas, and aspirations throughout the life of this plan to see if, or how, perspectives have changed.

To achieve the aspirations outlined in this plan, we must unite as a sector. We extend an open invitation to other tiers of government, businesses, academic institutions, civil society, and individuals to collaborate with us in shaping our shared future together.

I am excited about the opportunities that lie ahead, and confident in our collective capacity to tackle these challenges. Together, we will pave the way for a sustainable and thriving future for the Victorian local government sector and the communities we are privileged to serve.

Cr
David
Clark

The big picture.

Our Purpose and Vision.



As the peak body for the Victorian local government sector, the Municipal Association of Victoria (MAV) offers councils a one-stop shop of services and support to help them serve their communities.

MAV advocates for local government interests, initiates projects and services across a broad range of areas, and supports the development, adoption and implementation of evidence-based research and policy.

Our purpose is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient and inclusive communities.

Our vision is to be a nation-leading thought leader, partner and resource hub for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

In addition to the activities we perform to achieve our purpose and vision day to day, we have also begun to focus our efforts on more specific issues affecting our members, including the urgent imperative to work with councils to address climate change and adapt to our changing climate. We have also worked to address rising inequalities and collaborated with councils to build resilience in our communities, networks and infrastructure, as we recover from the impacts of the pandemic, fires and floods.

While these issues are not new, they have become more pressing for our local communities in recent years. It is within this context that we have created the MAV Strategic Plan 2024-2027.

A roadmap for the next four years, it sets out the roles we will perform to gear councils and the communities they serve towards more sustainable, resilient, and prosperous futures.

We do a lot of things to achieve our purpose and vision day to day, including: **Amplifying local government leadership.** **Enhancing collaboration with critical partners.** **Leveraging the power of collective knowledge.** **Supporting and connecting local government communities, civil society organisations, and movements across the state and nation.** **Helping local government and communities develop core competencies to strengthen their resilience.** **Investing in local capacity and leadership.** **Innovating new models of policy co-creation between local councils and other levels of government.** **Advocating for local government interests with other levels of government.**

Purpose

Vision

The global context.

Sustainable Development Goals.



While local councils serve the needs of their communities, they also operate in a global context that acknowledges that what we do locally has broader implications, both for our neighbours and for the planet as a whole. These acknowledgements are increasingly taking the form of international agreements designed to deliver a better future for everyone.

The goals and priorities outlined in this strategic plan align with leading global agreements between national and city governments on climate, sustainable development, and resilience. One such agreement is the 2030 Agenda for Sustainable Development, adopted by all United Nations member states in 2015.

At its heart are the 17 Sustainable Development Goals (SDGs) created by the UN to achieve “peace and prosperity for people and the planet, now and into the future”. Developed in a global partnership between developed and developing countries, the SDGs recognise that ending poverty and other deprivations must go hand in hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.

While the SDGs are not legally binding, they do act as a framing mechanism for measuring progress toward environmental, economic, and community outcomes. For this reason, and in the spirit of collaboration, the SDGs underpin the strategic priorities contained within this plan.



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How the 2024-2027 Strategic Plan works

This strategic plan sets out our aspirations for the local government sector for the coming four years. It also outlines how we will achieve them, in tandem with input from our members and stakeholders in the local government sector.

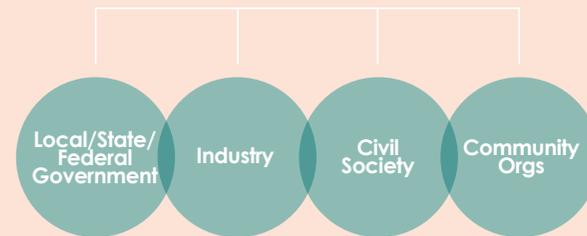
Who we will work with.

Broadly speaking, we will play a critical role in developing policy and designing projects, programs, and services to support the work of the local government sector as outlined in this strategic plan.

To do this, we will work with a range of partners across local, state and federal government, industry, civil society, and community organisations. We will also enter into formal partnerships, sponsorships, agreements, and memorandums of understanding as needed, in addition to informal arrangements and collaborations.

Advisory committees will provide specialist advice and guide our work. And while we will be responsible for the actions outlined in this strategic plan, many outcomes will be achieved by councils, as well as other levels of government and other partner organisations.

Our Partners



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Our roles.

To achieve our strategic plan, we will perform 10 discrete roles over the next four years.

1. Leader

We will seek to understand the underlying values of councils and the needs and aspirations of their communities, and invest in building local capacity and leadership.

2. Service provider

We will provide a range of projects, programs, and services for the benefit of the local government sector to create more innovative, resilient and inclusive communities.

3. Amplify impact

We will provide timely, accurate, inclusive, and inspiring information to the target audiences of our programs, projects and services, and engage them in conversation about the work we are doing.

4. Influencer advocate

We will act as an advocate on behalf of our sector, giving voice to their communities' needs and aspirations. We will call on other levels of government and industry for policy and regulatory reform, as well as changes to service provision for the benefit of the local government sector and its communities.

5. Networker

We will engage in local, state, national, and global networks to share and develop expertise in urban, regional and rural issues.

6. Capacity builder

We will work with councils and their communities and related organisations, building connections and strengthening their capacity to respond to their needs and not just face the future, but help shape it.

7. Thought leader

We will commission and publish thought leadership and research on urban, regional, economic, social, environmental, and cultural issues and solutions relevant to the sector and our communities.

8. Partner

We will embed partnership in all our initiatives, prioritising co-design and collaboration.

9. Planner

We will use our professional expertise in policy, research, planning, and program and service design to undertake research, provide information and collaborate with councils, communities and stakeholders to develop and evaluate ways to resolve identified issues.

10. Convener & Facilitator

We will bring together all the forces essential for the success of the local government sector, including governments, civil society, industry, and academia to deliver outcomes with and for our communities.

At



We have created the following 10 enabling priorities, or areas of focus, to shape our actions as we work to foster thriving and resilient communities over the next four years.

Our Priorities.



1. Active local democracy

We will work with local government and other levels of government to ensure that local policies reflect the needs and preferences of local communities. Effective local democracy can facilitate public participation, improve service delivery, strengthen communities, and improve development outcomes.

3. Health & wellbeing

We will work with the local government sector, community health organisations, the acute health sector and other levels of government to improve population health and wellbeing, creating place-based services that meet the diverse needs, experiences and identities of different population groups at different life stages.

2. Connected places

We will work with the local government sector to inspire people to collectively reinvent the public spaces at the heart of their communities, creating places that connect people to resources, opportunities, and to each other. We will strengthen the connection between people and the places they collectively inhabit through urban planning, transport, built forms, and the creation of a collaborative process by which we can shape our places to maximise shared value.

4. Sustainable economy

We will work with the local government sector to design and support practices that facilitate long-term economic growth without negatively impacting the social, environmental and cultural aspects of the community. To do this, we will explore diverse strategies for achieving economic growth that strengthen local industries and improve circular economy performance. We will prioritise working with councils to enable the right conditions for creative and entrepreneurial thinking to meet future challenges and needs.

5. Future Gen

We will embrace FutureGen, a movement to improve lives in the present, the future, and for years to come. By collaborating with young people and the local government sector, we will drive long-term change for future generations. These changes will encompass a wide range of initiatives, mobilising people from all backgrounds to reshape our ways of living, working, and future planning.

6. First Peoples local government relations

We will work with the First Peoples' Assembly to connect with councils across the state to build understanding and capacity in treaty negotiations and continue to close the gap.

8. Diversity, equity & inclusion

We will collaborate with local governments, partner organisations, and communities to craft policies and initiatives that enhance representation and participation across diverse groups. Our commitment to diversity, equity, and inclusion (DEI) spans various ages, races, ethnicities, abilities, genders, religions, cultures, and the LGBTIQ+ community, ensuring a broad spectrum of perspectives and experiences are valued and integrated.

10. Intergenerational infrastructure

We will work with the local government sector to ensure funding is invested by all levels of government into intergenerational infrastructure, ensuring the population is supported by the necessary services and facilities as it grows. By working to ensure the funding of public transport, roads, and community facilities, we will enable economic and productivity growth by reducing congestion and allowing people to move efficiently around their communities and the state.

7. Climate & regenerative design

We will work with the local government sector, civil society, universities and other levels of government to plan and design for climate change, using regenerative approaches, technology, and innovation to create more resilient urban communities.

9. Resilience & recovery

We will work with the local government sector, as well as state and federal agencies, to enhance the economic and social resilience of communities to withstand and recover from disasters, including the effects of climate change. This will involve extensive collaboration on community-identified disaster resilience projects throughout the state, aimed at enhancing local preparedness and resilience against future disasters.

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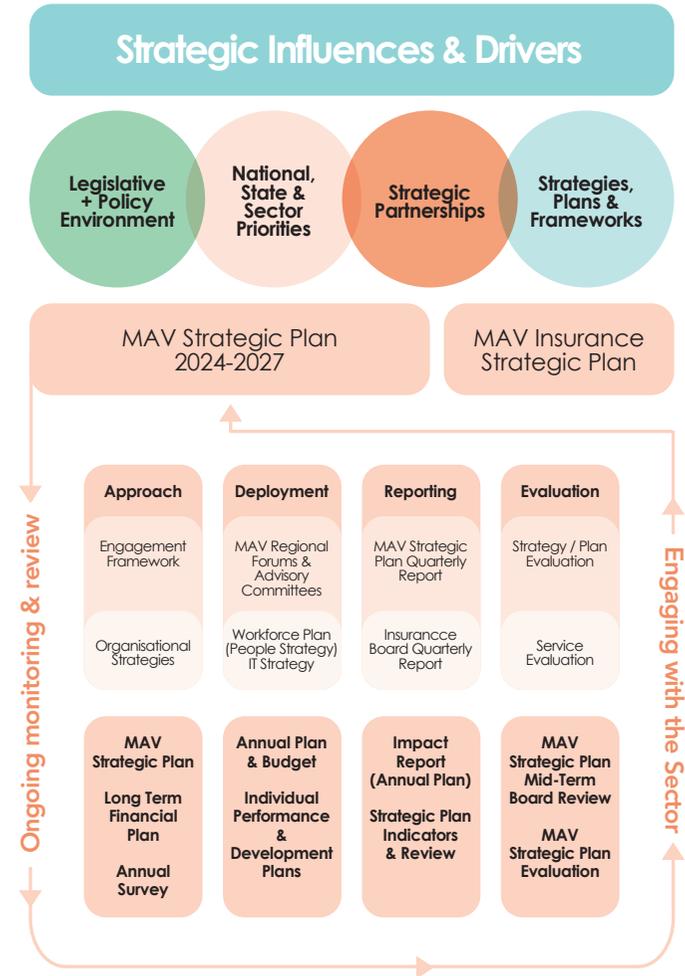
The broader context.

How this plan fits in with our work

Our strategic plan guides all our other strategies and plans, identifying the MAV's priorities and aspirations for the next four years, along with the actions we'll take to achieve them.

While our strategic plan is our highest-level plan, it also sits within a framework of associated plans and strategies. Our Integrated Planning Framework provides the mechanism for implementing our strategic plan, and outlines how it and our other plans and strategies fit together.

This diagram shows how the strategic plan fits within the broader Integrated Planning Framework:



At

Supporting Plans & Strategies.

In addition to our strategic plan, the MAV's work is also guided by these supporting plans and strategies:

Annual plans:

identify the actions we will take each year to deliver the outcomes of our strategic plan. These annual plans include more details of the individual activities we will undertake, and how we will undertake them.

Workforce plan:

identifies the MAV's current and future workforce needs. The plan ensures the MAV workforce has the capacity and capability to create the outcomes in the strategic plan.

Long-term financial plan:

a 10-year plan that identifies current and future financial capacity to act on the aspirations of the strategic plan.

Information & technology strategy:

sets the information and communication technology (ICT) directions and priorities that align with the strategic plan and ensures compliance with government information and data policies. The plan guides ICT-related decision-making, priorities and investment.

Engagement strategy:

establishes how we engage with the sector to collaborate, with, involve and empower communities to take part in shaping the future of their communities.

Conclusion.

As Victoria's local councils embark on this journey of transformation, we feel confident the sector can rely on the MAV to navigate the evolving landscape of governance and changing community needs in the years leading up to 2027 and beyond. Our strategic plan lays the groundwork for a sustainable and prosperous future, deftly navigating the challenges they present and capitalising on the opportunities they bring.

This plan is a call to action for all stakeholders – government bodies, businesses, academia, and community members – to join forces with the MAV in a shared mission to shape a better Victoria. Through collaboration and a shared vision, we will unlock the full potential of our communities, building a foundation for prosperity, sustainability, and wellbeing that will serve generations to come.



Municipal Association of Victoria
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mav.asn.au

MAV
MUNICIPAL ASSOCIATION OF VICTORIA

CM.023/26 Instrument of Delegation to the Chief Executive Officer

Attachment 1. Instrument of Delegation to the Chief Executive Officer



**S5 Instrument of Delegation to
The Chief Executive Officer**

March 2026

CM.023/26 Instrument of Delegation to the Chief Executive Officer

Attachment 1. Instrument of Delegation to the Chief Executive Officer

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**Attachment 1. Instrument of Delegation to the Chief Executive Officer
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 24 March 2026;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation or when signed by the Chief Executive Officer and Mayor;
 - 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 2026)
On the authority of the Council and)
signed by:)

..... Councillor

.....Chief Executive Officer

CM.023/26 Instrument of Delegation to the Chief Executive Officer

Attachment 1. Instrument of Delegation to the Chief Executive Officer

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
11(1)	<p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> 1. determine any issue; 2. take any action; or 3. do any act or thing <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p>	CEO	<p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> 1. if the issue, action, act or thing is an issue, action, act or thing which involves <ol style="list-style-type: none"> 1.1 entering into a contract exceeding the value of \$300,000; 1.2 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;

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>1.14 1.16 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;</p> <p>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;</p> <p>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;</p> <p>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</p> <p style="padding-left: 20px;">4.1 policy; or</p> <p style="padding-left: 20px;">4.2 4.2 strategy adopted by Council;</p> <p>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</p> <p>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.</p>

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff



**S6 Instrument of Delegation to
Members of Council Staff**

March 2026

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

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CM.024/26 Instrument of Delegation from Council to Council staff**Attachment 1. Instrument of Delegation from Council to Council staff****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
CEO	Chief Executive Officer
CFO	Chief Financial Officer
COO	Chief Operating Officer
CSC	Community Safety Coordinator
CEMR	Coordinator Emergency Management and Recovery
CEWLM	Coordinator Environment Works and Land Management
CRDC	Coordinator Roads, Drains and Cleansing
DCP	Director Culture and Performance
DGCCS	Director Governance, Communications and Community Safety
DPES	Director Planning, Environment & Strategy
EHOWO	Environmental Health and Onsite Wastewater Officer
EHC	Environmental Health Coordinator
EHO	Environmental Health Officer
HTO	Health Technical Officer
KWL	Kerbside Waste Lead
MCI	Manager Capital and Infrastructure
MCSMRM	Manager Community Safety (Municipal Recovery Manager)
MGP	Manager Governance and Property
MOC	Manager Operations Centre
MPEH	Manager Planning and Environmental Health
MSPTE	Manager Strategic Planning Transport and Environment
MBS	Municipal Building Surveyor (Manager Building Services)
ND	Not Delegated

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Abbreviation	Position
PEHBSC	Planning & Environmental Health Business Support Coordinator
PIO	Planning Investigations Officer
PSO	Planning Support Officer
PP	Principal Planner
PUD	Principal Urban Designer
RFTL	Roads and Footpaths Team Leader
SEWPO	Senior Environmental Works Project Officer
SPAO	Senior Planning Advisory Officer
SPIO	Senior Planning Investigations Officer
SSP	Senior Statutory Planner
SStrP	Senior Strategic Planner
SUD	Senior Urban Designer
SP	Statutory Planner
SPC	Statutory Planning Coordinator
SPCIP	Statutory Planning Coordinator (Investigations and Planning)
StrP	Strategic Planner
SO	Subdivisions Officer
TLC	Team Leader Cleansing
TLRM	Team Leader Unsealed Roads Maintenance
TTC	Traffic and Transport Coordinator
TTTL	Traffic and Transport Team Leader

Positions Groups

Positions Group	Positions
Directors	COO, DPES, DOC, DCP, DGCCS
Managers	MPEH, MBS, MCSMRM, ME, MCI, MRL, MHR, MIT, MCP, CFO, MSPTE, MOC, MCP, MCEBP, MGP

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

- 3. declares that:
 - 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 24 March 2026; 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) strategyadopted 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 2026)
On the authority of the Council and)
signed by:

..... Councillor

..... Chief Executive Officer.

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

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CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

SCHEDULE

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

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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	
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	MPEH, MCSMRM, EHC,	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	application for renewal of registration	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	
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	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

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
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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))
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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))
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.

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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
s 36B	Duty to pay the charge for use of online portal	MPEH, EHC, DPES	Where Council is the registration authority

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38D(3)	Power to request copies of any audit reports	MPEH, EHO, EHOWO, HTO, EHC, DPES	Where Council is the registration authority
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

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	
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

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	

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Attachment 1. Instrument of Delegation from Council to Council staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	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

CM.024/26 Instrument of Delegation from Council to Council staff

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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, MSPTE	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, MSPTE	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	MPEH, DPES, MSPTE	
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, MSPTE	
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, MSPTE	

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Attachment 1. Instrument of Delegation from Council to Council staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12B(1)	Duty to review planning scheme	DPES, MSPTE	
s 12B(2)	Duty to review planning scheme at direction of Minister	DPES, MSPTE	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	DPES, MSPTE	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DPES, MSPTE	
s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	MPEH, DPES, MSPTE	
s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	MPEH, DPES, MSPTE	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	MPEH, DPES, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	MPEH, DPES, MSPTE	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	MPEH, DPES, MSPTE	
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	MPEH, DPES, MSPTE	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	MPEH, DPES, MSPTE	

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Attachment 1. Instrument of Delegation from Council to Council staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	MPEH, DPES, MSPTE	
s 17(1)	Duty of giving copy amendment to the planning scheme	DPES, MSPTE	
s 17(2)	Duty of giving copy s 173 agreement	DPES, MSPTE	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DPES, MSPTE	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	DPES, MSPTE	Until the proposed amendment is approved or lapsed
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, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DPES, MSPTE	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, MSPTE	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	DPES, MSPTE	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	DPES, MSPTE	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	DPES, MSPTE	Except submissions which request a change to the items in s 22(5)(a) and (b)

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DPES, MSPTE	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DPES, MSPTE	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DPES, MSPTE	
s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	MPEH, DPES, MSPTE	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DPES, MSPTE	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DPES, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DPES, MSPTE	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	DPES, MSPTE	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	DPES, MSPTE	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, MSPTE	
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, MSPTE	
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	MPEH, DPES, MSPTE	
s 30(4)(a)	Duty to say if amendment has lapsed	DPES, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	DPES, MSPTE	
s 32(2)	Duty to give more notice if required	DPES, MSPTE	
s 33(1)	Duty to give more notice of changes to an amendment	DPES, MSPTE	
s 36(2)	Duty to give notice of approval of amendment	DPES, MSPTE	
s 38(5)	Duty to give notice of revocation of an amendment	DPES, MSPTE	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DPES, MSPTE	
s 40(1)	Function of lodging copy of approved amendment	DPES, MSPTE	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DPES, MSPTE	
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, MSPTE	

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Attachment 1. Instrument of Delegation from Council to Council staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
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, MSPTE	Where Council is a responsible public entity and is a planning authority
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, MSPTE	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, MSPTE	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, MSPTE	Where Council is a responsible public entity

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DPES, MSPTE	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DPES, MSPTE	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DPES, MSPTE	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DPES, MSPTE	
s 46GP	Function of receiving a notice under s 46GO	DPES, MSPTE	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, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DPES, MSPTE	
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, MSPTE	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DPES, MSPTE	
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, MSPTE	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DPES, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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, MSPTE	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, MSPTE	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, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	Where Council is the collecting agency
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, MSPTE	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, MSPTE	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	PEHBSC, SPCIP, MPEH, DPES, DCP, SPC, MSPTE	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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTE	Where Council is the collecting agency

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Attachment 1. Instrument of Delegation from Council to Council staff

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	DPES, DCP, CFO, MSPTE	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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTE	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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTE	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

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Attachment 1. Instrument of Delegation from Council to Council staff

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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTTE	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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTTE	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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTTE	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, CFO, SPC, MSPTE	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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTE	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, SPCIP, MPEH, DPES, DCP, CFO, SPC, MSPTTE, 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>

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Attachment 1. Instrument of Delegation from Council to Council staff

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, MSPTE	<p>If the VPA is the collecting agency under an approved infrastructure contributions plan</p> <p>Where Council is a development agency under an approved infrastructure contributions plan</p>

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Attachment 1. Instrument of Delegation from Council to Council staff

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, MSPTE	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, MSPTE	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)	MPEH, DPES, DCP, CFO	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	MPEH, DPES, DCP, CFO, 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

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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	MPEH, DPES, DCP, CFO	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, MSPTE	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	MPEH, DPES, DCP, CFO, MSPTE, 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	DPES, DCP, CFO, 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)	DPES, DCP, CFO	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)	DPES, DCP, CFO	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	DPES, DCP, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan

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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, MSPTE	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, MPEH, DPES, DCP, CFO, DGCCS, MGP	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	PEHBSC, SPCIP, MPEH, DPES, DCP, CFO, SPC	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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'

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, SPCIP, MPEH, DPES, DCP, CFO, 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, MSPTE	Must be done in accordance with Part 3
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, MSPTE	Where Council is a collecting agency or development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	
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, MSPTE	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	DPES, MSPTE	
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, MSPTE	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	DPES, MSPTE	
s 47	Power to decide that an application for a planning permit does not comply with that Act	DPES, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	MPEH, DPES, MSPTE	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	MPEH, DPES, MSPTE	Where Council is the responsible authority
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, MSPTE, PUD	
s 50(5)	Power to refuse to amend application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(6)	Duty to make note of amendment to application in register	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
s 50A(1)	Power to make amendment to application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
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, MSPTE, PUD	
s 50A(4)	Duty to note amendment to application in register	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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, MSPTE, PUD	
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, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, 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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, PUD	
s 54(1)	Power to require the applicant to provide more information	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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, MSPTE, PUD	
s 54(1B)	Duty to specify the lapse date for an application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, 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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, PUD	
s 57A(5)	Power to refuse to amend application	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
s 57A(6)	Duty to note amendments to application in register	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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, MSPTE, 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, MSPTE, PUD	
s 57C(1)	Duty to give copy of amended application to referral authority	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58	Duty to consider every application for a permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
s 58A	Power to request advice from the Planning Application Committee	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
s 60	Duty to consider certain matters	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
s 60(1A)	Duty to consider certain matters	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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, MSPTE, PUD	

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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	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 <hr/> In accordance with delegations issued by Council (or unless called in by a ward Councillor or Councillors)
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	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, PEHBSC, SPCIP, MPEH, DPES, SPC	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, PUD	
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	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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, MSPTE, 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, MSPTE, 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, MSPTE, PUD	This provision applies also to a decision to grant an amendment to a permit - see s 75

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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, MSPTE, 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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, 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, MSPTE, 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
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, MSPTE, 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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(1)	Function of receiving application for extension of time of permit	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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, MSPTE, PUD	
s 69(2)	Power to extend time	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
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, MSPTE, 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, MSPTE, PUD	
s 73	Power to decide to grant amendment subject to conditions	PEHBSC, SPCIP, MPEH, DPES, SPC	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 74	Duty to issue amended permit to applicant if no objectors	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, 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
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, MSPTE, 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, MSPTE, PUD	
s 83	Function of being respondent to an appeal	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	

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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, MSPTE, 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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, 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, MSPTE, PUD	
s 84AB	Power to agree to confining a review by the Tribunal	PEHBSC, SPCIP, MPEH, PSO, PP, SPAO, DPES, SPC, MSPTE	

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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, MSPTE, 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, MSPTE, PUD	
s 91(2)	Duty to comply with the directions of VCAT	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
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, MSPTE, 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, MSPTE, PUD	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 93(2)	Duty to give notice of VCAT order to stop development	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, PUD	
s 95(3)	Function of referring certain applications to the Ministe	PEHBSC, SPCIP, MPEH, DPES, SPC	
s 95(4)	Duty to comply with an order or direction	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	<p>The request to prepare the amendment must be made under section 16A.</p> <p>Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.</p>
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, MSPTE	
s 96F	Duty to consider the panel's report under s 96E	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	
s 96H(3)	Power to give notice in compliance with Minister's direction	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
s 96J	Duty to issue permit as directed by the Minister	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
s 96Z	Duty to keep levy certificates and levy exemption 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, MSPTE	
s 97C	Power to request Minister to decide the application	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	
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, MSPTE, 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, MSPTE, 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, MSPTE, PUD	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	PEHBSC, SPCIP, MPEH, DPES, SPC	
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, MSPTE, 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,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		DPES, SPC, MSPTE, 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, MSPTE, PUD	
s 97Q(4)	Duty to comply with directions of VCAT	PEHBSC, SP, SPCIP, MPEH, PSO, PP, SPAO, SStrP, StrP, DPES, SPC, MSPTE, 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, MSPTE, PUD	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
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, MSPTE	
s 101	Function of receiving claim for expenses in conjunction with claim	MPEH, DPES, MSPTE	
s 103	Power to reject a claim for compensation in certain circumstances	MPEH, DPES, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.107(1)	Function of receiving claim for compensation	SPCIP, MPEH, DPES, SPC, MSPTE	
s 107(3)	Power to agree to extend time for making claim	MPEH, DPES, MSPTE	
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, MSPTE, SPIO	
s 114(1)	Power to apply to the VCAT for an enforcement order	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPTE	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPTE	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPTE	
s 123(1)	Power to carry out work required by enforcement order and recover costs	PEHBSC, SPCIP, MPEH, DPES, SPC, PIO, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	PEHBSC, COO, SPCIP, MPEH, DPES, SPC, MSPTE, 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.
s 129	Function of recovering penalties	PEHBSC, COO, SPCIP, MPEH, DPES, DCP, SPC, MSPTE, 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, SSrP, StrP, DPES, SO, SPC, PIO, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, PUD	
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, MSPTE	Where Council is the relevant planning authority
s 158F	Power to make submissions in response to a directions panel	MPEH, DPES, MSPTE	
s 171(2)(f)	Power to carry out studies and commission reports	PEHBSC, SPCIP, MPEH, SPAO, SPC, MSPTE	
s 171(2)(g)	Power to grant and reserve easements	SPCIP, MPEH, DPES, SPC	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	COO, DPES, DCP, CFO, DGCCS, MGP	Where Council is a development agency specified in an approved infrastructure contributions plan
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, MSPTE	
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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, MSPTE	
	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, MSPTE	
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, MSPTE	
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, MSPTE	
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, MSPTE, PUD	
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, MSPTE, PUD	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, PUD	
s 178A(5)	Power to propose to amend or end an agreement	PEHBSC, SPCIP, MPEH, DPES, SPC	
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, MSPTE, 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, MSPTE, 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, MSPTE, PUD	

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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, MSPTE, 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, MSPTE, 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
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, 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, MSPTE, PUD	
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, MSPTE, 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, MSPTE, PUD	

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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, MSPTE, 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, MSPTE, 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	
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, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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, MSPTE, 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, MSPTE, 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	
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, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE, 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, MSPTE, PUD	
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, MSPTE	
s 201(3)	Duty to make declaration	SPCIP, MPEH, DPES, SPC, MSPTE	
-	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, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	MPEH, DPES, MSPTE	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	MPEH, DPES, MSPTE	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	MPEH, DPES, MSPTE	
-	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, MSPTE	
-	Power to approve and or endorse 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, MSPTE	
-	Power to give written authorisation in accordance with a provision of a planning scheme	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	

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, MSPTE, DGCCS	
s 522(1)	Power to give a compliance notice to a person	MCSMRM, EHO, EHOWO, HTO, EHC, DPES, MSPTE, 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	

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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	
s 11(9)(b)	Duty to advise Registrar	COO, DPES, SO, DGCCS, TTC, MGP, TTTL	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(5)	Duty to ensure public roads register is available for public inspection	COO, MCI, DPES, TTC, TTTL	
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	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	COO, MCI, SEWPO, MOC, CRDC, CEWLM	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(1)	Power to consent to conduct of works on road	COO, MCI, SEWPO, MOC, CEWLM	Where Council is the coordinating road authority
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
s 71(3)	Power to appoint an authorised officer	COO, DPES, TTC	

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Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	
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	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
sch 7 cla 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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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 cl18(1)	Power to enter into an agreement	COO, MCI, DPES, TTC	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	COO, MCI, DPES, TTC	Where Council is the coordinating road authority

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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
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, MSPTE	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, MSPTE, 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
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

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MSPTE	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, MSPTE	
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, MSPTE	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

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
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

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, MOC, KWL, TLC, CRDC, CEWLM	Where Council is the responsible road authority
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	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 1. Instrument of Delegation from Council to Council staff

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

CM.024/26 Instrument of Delegation from Council to Council staff
Attachment 1. Instrument of Delegation from Council to Council staff

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NEW Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
817000	Planning and Environment Act 1987	s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.		
817001	Planning and Environment Act 1987	s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.		
817002	Planning and Environment Act 1987	s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.		
817003	Planning and Environment Act 1987	s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.		
817004	Planning and Environment Act 1987	s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F		

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 2. Summary of the new and changed provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
817005	Planning and Environment Act 1987	s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.		Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
817006	Planning and Environment Act 1987	s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.		
817007	Planning and Environment Act 1987	s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.		
817008	Planning and Environment Act 1987	s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.		Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 2. Summary of the new and changed provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
817009	Planning and Environment Act 1987	s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.		
817010	Planning and Environment Act 1987	s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).		Where Council is the responsible authority
817011	Planning and Environment Act 1987	s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)		Where Council is the responsible authority
817012	Planning and Environment Act 1987	s 158F	Power to make submissions in response to a directions panel		

CHANGED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
183796	Planning and Environment Act 1987	s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	DPES, MSPTE	Note: the power to make a decision to abandon an amendment cannot be delegated
183919	Planning and Environment Act 1987	s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	PEHBSC, SPCIP, MPEH, DPES, SPC, MSPTE	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
184177	Planning and Environment Act 1987	s 96Z	Duty to keep levy certificates and levy exemption 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, MSPTE	

DELETED Provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
183769	Planning and Environment Act 1987	s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MPEH, DPES, MSPTE	
183770	Planning and Environment Act 1987	s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	MPEH, DPES, MSPTE	
183771	Planning and Environment Act 1987	s 8A(5)	Function of receiving notice of the Minister's decision	MPEH, DPES, MSPTE	
183772	Planning and Environment Act 1987	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, MSPTE	

CM.024/26 Instrument of Delegation from Council to Council staff

Attachment 2. Summary of the new and changed provisions

#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
183773	Planning and Environment Act 1987	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, MSPTE	

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



In this Instrument 'officers' means –

Renae Ahern
John Aktag
Abdullah Ates
Matthew Baker
Briana Barnes
Emma Barrett
Michelle Bashta
John Brennan
Megan Brittingham
Andrea de Boer
Geoffrey Fagan
Andrew Feeney
Carolina Ferreira
Aidan Francischelli
Eloise Gabriele
Richard Glawitsch
Kamal Hasanoff
Richard James
Kate Jewell
Jennifer Kemp
Ben Kenyon
Amanda Kern
Tammy Laughren
Igino Luchetti
Stewart Mala
Anastasia Matete
Sarah Mayman
Daniel McGrath
Karen McPherson
Raymond Micallef
Robert Mitchelmore
Caitlin Mitropoulos
Jared Munro
Tim Oldfield
Nicholas Ouzas
Aaron Peck
Vince Pepi
Serge Perna
Barry Pilliner
Taylor Richards
Katrina Ross
Khalid Sarakibi
Catriona Sexton
Sarah Shehata
Marianne Sparks
Warren Tomlinson
Frank Vassilacos
Timothy Vickers
Emrys Williams
Crystal Ye

CM.025/26 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)
Attachment 1. Instrument of Appointment and Authorisation for Planning and Environment Act 1987

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 24 March 2026.

THE COMMON SEAL of NILLUMBIK)
SHIRE COUNCIL was affixed hereto)
On the day of March 2026)
On the authority of the Council and)
signed by:)

..... Councillor

..... Chief Executive Officer

Informal Meeting of Councillors Record

The Meeting commenced at 10:30am

MEETING DETAILS:	Title:	Positive Ageing Advisory Committee
	Date:	Friday 13 February 2026
	Location:	Council Chamber, Civic Drive, Greensborough
PRESENT:	Councillors:	Cr Peter Perkins
	Council Staff:	Narelle Hart (Manager Community Programs), Stephanie Vassilios (Coordinator Ageing Well Team), Heather Macmillan (Positive Ageing Officer) and Narelle Henley (Waste Management Officer)
	Other:	Steve Jenkinson, Sophie Broughton, Jacqui Sweeney, Marcel Saxone, Stella Huet, Tom Fisher, Marlwood Ryder, Ann Hutchinson, Tamsyn Guerrera (HolStep Health), Alexandra Price (Yarra Plenty Regional Library Service), Lisa Renn (healthAbility) and Jade Kruger (healthAbility)
APOLOGIES:		Cr Joy, Kate Puls, Natalie Francis, and Tanya Cottrell (St Vincent Healthy Ageing Service)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Conflict of Interest	No disclosures were made
2	Minutes of previous meeting	No disclosures were made
3	Outstanding Action Items	No disclosures were made
4	Nillumbik Shire Council Waste Management and Circular Economy – Waste Education and Engagement	No disclosures were made
5	Ageing Well Update	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
6	healthAbility Consultation – insights into experiences with group programs to help improve offerings and programs for older people	No disclosures were made
7	Roundtable	No disclosures were made

The Meeting concluded at 1:30pm

RECORD COMPLETED BY:	Officer Name: Stephanie Vassilios Officer Title: Coordinator Ageing Well Team
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Informal Meeting of Councillors Record

The Meeting commenced at 7:00pm

MEETING DETAILS:	Title:	Arts and Cultural Advisory Committee
	Date:	Monday, 16 February 2026
	Location:	Council Chambers, Civic Centre, Greensborough and via Zoom
PRESENT:	Councillors:	Cr. Kim Cope
	Council Staff:	Nichole Johnson (Manager Community Partnerships), Saleh Hadi (Coordinator Arts & Cultural Development), Sarah Hammond (Arts Program Officer), Emily Wubben (Curator & Collections Management Officer), Jacqueline Felstead (Curator & Collections Management Officer), Jenny Vergers (Acting Arts Development Officer), Renee Cosgrave (Exhibitions Officer)
	Other:	Amanda Grant, Cassie May, Jennifer Johnsen, Kerstin Paulsen, Leanne Ipsen, Les Zig, Michael Sheill, Nusra Qureshi, Svetlana Matovski, Olivia Morris, Sammaneh Pourshafighi, David Kerrigan.
APOLOGIES:		Corrienne Nichols (Director Communities), Ni Li, Mel Paine.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Matters Arising <ul style="list-style-type: none"> Working with Children Checks 	No disclosures were made
2	Arts & Cultural Development Updates <ul style="list-style-type: none"> Creative Infrastructure Framework EOI for Arts and Cultural Advisory Committee 2026-27 	No disclosures were made
3	Officer Updates <ul style="list-style-type: none"> Curator & Collections Management Eltham Library Community Gallery & Socials Arts Development/Public Art Arts Programs 	No disclosures were made
4	ACAC Member Discussions	No disclosures were made
5	Other Business <ul style="list-style-type: none"> Nillumbik Art Museum 	No disclosures were made
6	2026 Meetings	No disclosures were made

The meeting concluded at 8.32 pm

RECORD COMPLETED BY:	Officer Name/Title:	Sarah Hammond, Arts Program Officer
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Informal Meeting of Councillors Record

The Meeting commenced at 5.30pm

MEETING DETAILS:	Title:	CEO Employment Matters Advisory Committee meeting
	Date:	Tuesday 17 February 2026
	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, Blaga Naumoski
	Other:	Kendrea Pope – Chair and Advisor
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1		No disclosures were made
2	CEO Performance Matters Advisory Committee Meeting - Mid-year Review	No disclosures were made

The Meeting concluded at 7.30pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
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Informal Meeting of Councillors Record

The Meeting commenced at 8.00pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 17 February 2026
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy (virtually), Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Derek Rotter, Tania Treasure, Nichole Johnson, Yasmin Green and Sangita Parsot
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
3	Arts and Culture Strategy 2022-2026 - Review of Year 3 Action Plan and Presentation of Year 4 Action Plan	No disclosures were made
4	Gambling Harm Minimisation Policy	No disclosures were made
5	Eltham Town Activity Centre Special Rate Levy (2026 - 2029) - Consideration of Submissions	No disclosures were made

The Meeting concluded at 8.40pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
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Informal Meeting of Councillors Record

The Meeting commenced at 5.33pm

MEETING DETAILS:	Title:	Council Meeting Pre-Meet
	Date:	Tuesday 24 February 2026
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay
	Council Staff:	Carl Cowie, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Derek Rotter, Bulent Oz, Michele Purtle, Nichole Johnson, Natalie Champion, Sangita Parsot, Liann Filer, Steward Broussard, James Hartigan, Craig King, Robert Malignaggi, Steven Blight, Dimitra Barnes, Katia Croce
	Other:	
APOLOGIES:		Cr John Dumaresq

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Confirmation of Minutes Council Meeting held Tuesday 9 December 2025	No disclosures were made
3	Advisory Committee Report 24 February 2026	No disclosures were made
4	December Quarter Financial Report	No disclosures were made
5	Council Plan Quarterly Performance Report - Q2, 2025-2026	No disclosures were made
6	Health and Wellbeing Plan Quarterly Performance Report	No disclosures were made
7	Local Government Performance Framework - Mid-year Performance Report - January 2026	No disclosures were made
8	Nillumbik Shire Council motions to the Australian Local Government Association - National General Assembly	No disclosures were made
9	Hurstbridge Dog Park Upgrade - Final Design Endorsement	No disclosures were made
10	Naming proposal for Reserve in John Street, Eltham	No disclosures were made
11	Mays Road and Kapili Way, Eltham - Special Charge Scheme	No disclosures were made
12	Draft Terms of Reference and proposed EOI process for the Living & Learning Advisory Committee	No disclosures were made
13	Environment and Sustainability Advisory Committee (ESAC) - Renew Terms of Reference	No disclosures were made



CM.028/26 Informal Meetings of Councillors Records - 24 March 2026

Attachment 1. Informal Meeting of Councillors Records 24 March 2026

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
14	Lease and Loan Guarantor - North Eltham Wanderers Cricket Club	No disclosures were made
15	Tender Report - Contract 2526-024 - Vendor Neutral Panel for Contingent Labour	No disclosures were made
16	Informal Meetings of Councillors Records - 24 February 2026	No disclosures were made
17	NOM.001/26 Vandalism of War Memorials	No disclosures were made

The Meeting concluded at 6.22pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Katia Croce Manager Governance and Property
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Informal Meeting of Councillors Record

The Meeting commenced at 1pm

MEETING DETAILS:	Title:	Health and Wellbeing Advisory Committee
	Date:	Thursday 26 February 2026
	Location:	Hybrid – online and Council Offices, Candle Bark Rooms, 32 Civic Drive, Greensborough 3088
PRESENT:	Councillors:	Cr Kelly Joy, Cr Grant Brooker
	Council Staff:	Corrienne Nichols, Nichole Johnson, Sangita Parsot
	Other:	Matt Weisheit (Belgravia Health and Leisure Group), Maryanne Clarke (Women's Health in the North), Ann Hutchinson (Community Representative), Jackie Babington (Aligned Leisure), Bec Schafer (Community Representative) Eliza Pitson (Health Ability), Jo Mithen (North Eastern Public Health Unit), Stephanie Dallas (Allwood Neighbourhood House), Kellie Wishart (CareNet), Missy Ali (Holstep Health), Jackie Moroney (Yarra Plenty Regional Libraries),
APOLOGIES:		Yasmin Green (Coordinator Youth, Social Planning and Equity), Julia Bilton (healthAbility), Kate Hansen (Yarra Plenty Regional Libraries), Snez Pezzin (Community Representative)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome and introduction	Cr Joy opened and chaired the meeting. No disclosures were made.
2	Council update <ul style="list-style-type: none"> Upcoming 2026 Partnership Forum discussed Highlights from Quarters 1 and 2 of the Year 1 Health and Wellbeing Action Plan were presented 	Sangita Parsot facilitated this section. No disclosures were made.
3	Discussion <ul style="list-style-type: none"> Identifying local gaps, trends and hard-to-reach groups 	Sangita Parsot and Cr Joy facilitated this section. No disclosures were made.
4	Roundtable <ul style="list-style-type: none"> An opportunity to share with the group. 	Sangita Parsot and Cr Joy facilitated this section. No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
5	Thank you and close	Cr Joy thanked everyone and closed the meeting. No disclosures were made. The meeting closed at 2:26pm and Cr Kelly Joy and Cr Grant Brooker left.

The Meeting concluded at 2.26pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Sangita Parsot Social Planning and Policy Officer
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Informal Meeting of Councillors Record

The Meeting commenced at 10.00am

MEETING DETAILS:	Title:	Inclusion and Access Advisory Committee
	Date:	27 February 2026
	Location:	Council Chamber, Nillumbik Shire Council, Greensborough, 3088
PRESENT:	Councillors:	Cr Peter Perkins
	Council Staff:	Angela Lampard (Disability, Inclusion and Volunteer Coordinator), Nazish Khan (Disability Inclusion Officer) and Julie-Anne Grech (Business and Program Support Officer)
	Other:	Michelle Molinaro, Jade McAlear, Karen McAlear (Carer), Gina Lloyd-Thomas, Naomi Bishop, Seane Cumming (Different Journeys), Brandi Rutherford (Araluen), Kirsten Bate, Jenny Johnsen, Brendan Dozzi, Courtney Walsh (St John of God), Silvana Scibilia, Candice Bull and Toni Spotswood (Co-design and Engagement Division, National Disability Insurance Agency) and Shakilah Wesonga and Ted Marcanio (Senior Local Area Coordinators, Brotherhood of St. Laurence)
APOLOGIES:	Cr Joy, Narelle Hart (Manager Community Programs), Debbie Anderson (Brotherhood of St. Lawrence), Chantal Blitenthall (Yarra Plenty Regional Library) and Linda Kelly	

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Minutes of previous meeting on 12 December 2025	No Disclosures were made
2	Outstanding Action Items	No Disclosures were made
3	Outcome of Committee recommendation regarding Dependent Person's Unit (DPU)/Small Second Dwelling disability concierge system for new planning applications and enquiries	No Disclosures were made
4	National Disability Insurance Agency: NDIS presentation	No Disclosures were made
5	Brotherhood of St. Laurence: Partner in the Community overview	No Disclosures were made
6	Other Business	No Disclosures were made

The Meeting concluded at 12.00pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Julie-Anne Grech Business and Program Support Officer
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Informal Meeting of Councillors Record

The Meeting commenced at 5.00 pm

MEETING DETAILS:	Title:	Youth Council Formal Meeting
	Date:	2 March 2026
	Location:	Nillumbik Youth Hub (32 – 34 Elizabeth St, Diamond Creek)
PRESENT:	Councillors:	Cr Grant Brooker
	Council Staff:	Nichole Johnson, Yasmin Green, Krystle Kalomakaefu, Frances Biggar
	Other:	Aashini Rastogi, Alexandra Laidlaw, Ang Gartland, Anushka Gupta, Eleanor Risley, Jess Brown, Kris van der Kamp, Rose Jarvis
APOLOGIES:		Cr Kate McKay, Tahlia Edmonds, Lucas Fox, Samuel Lochner

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Youth Summit planning update	No disclosures made
2	Youth Council projects	No disclosures made
3		
4		
5		
6		

The Meeting concluded at 6.18 pm

RECORD COMPLETED BY:	Officer Name:	Krystle Kalomakaefu
	Officer Title:	Team Leader Youth Development



Informal Meeting of Councillors Record

The Meeting commenced at 5.30pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 3 March 2026
	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, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Derek Rotter, Katia Croce, Emma Christensen, Stewart Broussard, Michele Purtle
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Advisory Committee Policy and Terms of Reference review	No disclosures were made
3	Consideration of MAV State Council Motions	No disclosures were made
4	Eltham Redbacks Football Club	No disclosures were made
5	CEO Update with Councillors	No disclosures were made

The Meeting concluded at 7.05pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
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Informal Meeting of Councillors Record

The Meeting commenced at 7.30pm

MEETING DETAILS:	Title:	CEO Employment Matters
	Date:	Tuesday 3 March 2026
	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:	Blaga Naumoski
	Other:	
APOLOGIES:		Kendrea Pope - Chair and Advisor

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Discuss summary assessment report – mid year review	No disclosures were made

The Meeting concluded at 8.42pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
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Informal Meeting of Councillors Record

The Meeting commenced at 5.32pm

MEETING DETAILS:	Title:	Planning and Consultation Committee Pre-Meet
	Date:	Tuesday 10 March 2026
	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, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Katia Croce, Steve Blight, Tania Treasure, Kasey Lawrence
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 11 November 2025	No disclosures were made
3	Eltham Town Activity Centre Special Rate Levy 2026-2029 - Consideration of Submissions	No disclosures were made
4	Jayson Avenue Special Charge Scheme, Eltham - Consideration of Submissions	No disclosures were made

The Meeting concluded at 5.55pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Katia Croce Manager Governance and Property
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