

Council Meeting

Agenda

Meeting No. 637

10 September 2024

Commencing 7.00pm

Council Chamber

301 Hampshire Road, Sunshine,
Victoria

Fiona Blair
Chief Executive Officer
6 September 2024

Welcome to this Council Meeting

Brimbank City Council respectfully acknowledges and recognises the Wurundjeri and Bunurong Peoples as the Traditional Custodians of this land and pays respect to their Elders, past, present and future.

The purpose of this meeting is for Council to make decisions on matters that affect the City. Matters Council will consider at this meeting are listed in this Agenda.

The Governance Rules 2023 set out the way Council Meetings run and the conduct expected of the Council and members of the public.

Council Chamber is open to members of the public to attend and observe Council Meetings.

Council will continue to live stream Council Meetings for members of the public to view from home in accordance with the Live Streaming of Council Meetings Policy. We encourage anyone with COVID-19 symptoms to get tested and stay home, and watch the live stream of the meeting, instead of attending the meeting in person.

Members of the public (including media) wishing to record a Council Meeting (audio or video) must seek approval from the Chair prior to the meeting. Only if the Chair grants permission is recording allowed, and the Chair will advise everyone in attendance (for privacy reasons).

The Council

The current Council was elected for a four year term.

The Councillors were sworn in at a Council Meeting on 10 November 2020. At a Council Meeting on 17 November 2023, the Council elected Councillor Ranka Rasic as Mayor for a one year term. The Mayor takes precedence at all meetings at the Council and will chair the meeting.

The Chair is responsible for ensuring Council Meetings are run in accordance with the Governance Rules 2023.

Voting

For each decision Council makes, a Councillor will first propose (move) a motion. The motion must be seconded by another Councillor before it can be discussed and decided on. Voting on a motion is always by a show of hands.

Streaming

Council Meetings are streamed live and as video on demand to offer everyone who cannot attend a meeting in person an opportunity to watch at their own convenience Council debate and decision-making. Meetings can be accessed on Council's YouTube channel at <http://www.youtube.com/c/BrimbankCityCouncil>.

Council

Cr Ranka Rasic	Mayor
Cr Jae Papalia	Deputy Mayor
Cr Victoria Borg	
Cr Sarah Branton	
Cr Thuy Dang	
Cr Sam David	
Cr Maria Kerr	
Cr Bruce Lancashire	
Cr Jasmine Nguyen	
Cr Thomas O'Reilly	
Cr Virginia Tachos	

Municipal Monitors

Ms Janet Dore	Municipal Monitor
Ms Penelope Holloway	Municipal Monitor

Executive Leadership Team

Ms Fiona Blair	Chief Executive Officer
Mr Ashley Fleming	Acting Director Community Wellbeing
Ms Georgie Hill	Director People, Partnerships and Performance
Mr Chris Leivers	Director Infrastructure and City Services
Mr Mark Stoermer	Director Corporate Services
Ms Leanne Deans	Acting Director City Futures

Governance Team

Mr Danny Bilaver	Manager Governance and Risk
Mr Tony Vo	Coordinator Council Business
Ms Natalie Horvatic	Council Business Officer

Table of Contents

1	Opening (Including Acknowledgement Of Country)	5
2	Council Commitment	5
3	Apologies/Leave Of Absence	5
4	Disclosure Of Conflicts Of Interest	5
5	Designation Of Items As Confidential	5
6	Confirmation Of Minutes Of Previous Council Meetings	5
7	Condolences	5
8	Congratulations	5
9	Public Question Time	5
10	Petitions	6
11	Minutes/Reports Of Delegated Committees	6
12	Officer Reports	7
12.1	Planning Activity Update And Delegate Decisions And Planning Scheme Amendments Update - August 2024	7
12.2	Climate Emergency Plan Report Card	41
12.3	Financial Statements 2023-2024 And Performance Statement 2023- 2024	59
12.4	Governance Report September 2024	131
12.5	Quarterly Advocacy Report - September 2024	282
12.6	Annual Report Cards Sports Facility Development Plan And Community Services Infrastructure Plan	286
12.7	Annual Community Report Cards For Community Learning And Participation	294
12.8	Annual Report Cards Community Strengthening And Social Planning Combined Community	334
13	Notices Of Motion	386
14	Notices Of Rescission	386
15	Urgent Business	386
16	Confidential Business	386
17	Meeting Closure	386

1 Opening (Including Acknowledgement Of Country)

On behalf of Brimbank City Council, I respectfully acknowledge and recognise the Wurundjeri and Bunurong Peoples as the Traditional Custodians of this land and pay respect to their Elders, past, present and future.

2 Council Commitment

As the Council, we will act in the best interests of the Brimbank community and consider the immediate and long term impacts of our decisions. We will make these decisions fairly and without bias.

We will uphold all of our obligations under the laws of Victoria and Council's local laws, and will act in accordance with our Code of Conduct.

3 Apologies/Leave Of Absence

4 Disclosure Of Conflicts Of Interest

5 Designation Of Items As Confidential

Motion

That Council declares confidential in accordance with section 66(2)(a) of the *Local Government Act 2020 (the Act)*:

- **Confidential Report 16.1**

as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (s 3(1)(f) of the *Local Government Act 2020*).

6 Confirmation Of Minutes Of Previous Council Meetings

Motion

That Council confirms the Minutes of Council Meeting No. 636, held on 20 August 2024.

7 Condolences

Nil.

8 Congratulations

Nil.

9 Public Question Time

10 Petitions

Nil.

11 Minutes/Reports Of Delegated Committees

Nil.

12 Officer Reports

12.1

Directorate
Acting Director
Manager
Attachment(s)

Planning Activity Update and Delegate Decisions and Planning Scheme Amendments Update - August 2024

City Futures

Leanne Deans

Kristen Gilbert and Sophie Thompson

1. Delegated Planning Permit Decisions - August 2024 [12.1.1 - 26 pages]
2. Graphical Representation of Data from Last Three Years [12.1.2 - 3 pages]
3. Planning Scheme Amendment Status Summary - August 2024 [12.1.3 - 2 pages]

Purpose

To report to Council on:

- The status of planning permit applications and trends in planning approvals in Brimbank
- Decisions made under delegated authority in August 2024 regarding planning permit applications and other matters
- The status of current Planning Scheme Amendments at 31 August 2024.

Officer Recommendation

That Council:

- a. **Notes the Planning Activity Update and Delegate Decisions – August 2024 report, and Delegated Planning Permit Decisions, at Attachment 1 to this report.**
- b. **Notes the Planning Scheme Amendment Summary – August 2024, at Attachment 3, and that this relates to amendments where Council has resolved to request authorisation from the Minister for Planning to prepare and exhibit an amendment or has requested that the Minister prepare an amendment under section 20(4) of the *Planning and Environment Act 1987*.**

Background

Council is a Responsible Authority under the *Planning and Environment Act 1987 (the Act)*. In this role, Council administers the Brimbank Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of the land in the municipality. Certain planning permit applications, and other matters, are determined by Council officers under the delegated authority of Council.

The statistics presented do not represent all development activity in the municipality. Many types of use and development do not require a planning permit and may take place without being recorded as part of the planning approvals data. In addition, some planning permits are not acted on, or there may be a delay between when the approval is granted and when works take place.

Council is a Planning Authority for the Planning Scheme and undertakes amendments to the Planning Scheme when authorised by the Minister for Planning (Minister), or in accordance with section 8A(7) of *the Act*. Council undertakes amendments for a range of reasons including to enhance or implement the strategic vision, to implement local policy, to correct mistakes, to enable or restrict development, and to set aside land for acquisition for a public purpose or remove such a reservation when it is no longer required.

The Minister may prepare an amendment or authorise the preparation of an amendment by another Minister, public authority or municipal council. For the purpose of this report, the status of Planning Scheme Amendments will only include amendments where Council is the Planning Authority, and where Council has resolved to request authorisation from the Minister to prepare and exhibit an amendment or has requested that the Minister prepare an amendment under section 20(4) of *the Act*.

Matters for Consideration

Seventy-six planning determinations and 16 subdivision determinations were made under delegated authority in August 2024. Fifty-six new planning permit applications were received in August 2024. The value of development for these 56 applications is \$17.4 million.

A list of the planning applications determined under delegation from Council during August 2024 is at **Attachment 1**. **Attachment 2** provides a graphical representation of the data over the last three years.

	August 2024	Previous month (July 2024)	Monthly average for past 12 months	August 2023
Applications Received	56	71	61	80
Planning Permit Approvals	68	68	62	75
Notice of Decision to Grant a Permit	8	6	5	11
Refusal to Grant a Planning Permit	0	2	1	3
Subdivision Approvals	16	15	21	13
Cost of development for new applications (millions)	\$17.4	\$77.6	\$46.83	\$71.3

One planning appeal was determined by the Victorian Civil and Administrative Tribunal (VCAT) in this period:

- An appeal against Council's failure to determine an application within the prescribed timeframe was unsuccessful, with VCAT ordering that no permit be granted (P110/2022 for 5A Mineral Terrace, Sunshine North).

At the end of August 2024 there were four appeals lodged at VCAT that had not yet been determined. This is two less than at the end of August 2023.

The Planning Scheme Amendment Summary is shown at **Attachment 3** and includes three Planning Scheme Amendments where Council is the Planning Authority or has requested the Minister to prepare an amendment under section 20(4) of *the Act*.

Progress highlights for the August 2024 period include:

Amendment	Intent	Progress Status
Amendment C227brim	Apply a Heritage Overlay to the Sunshine Silos	On 22 August 2024 Council was advised that Amendment C227brim had been approved by the Minister for Planning but it would not be effective until it was gazetted, which is yet to occur.
Amendment C239brim	Implement the Housing and Neighbourhood Character Strategy	On 22 August 2024 Council received a request for further information and officers are working to provide the information requested.

Community Engagement

Not applicable.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report complies with the *Planning and Environment Act 1987*, *Local Government Act 1989* and the Brimbank Planning Scheme.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Delegated Planning Permit Decisions

01/08/2024 – 31/08/2024

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Ward: Albanvale 4					
S18/2022 P/N: 1	Subdivision Certification	16/02/2022	9 Capri Ct, Deer Park 1/9 Capri Ct, Deer Park 2/9 Capri Ct, Deer Park 9 Capri Ct, Deer Park	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 901421C)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 28-08-2024					
S184/2023 P/N: 1	Subdivision Certification	22/12/2023	1/57 Welwyn Pde, Deer Park 2/57 Welwyn Pde, Deer Park 3/57 Welwyn Pde, Deer Park	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 3 LOT RESIDENTIAL SUBDIVISION (PS919852X)	\$0
Determination: PCER (Certified)					
Determination Date: 28-08-2024					
P43/2024 P/N: 1	Planning Application	14/02/2024	66 Mawson Ave, Deer Park	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF THREE (3) DOUBLE STOREY DWELLINGS	\$750,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 20-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Bairnsbank Council Meeting No. 637 - 10 September 2024					
P171/2024 P/N: 1	Planning Application	01/05/2024	7 Isabella Ct, Albanvale	Neighbourhood Residential Zone (NRZ) Dwelling and PPAR-Single dwelling CONSTRUCTION OF A DOUBLE STOREY DWELLING ON A LOT OF LESS THAN 300SQM	\$400,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 26-08-2024					
Ward: Cherry Creek 10					
P496/2022 P/N: 1	Planning Application	08/09/2022	147A Cairnlea Dr, Cairnlea 26S Glenbrook Ave, Cairnlea	Public Park and Recreation Zone (PPRZ) Removal of Native Vegetation and PPAR-Native Vegetation Removal REMOVAL OF NATIVE VEGETATION (SECTION G, STAGE 1)	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 27-08-2024					
P392/2023 P/N: 1	Planning Application	11/08/2023	751B Ballarat Rd, Deer Park 753 Ballarat Rd, Deer Park 753 Ballarat Rd, Deer Park 757 Ballarat Rd, Deer Park 755 Ballarat Rd, Deer Park 751A Ballarat Rd, Deer Park 751 Ballarat Rd, Deer Park 757 Ballarat Rd, Deer Park 759 Ballarat Rd, Deer Park 765 Ballarat Rd, Deer Park 179 Tilburn Rd, Deer Park 765 Ballarat Rd, Deer Park	Commercial 2 Zone (C2Z) Development Plan and PPAR-Other APPLICATION FOR APPROVAL OF A DEVELOPMENT PLAN UNDER DEVELOPMENT PLAN OVERLAY SCHEDULE 16	\$0
Determination: PDPA (Development Plan Approved)					
Determination Date: 21-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barrabook Council Meeting No. 637 - 10 September 2024					
P529/2023 P/N: 1	Planning Application	25/10/2023	256 Forrest St, Ardeer	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling ALTERATIONS AND ADDITIONS (CARPORT) TO THE EXISTING DWELLING AND THE CONSTRUCTION OF A SINGLE STOREY DWELLING TO THE REAR OF THE EXISTING DWELLING	\$280,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 20-08-2024					
P585/2023 P/N: 1	Planning Application	16/11/2023	397 Foleys Rd, Deer Park	Industrial 1 Zone (IN1) Warehouse and PPAR-One or more new buildings USE AND DEVELOPMENT OF THE LAND FOR INDUSTRY (MEAT PROCESSING AND PACKAGING FACILITY) AND A REDUCTION TO THE STANDARD CAR PARKING REQUIREMENT	\$920,000
Determination: PNOD (Notice of Decision issued by Delegate)					
Determination Date: 02-08-2024					
P77/2024 P/N: 1	Planning Application	07/03/2024	3 Whitesides Ave, Sunshine West	General Residential Zone (GRZ) PPAR-Multi dwelling and Multi Unit Residential Development CONSTRUCTION OF ADDITIONS (CARPORT) TO THE EXISTING DWELLING AND THE CONSTRUCTION OF A DOUBLE STOREY DWELLING TO THE REAR	\$480,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 05-08-2024					
P82/2024 P/N: 1	Planning Application	27/03/2024	21 Millennium Dr, Sunshine West 21 Millennium Dr, Sunshine West 13 Diana Dr, Sunshine West	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 918436T)	\$0
Determination: PLAP (Planning Application Lapsed)					
Determination Date: 05-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Brimbank Council Meeting No: 637 - 10 September 2024					
S32/2024 P/N: 1	Subdivision Certification	27/03/2024	21 Millennium Dr, Sunshine West 21 Millennium Dr, Sunshine West 13 Diana Dr, Sunshine West	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 918436T)	\$0
Determination: PCLP (Certification Lapsed)					
Determination Date: 05-08-2024					
P146/2024 P/N: 1	Planning Application	17/04/2024	475 Mt Derrimut Rd, Derrimut	Special Use Zone (SUZ) Liquor License and PPAR-Liquor License VARIATION TO LIQUOR LICENCE	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 28-08-2024					
P301/2024v P/N: 1	Planning Application (VicSmart)	10/07/2024	56 Park West Dr, Derrimut	Industrial 2 Zone (IN2) Buildings & Works to Industrial Premise and PPAR-Extend exist building WORKS (CAR PARK EXTENSION) TO AN EXISTING INDUSTRIAL PREMISE	\$999,999
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 26-08-2024					
P360/2024v P/N: 1	Planning Application (VicSmart)	12/08/2024	126 The Avenue, Sunshine West	Neighbourhood Residential Zone (NRZ) Dwelling Works (including fence) and PPAR-Other buildings & works (tan BUILDINGS AND WORKS WITHIN AN SBO	\$56,343
Determination: PNPR (No Permit Required)					
Determination Date: 15-08-2024					
Ward: Copernicus 6					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barrabank Council Meeting No: 637 - 10 September 2024					
S121/2023 P/N: 1	Subdivision Certification	06/09/2023	16 Hoban Cl, Keilor Downs 16 Hoban Cl, Keilor Downs	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 3 LOT RESIDENTIAL SUBDIVISION (PS 917625V)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 08-08-2024					
P64/2024 P/N: 1	Planning Application	01/03/2024	4 Winifred St, St Albans 4 Winifred St, St Albans 4 Winifred St, St Albans 4 Winifred St, St Albans 4 Winifred St, St Albans 4 Winifred St, St Albans	General Residential Zone (GRZ) Buildings & Works to an Education Centre and PPAR-One or more new built BUILDINGS AND WORKS TO AN EXISTING PRIMARY SCHOOL (ADDITIONAL CLASSROOMS)	\$2,936,434
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 26-08-2024					
S46/2024 P/N: 1	Subdivision Certification	18/04/2024	8 Itala Ct, Keilor Downs	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 925490W)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 02-08-2024					
S103/2024 P/N: 1	Subdivision Certification	29/07/2024	34 Prince Albert Cres, Taylors Lakes 36 Prince Albert Cres, Taylors Lakes	Neighbourhood Residential Zone (NRZ) Consolidation CONSOLIDATION OF TWO (2) ALLOTMENTS OF LAND (PC 383253T)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 15-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barbary Creek Council Meeting No. 637 - 10 September 2024					
P354/2024v P/N: 1	Planning Application (VicSmart)	08/08/2024	7 Barbary Cres, Taylors Lakes	Neighbourhood Residential Zone (NRZ) Dwelling Extension and PPAR-Extend exist dwell or assoc struct CONSTRUCTION OF AN ENCLOSED VERANDAH	\$13,600
Determination: PNPR (No Permit Required)					
Determination Date: 14-08-2024					
P371/2024v P/N: 1	Planning Application (VicSmart)	23/08/2024	555 Sunshine Ave, Taylors Lakes	Commercial 1 Zone (C1Z) Change of Use and PPAR-Change or extension of use REDUCTION IN CAR PARKING	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 27-08-2024					
Ward: Delahey 1					
P664/2023 P/N: 1	Planning Application	27/12/2023	4 Chittenup Bend, Sydenham	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS	\$980,000
Determination: PNOD (Notice of Decision issued by Delegate)					
Determination Date: 27-08-2024					
Ward: Grasslands 7					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
S169/2022 P/N: 1	Subdivision Certification	09/12/2022	37-39 Disraeli St, St Albans 41 Disraeli St, St Albans 15A Buchanan St, St Albans 15B Buchanan St, St Albans 15C Buchanan St, St Albans 37 Disraeli St, St Albans 1/39 Disraeli St, St Albans 37-39 Disraeli St, St Albans 2/39 Disraeli St, St Albans 3/39 Disraeli St, St Albans 4/39 Disraeli St, St Albans 39 Disraeli St, St Albans	General Residential Zone (GRZ) Subdivision - Residential 8 LOT RESIDENTIAL SUBDIVISION (PS 842751F) OF LAND AFFECTED BY A SPECIAL BUILDING OVERLAY	\$0

Determination: PCER (Certified)

Determination Date: 23-08-2024

S144/2023 P/N: 1	Subdivision Certification	05/10/2023	1/16 Curtin St, St Albans 2/16 Curtin St, St Albans 3/16 Curtin St, St Albans 4/16 Curtin St, St Albans 5/16 Curtin St, St Albans 6/16 Curtin St, St Albans 7/16 Curtin St, St Albans 8/16 Curtin St, St Albans 1/16 Curtin St, St Albans 2/16 Curtin St, St Albans 3/16 Curtin St, St Albans 4/16 Curtin St, St Albans 5/16 Curtin St, St Albans 6/16 Curtin St, St Albans 7/16 Curtin St, St Albans 8/16 Curtin St, St Albans	General Residential Zone (GRZ) Subdivision - Residential 8 LOT RESIDENTIAL SUBDIVISION (PS 907740C)	\$0
---------------------	---------------------------	------------	--	---	-----

Determination: PCER (Certified)

Determination Date: 29-08-2024

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barnbank Council Meeting No: 637 - 10 September 2024					
P512/2023 P/N: 1	Planning Application	11/10/2023	13 Ruth St, St Albans	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS	\$980,000
Determination: PNOD (Notice of Decision issued by Delegate)					
Determination Date: 22-08-2024					
P255/2024 P/N: 1	Planning Application	14/06/2024	21 Pennell Ave, St Albans 21 Pennell Ave, St Albans	Residential Growth Zone (RGZ) Subdivision - Residential and PPAR-Subdivision of land 4 LOT RESIDENTIAL SUBDIVISION (PS 920486P)	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 05-08-2024					
P274/2024 P/N: 1	Planning Application	20/06/2024	14 Glendenning St, St Albans 1/14 Glendenning St, St Albans 2/14 Glendenning St, St Albans 3/14 Glendenning St, St Albans 4/14 Glendenning St, St Albans 5/14 Glendenning St, St Albans 6/14 Glendenning St, St Albans 7/14 Glendenning St, St Albans 14 Glendenning St, St Albans	Residential Growth Zone (RGZ) Subdivision - Residential and PPAR-Subdivision of land 7 LOT RESIDENTIAL SUBDIVISION (PS 919702T) OF LAND AFFECTED BY A DESIGN AND DEVELOPMENT OVERLAY SCHEDULE 9 (DDO9)	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 09-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
P327/2024 P/N: 1	Planning Application	22/07/2024	12 Cox St, St Albans	General Residential Zone (GRZ) Certificate of Compliance and PPAR-Other APPLICATION FOR A CERTIFICATE OF COMPLIANCE UNDER SECTION 97N OF THE PLANNING AND ENVIRONMENT ACT 1987 FOR THE USE AND DEVELOPMENT OF THE LAND FOR A ROOMING HOUSE	\$0

Determination: PCOC (Certificate of Compliance - Issued)

Determination Date: 01-08-2024

P336/2024 P/N: 1	Planning Application	25/07/2024	26 Elizabeth St, St Albans 26C Elizabeth St, St Albans 26B Elizabeth St, St Albans	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 925614F)	\$0
---------------------	----------------------	------------	--	--	-----

Determination: PPI (Permit Issued by Delegate)

Determination Date: 28-08-2024

Ward: Harvester	19
------------------------	-----------

P555/2022 P/N: 1	Planning Application	10/10/2022	1/2 Tube St, Sunshine North 2/2 Tube St, Sunshine North 3/2 Tube St, Sunshine North 4/2 Tube St, Sunshine North 5/2 Tube St, Sunshine North 6/2 Tube St, Sunshine North 7/2 Tube St, Sunshine North 8/2 Tube St, Sunshine North 9/2 Tube St, Sunshine North	Industrial 3 Zone (IN3) Buildings & Works to Industrial Premise and PPAR-Alter building struct USE OF LAND AS INDUSTRY (CONCRETE PANELS MANUFACTURE) AND BUILDINGS AND WORKS	\$70,000
---------------------	----------------------	------------	---	--	----------

Determination: PPI (Permit Issued by Delegate)

Determination Date: 27-08-2024

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barrabank Council Meeting No. 637 - 10 September 2024					
S171/2022 P/N: 1	Subdivision Certification	15/12/2022	20 Alice St, Sunshine 20 Alice St, Sunshine	General Residential Zone (GRZ) Subdivision - Residential 3 LOT RESIDENTIAL SUBDIVISION (PS 915552H)	\$0
Determination: PCER (Certified)					
Determination Date: 26-08-2024					
S45/2023 P/N: 1	Subdivision Certification	16/03/2023	133 Devonshire Rd, Sunshine 133A Devonshire Rd, Sunshine 133B Devonshire Rd, Sunshine 1A Alice St, Sunshine 1B Alice St, Sunshine	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 4 LOT RESIDENTIAL SUBDIVISION (PS 915413X)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 26-08-2024					
P137/2023 P/N: 1	Planning Application	31/03/2023	55 Balfour Ave, Sunshine North	Industrial 3 Zone (IN3) Warehouse and PPAR-One or more new buildings CONSTRUCTION OF TWO (2) STORES	\$750,000
Determination: PNOD (Notice of Decision issued by Delegate)					
Determination Date: 22-08-2024					
P284/2023 P/N: 1	Planning Application	21/06/2023	12 Isla St, Sunshine North	Residential Growth Zone (RGZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS	\$1,000,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 27-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
P502/2023 P/N: 1	Planning Application	02/10/2023	26 Suffolk Rd, Sunshine North	Residential Growth Zone (RGZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS	\$1,150,000

Determination: PNOD (Notice of Decision issued by Delegate)

Determination Date: 01-08-2024

P557/2023 P/N: 1	Planning Application	31/10/2023	334 Hampshire Cres, Sunshine 330 Hampshire Rd, Sunshine 330 Hampshire Rd, Sunshine 1 Hertford Rd, Sunshine 3 Hertford Rd, Sunshine 1/5 Hertford Rd, Sunshine 2/5 Hertford Rd, Sunshine 5 Hertford Rd, Sunshine 330 Hampshire Rd, Sunshine 330 Hampshire Rd, Sunshine	Activity Centre Zone (ACZ) Buildings and Works, Office, Car Parking Reduction CONSTRUCTION OF A FIVE (5) STOREY OFFICE BUILDING AND ASSOCIATED BUILDINGS AND WORKS WITHIN A HERITAGE OVERLAY (HO64) AND A REDUCTION TO THE STANDARD CAR PARKING REQUIREMENT	\$28,600,000
---------------------	----------------------	------------	---	---	--------------

Determination: PPI (Permit Issued by Delegate)

Determination Date: 20-08-2024

P160/2011 P/N: 2	Planning Application	21/12/2023	149 Devonshire Rd, Sunshine 151 Devonshire Rd, Sunshine 147 Devonshire Rd, Sunshine 149 Devonshire Rd, Sunshine 151 Devonshire Rd, Sunshine	Neighbourhood Residential Zone (NRZ) Service Station and PPAR-Change or extension of use and PPAR-Extend ex AMENDMENT TO THE PLANNING PERMIT AND ENDORSED PLANS FOR A CAR WASH AND SERVICE STATION TO MAKE ALTERATIONS TO THE LANDSCAPING, ALLOW FOR THREE (3) FOOD AND DRINK PREMISES (FOOD TRUCKS), A REDUCTION TO THE STANDARD CAR PARKING REQUIREMENT AND THE ERECTION AND DISPLAY OF SIGNAGE INCLUDING INTERNALLY ILLUMINATED SIGNAGE	\$80,000
---------------------	----------------------	------------	---	--	----------

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 15-08-2024

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Brimbank Council Meeting No. 657 - 10 September 2024					
P654/2023 P/N: 1	Planning Application	22/12/2023	65 Warwick Rd, Sunshine North	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling USE AND DEVEOPMENT OF THE LAND FOR THE CONSTRUCTION OF ONE (1) DOUBLE STOREY DWELLING TO THE REAR OF THE EXISTING DWELLING MELBOURNE AIRPORT ENVIRONS OVERLAY SCHEDULE 2 IN ACCORDANCE WITH THE ENDORSED PLANS	\$405,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 20-08-2024					
P746/2014 P/N: 5	Planning Application	22/02/2024	2 Tube St, Sunshine North 123 Bunnett St, Sunshine North 10/2 Tube St, Sunshine North	Industrial 3 Zone (IN3) Car Parking Reduction and Warehouse and PPAR-One or more new buildings AMENDMENT TO THE PERMIT AND PLANS TO ALTER THE LAND USES AND AMEND THE PREAMBLE AND CONDITIONS	\$0
Determination: PPAM (Amended Permit Issued by Delegate)					
Determination Date: 22-08-2024					
P151/2023 P/N: 2	Planning Application	01/04/2024	2 Baldwin Ave, Sunshine North	Industrial 3 Zone (IN3) Refuse Transfer Station and Car Parking Reduction and PPAR-Waiving of AMENDMENT TO THE PLANS (ALTERATIONS TO THE BUILDING FOOTPRINT AND MATERIALS)	\$100,000
Determination: PPAM (Amended Permit Issued by Delegate)					
Determination Date: 22-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
P875/2018 P/N: 2	Planning Application	15/04/2024	88-90 Berkshire Rd, Sunshine North 88-90 Berkshire Rd, Sunshine North 128 Berkshire Rd, Sunshine North	Industrial 3 Zone (IN3) Buildings & Works to Industrial Premise and Change of Use and PPAR-Cha AMENDMENT TO THE PLANNING PERMIT AND ENDORSED PLANS TO DELETE THE APPROVED BUILDINGS AND WORKS IN THE NORTHERN END OF THE SITE, CONSTRUCT 15 NEW STORAGE UNITS AND A WAIVER IN THE STANDARD CAR PARKING REQUIREMENT	\$0

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 15-08-2024

P225/2024 P/N: 1	Planning Application	31/05/2024	8 Greenstone Pl, Sunshine North	Industrial 3 Zone (IN3) Change of Use and PPAR-Change or extension of use USE OF THE LAND FOR MOTOR VEHICLE SALES	\$0
---------------------	----------------------	------------	---------------------------------	---	-----

Determination: PPI (Permit Issued by Delegate)

Determination Date: 08-08-2024

P283/2024 P/N: 1	Planning Application	26/06/2024	10 Tyres Ct, Sunshine North 1/10 Tyres Ct, Sunshine North 2/10 Tyres Ct, Sunshine North 3/10 Tyres Ct, Sunshine North 10 Tyres Ct, Sunshine North	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 3 LOT RESIDENTIAL SUBDIVISION	\$0
---------------------	----------------------	------------	---	---	-----

Determination: PPI (Permit Issued by Delegate)

Determination Date: 08-08-2024

P295/2024 P/N: 1	Planning Application	28/06/2024	57R Munro Ave, Sunshine North	General Residential Zone (GRZ) Subdivision and PPAR-Subdivision of land 2 LOT SUBDIVISION OF LAND (PS 922096S) OF LAND AFFECTED BY A MELBOURNE AIRPORT ENVIRONS OVERLAY SCHEDULE 2 (MAEO2)	\$0
---------------------	----------------------	------------	-------------------------------	---	-----

Determination: PPI (Permit Issued by Delegate)

Determination Date: 28-08-2024

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Bairnsbank Council Meeting No. 637 - 10 September 2024					
P305/2024 P/N: 1	Planning Application	09/07/2024	2 Ferndale Rd, Sunshine North	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 920681R) OF LAND AFFECTED BY A MELBOURNE AIRPORT ENVIRONS OVERLAY SCHEDULE 2 (MAEO2)	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 02-08-2024					
P195/2021 P/N: 2	Planning Application	16/07/2024	4 Cutts St, Sunshine North 1/4 Cutts St, Sunshine North 2/4 Cutts St, Sunshine North 3/4 Cutts St, Sunshine North	Residential Growth Zone (RGZ) Multi Unit Residential Development and PPAR-Multi dwelling AMENDMENT TO THE PERMIT AND PLANS TO REMOVE CONDITION 1 (C) AS A RESULT OF AN INCREASE TO DWELLING 1 GARAGE HEIGHT TO 3.45M FROM NGL AND AN INCREASE TO DWELLING'S 2 AND 3 NORTHERN GROUND-FLOOR BOUNDARY WALL HEIGHT TO 3.46M FROM NGL	\$0
Determination: PPAM (Amended Permit Issued by Delegate)					
Determination Date: 27-08-2024					
P349/2024v P/N: 1	Planning Application (VicSmart)	06/08/2024	49 Hertford Rd, Sunshine 49A Hertford Rd, Sunshine 49B Hertford Rd, Sunshine	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 14-08-2024					
P412/2023 P/N: 2	Planning Application	19/08/2024	21 Devonshire Rd, Sunshine	Activity Centre Zone (ACZ) Car Parking Reduction and Buildings & Works and PPAR-One or more new b AMENDMENT TO THE PERMIT AND PLANS TO ALLOW REAR LOADING ACCESS FROM STARK PLACE FOR TENANCIES 5 & 6	\$0
Determination: PPAM (Amended Permit Issued by Delegate)					
Determination Date: 26-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barrabank Council Meeting No. 637 - 10 September 2024					
Ward: Horseshoe Bend 14					
P294/2023 P/N: 1	Planning Application	27/06/2023	38-72 Webber Pde, Keilor East	Industrial 1 Zone (IN1) Remove/Vary/Create an Easement/Reserve and PPAR-Subdivision-change to REMOVAL OF PART OF DRAINAGE AND SEWERAGE EASEMENT E-13 AND PART OF DRAINAGE EASEMENT E-11 ON PS436387Q	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 14-08-2024					
P599/2023 P/N: 1	Planning Application	24/11/2023	9 Fellowes Ct, Tullamarine	Industrial 1 Zone (IN1) Buidings & Works to Factory and PPAR-Other buildings & works (tanks et BUILDINGS AND WORKS ASSOCIATED WITH AN EXISTING INDUSTRIAL BUILDING AND REDUCTION TO CAR PARKING REQUIRMENTS BUILDINGS AND WORKS ASSOCIATED WITH AN EXISTING BUILDING AND REDUCTION TO CAR PARKING	\$106,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 15-08-2024					
P19/2024 P/N: 1	Planning Application	22/01/2024	61 Slater Pde, Keilor East 61 Slater Pde, Keilor East	Industrial 1 Zone (IN1) Warehouse and Car Parking Reduction and PPAR-One or more new buildings CONSTRUCTION OF EIGHT (8) WAREHOUSES WITH ANCILLARY OFFICES AND A REDUCTION TO THE STANDARD CAR PARKING REQUIREMENT	\$1,300,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 16-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Bairnsbank Council Meeting No. 637 - 10 September 2024					
P116/2024 P/N: 1	Planning Application	15/04/2024	6 Garden Ave, Keilor	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS WITHIN A MELBOURNE AIRPORT ENVIRONS OVERLAY (SCHEDULE 2)	\$1,100,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 29-08-2024					
P222/2024 P/N: 1	Planning Application	30/05/2024	1/9 Hunter St, Keilor 2/9 Hunter St, Keilor 9 Hunter St, Keilor 9A Hunter St, Keilor 9B Hunter St, Keilor	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 922966N) OF LAND AFFECTED BY A MELBOURNE AIRPORT ENVIRONS OVERLAY SCHEDULE 2 (MAEO2) AND A SPECIAL BUILDING OVERLAY	\$0
Determination: PLAP (Planning Application Lapsed)					
Determination Date: 21-08-2024					
P223/2024 P/N: 1	Planning Application	30/05/2024	2 Spence St, Keilor Park	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 907381E)	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 01-08-2024					
P311/2022 P/N: 2	Planning Application	04/06/2024	11 Patterson Ave, Keilor	Neighbourhood Residential Zone (NRZ) Dwelling and PPAR-Single dwelling AMENDMENT TO THE PERMIT AND PLANS TO RELOCATE THE DWELLING FOOTPRINT FOR ALTERATIONS TO FRONT, WEST AND REAR SETBACKS AND TO REMOVE PART OF CONDITION 1 (A) CROSSOVER WIDENED TO BE AT LEAST 4.5M WIDE AS A RESULT OF VEHICLE CROSSOVER WIDTH BEING REDUCED	\$0
Determination: PPAM (Amended Permit Issued by Delegate)					
Determination Date: 15-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Berrimbong Council Meeting No. 637 - 10 September 2024					
P243/2024v P/N: 1	Planning Application (VicSmart)	07/06/2024	22 Tullamarine Park Rd, Tullamarine	Industrial 1 Zone (IN1) Buildings & Works to Industrial Premise and PPAR-Other buildings & wor EARTHWORKS ASSOCIATED WITH AN EARTH BATTER	\$9,000
Determination: PWIT (Planning Application Withdrawn)					
Determination Date: 21-08-2024					
P264/2024v P/N: 1	Planning Application (VicSmart)	18/06/2024	14/72 Logistics St, Keilor Park	Commercial 2 Zone (C2Z) Buildings & Works to Industrial Premise and PPAR-Extend exist building BUILDINGS AND WORKS TO AN EXISTING WAREHOUSE (MEZZANINE)	\$30,000
Determination: PLAP (Planning Application Lapsed)					
Determination Date: 01-08-2024					
S89/2024 P/N: 1	Subdivision Certification	28/06/2024	59 Corryong Cres, Taylors Lakes 59A Corryong Cres, Taylors Lakes 59B Corryong Cres, Taylors Lakes	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 917487F)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 16-08-2024					
P316/2024 P/N: 1	Planning Application	15/07/2024	46 Parramatta Rd, Keilor	Neighbourhood Residential Zone (NRZ) Dwelling Extension and PPAR-Extend exist dwell or assoc struct BUILDINGS AND WORKS (EXTENSION) TO AN EXISTING DWELLING IN A MELBOURNE AIRPORT ENVIRONS OVERLAY SCHEDULE 2	\$450,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 15-08-2024					

P318/2024v P/N: 1	Planning Application (VicSmart)	15/07/2024	8/2 Thomsons Rd, Keilor Park	Industrial 1 Zone (IN1)	\$53,900
Buildings & Works to Industrial Premise and PPAR-Extend exist building BUILDINGS AND WORKS TO AN EXISTING WAREHOUSE (MEZZANINE FLOOR)					

Determination: PPI (Permit Issued by Delegate)

Determination Date: 08-08-2024

P324/2024 P/N: 1	Planning Application	16/07/2024	6 Borrell St, Keilor	Neighbourhood Residential Zone (NRZ)	\$750,000
Dwelling and PPAR-Single dwelling USE AND DEVELOPMENT OF THE LAND FOR A DWELLING WITHIN A MELBOURNE AIRPORT ENVIRONS OVERLAY SCHEDULE 1					

Determination: PPI (Permit Issued by Delegate)

Determination Date: 22-08-2024

S99/2024 P/N: 1	Subdivision Certification	22/07/2024	21 Campaspe Cres, Keilor 21 Campaspe Cres, Keilor 21 Campaspe Cres, Keilor	Neighbourhood Residential Zone (NRZ)	\$0
Consolidation CONSOLIDATION OF TWO (2) ALLOTMENTS OF LAND (PC 382252B)					

Determination: PSOC (Statement of Compliance)

Determination Date: 01-08-2024

Ward: Kororoit Creek13

P564/2021 P/N: 1	Planning Application	14/09/2021	21-29 West Cct, Sunshine West	Industrial 2 Zone (IN2)	\$0
Materials Recycling and PPAR-Other and Advertising/Signage and PPAR-Si DEVELOPMENT AND USE OF LAND FOR MATERIALS RECYCLING (MOTOR WRECKERS) WITH ANCILLARY SALES, ERECTION OF BUSINESS IDENTIFICATION SIGNAGE AND A REDUCTION TO THE STANDARD CAR PARKING REQUIREMENT					

Determination: PPI (Permit Issued by Delegate)

Determination Date: 20-08-2024

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Brimbank Council Meeting No. 637 - 10 September 2024					
P60/2019 P/N: 2	Planning Application	04/04/2023	41A Industrial Dr, Sunshine West	Industrial 2 Zone (IN2) Change of Use and PPAR-Change or extension of use AMENDMENT TO THE PLANNING PERMIT TO ALLOW FOR USE OF THE LAND FOR MATERIALS RECYCLING (SHREDDING USED TYRES) AND TO ALTER THE INTERNAL LAYOUT OF THE BUILDING	\$250,000
Determination: PPAM (Amended Permit Issued by Delegate)					
Determination Date: 02-08-2024					
P219/2023 P/N: 1	Planning Application	17/05/2023	10-12 Third Ave, Sunshine 10-12 Third Ave, Sunshine	Industrial 1 Zone (IN1) Materials Recycling and PPAR-Other USE OF THE LAND FOR MATERIALS RECYCLING AND MOTOR VEHICLE SALES	\$5,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 12-08-2024					
P408/2023 P/N: 1	Planning Application	18/08/2023	29 Judge St, Sunshine	Industrial 1 Zone (IN1) Motor Vehicle Repairs and PPAR-Other USE OF THE LAND FOR MATERIALS RECYCLING (VEHICLE DISMANTLING)	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 22-08-2024					
P637/2023 P/N: 1	Planning Application	19/12/2023	58 Links St, Sunshine West	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF THREE (3) DOUBLE STOREY DWELLINGS	\$900,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 20-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barrabank Council Meeting No. 637 - 10 September 2024					
P66/2024 P/N: 1	Planning Application	01/03/2024	96 Links St, Sunshine West	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) SINGLE STOREY DWELLINGS	\$450,000
Determination: PLAP (Planning Application Lapsed)					
Determination Date: 16-08-2024					
P136/2024 P/N: 1	Planning Application	11/04/2024	83 Technology Dr, Sunshine West	Industrial 2 Zone (IN2) Warehouse and PPAR-One or more new buildings and Car Parking Reduction USE AND DEVELOPMENT OF THE LAND FOR TWO (2) WAREHOUSES AND SUBDIVISION OF THE LAND INTO 2 INDUSTRIAL LOTS	\$1,400,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 15-08-2024					
P203/2024 P/N: 1	Planning Application	17/05/2024	1 Second Ave, Sunshine 12-16 Market Rd, Sunshine 2 Third Ave, Sunshine	Industrial 1 Zone (IN1) Change of Use and PPAR-Change or extension of use USE OF THE LAND FOR MATERIALS RECYCLING (VEHICLE PARTS)	\$20,000
Determination: PNOD (Notice of Decision issued by Delegate)					
Determination Date: 29-08-2024					
P273/2024 P/N: 1	Planning Application	21/06/2024	54 Sydney St, Albion	Neighbourhood Residential Zone (NRZ) Dwelling Extension and Dwelling Works (including fence) and PPAR-Exten CONSTRUCTION OF AN EXTENSION, 1.2M HIGH TIMBER PICKET FRONT FENCE WITH A SLIDING GATE AND PART DEMOLITION TO AN EXISTING DWELLING IN A HERITAGE OVERLAY (HO24)	\$550,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 19-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
P360/2019 P/N: 2	Planning Application	27/06/2024	19 Sydney St, Albion 21 Sydney St, Albion	Neighbourhood Residential Zone (NRZ) Buildings & Works and Change of Use and PPAR-Change or extension of us AMENDMENT TO THE PERMIT AND PLANS TO EXTEND THE SHOP (HAIRDRESSER) INTO THE EXISTING DWELLING	\$0

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 13-08-2024

P704/2004 P/N: 2	Planning Application	04/07/2024	33 Central Ave, Sunshine	Industrial 1 Zone (IN1) Warehouse and PPAR-Extend existing building or structure AMENDMENT TO THE PERMIT AND PLANS TO CONSTRUCT A MEZZANINE FLOOR, RELOCATE THE VEHICLE CROSSING, CONSTRUCT A 1.8M HIGH STEEL FRONT FENCE, AND ALTERATIONS TO THE CAR PARKING LAYOUT AND LOADING BAY ROLLER DOOR	\$160,000
---------------------	----------------------	------------	--------------------------	---	-----------

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 27-08-2024

P303/2024 P/N: 1	Planning Application	10/07/2024	54-58 Strzelecki Ave, Sunshine West	Industrial 2 Zone (IN2) Certificate of Compliance and PPAR-Other APPLICATION FOR A CERTIFICATE OF COMPLIANCE UNDER SECTION 97N OF THE PLANNING AND ENVIRONMENT ACT 1987 FOR BUILDINGS AND WORKS ASSOCIATED WITH AN EXISTING TELECOMMUNICATIONS FACILITY	\$0
---------------------	----------------------	------------	-------------------------------------	---	-----

Determination: PCOC (Certificate of Compliance - Issued)

Determination Date: 05-08-2024

P681/2016 P/N: 2	Planning Application	01/08/2024	18-20 Law Ct, Sunshine West	Industrial 2 Zone (IN2) Advertising/Signage and PPAR-Signage AMENDMENT TO PERMIT (EXPIRY CONDITION OF SIGNAGE)	\$10,000
---------------------	----------------------	------------	-----------------------------	--	----------

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 29-08-2024

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Bairnsdale Council Meeting No. 637 - 10 September 2024					
31 of 386					
Ward: Mount Derrimut 5					
S40/2023 P/N: 1	Subdivision Certification	09/03/2023	76 Leila St, Deer Park 78 Leila St, Deer Park 76 Leila St, Deer Park	General Residential Zone (GRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 917149C)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 05-08-2024					
P92/2024 P/N: 1	Planning Application	19/03/2024	35 Canterbury St, Deer Park	Residential Growth Zone (RGZ) Multi Unit Residential Development and PPAR-Multi dwelling and Subdivi CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS WITH AN ASSOCIATED 4 LOT SUBDIVISION	\$965,000
Determination: PNOD (Notice of Decision issued by Delegate)					
Determination Date: 30-08-2024					
P205/2024v P/N: 1	Planning Application (VicSmart)	21/05/2024	817-817A Ballarat Rd, Deer Park	Commercial 1 Zone (C1Z) Buildings & Works to Commercial Premise and PPAR-Extend exist building BUILDINGS AND WORKS TO A SHOP	\$30,000
Determination: PLAP (Planning Application Lapsed)					
Determination Date: 02-08-2024					
P325/2024v P/N: 1	Planning Application (VicSmart)	19/07/2024	78 Derrimut Dr, Derrimut	Industrial 2 Zone (IN2) Buildings & Works to Industrial Premise and PPAR-One or more new build BUILDINGS AND WORKS ASSOCIATED WITH AN EXISTING WAREHOUSE USE AND REDUCTION TO THE CAR PARKING STANDARD	\$80,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 15-08-2024					

Application Number

Application Type

Received Date

Property Address

Proposal Description

Estimated Cost

Barnbank Council Meeting No: 637 - 10 September 2024

32 of 38

P364/2024 P/N: 1	Planning Application	13/08/2024	2 Terront Ct, Deer Park 2A Terront Ct, Deer Park 2B Terront Ct, Deer Park	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION	\$0
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 22-08-2024					

Ward: Organ Pipes

3

P17/2024 P/N: 1	Planning Application	24/01/2024	1 Clematis Dr, Taylors Lakes	Neighbourhood Residential Zone (NRZ) Dwelling and PPAR-Single dwelling CONSTRUCTION OF A SINGLE STOREY DWELLING TO THE SIDE OF THE EXISTING DWELLING	\$350,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 16-08-2024					

P165/2021 P/N: 3	Planning Application	20/05/2024	4M/399 Melton Hwy, Taylors Lakes	Comprehensive Development Zone (CDZ) Advertising/Signage and PPAR-Signage AMENDMENT TO THE PLANNING PERMIT FOR SIGNAGE	\$382,789
Determination: PPAM (Amended Permit Issued by Delegate)					
Determination Date: 21-08-2024					

P340/2024 P/N: 1	Planning Application	29/07/2024	399 Melton Hwy, Taylors Lakes	Comprehensive Development Zone (CDZ) Buildings & Works to Commercial Premise and PPAR-Extend exist building BUILDINGS AND WORKS TO AN EXISTING RETAIL PREMISES (AWNING)	\$5,000
Determination: PNPR (No Permit Required)					
Determination Date: 14-08-2024					

Ward: St Albans East

10

Attachment 12.1.1

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barnbank Council Meeting No: 637 - 10 September 2024					
P648/2023 P/N: 1	Planning Application	21/12/2023	17 Walter St, St Albans	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS	\$920,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 13-08-2024					
P53/2024 P/N: 1	Planning Application	26/02/2024	102 William St, St Albans	General Residential Zone (GRZ) Medical Centre and PPAR-Alter building structure or dwell and Change o USE AND DEVELOPMENT OF THE LAND FOR A MEDICAL CENTRE	\$120,000
Determination: PNOD (Notice of Decision issued by Delegate)					
Determination Date: 29-08-2024					
P115/2024 P/N: 1	Planning Application	03/04/2024	8 Walter St, St Albans	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF A DOUBLE STOREY DWELLING TO THE SIDE OF THE EXISTING SINGLE STOREY DWELLING	\$400,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 26-08-2024					
S53/2024 P/N: 1	Subdivision Certification	30/04/2024	38 Harcourt Ave, St Albans	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 925153R)	\$0
Determination: PSOC (Statement of Compliance)					
Determination Date: 02-08-2024					

<u>Application Number</u>	<u>Application Type</u>	<u>Received Date</u>	<u>Property Address</u>	<u>Proposal Description</u>	<u>Estimated Cost</u>
Barnbank Council Meeting No. 637 - 10 September 2024					
P185/2024 P/N: 1	Planning Application	08/05/2024	18 Power St, St Albans	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS	\$650,000
Determination: PPI (Permit Issued by Delegate)					
Determination Date: 26-08-2024					
P184/2024 P/N: 1	Planning Application	09/05/2024	53 Sunshine Ave, St Albans	Commercial 2 Zone (C2Z) Subdivision - Commercial and PPAR-Subdivision of land COMMERICAL SUBDIVISION OF LAND (PS 909388D) ADJACENT TO A ROAD IN A TRANSPORT ZONE 2 AND CREATION OF CARRIAGEWAY EASEMENTS	\$0
Determination: PLAP (Planning Application Lapsed)					
Determination Date: 07-08-2024					
S57/2024 P/N: 1	Subdivision Certification	09/05/2024	53 Sunshine Ave, St Albans	Commercial 2 Zone (C2Z) Subdivision - Commercial COMMERICAL SUBDIVISION OF LAND (PS 909388D)	\$0
Determination: PCLP (Certification Lapsed)					
Determination Date: 08-08-2024					
S88/2024 P/N: 1	Subdivision Certification	27/06/2024	53 Lois St, St Albans	General Residential Zone (GRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 910440W)	\$0
Determination: PCER (Certified)					
Determination Date: 07-08-2024					

Application Number

Application Type

Received Date

Property Address

Proposal Description

Estimated Cost

Bairbank Council Meeting No. 637 - 10 September 2024

P289/2024 P/N: 1	Planning Application	28/06/2024	25-27 St Albans Rd, St Albans	Residential Growth Zone (RGZ) Advertising/Signage and PPAR-Signage CONSTRUCTION AND DISPLAY OF AN ELECTRONIC PROMOTIONAL SIGN ASSOCIATED WITH A SERVICE STATION	\$50,000
---------------------	----------------------	------------	-------------------------------	--	----------

Determination: PPI (Permit Issued by Delegate)

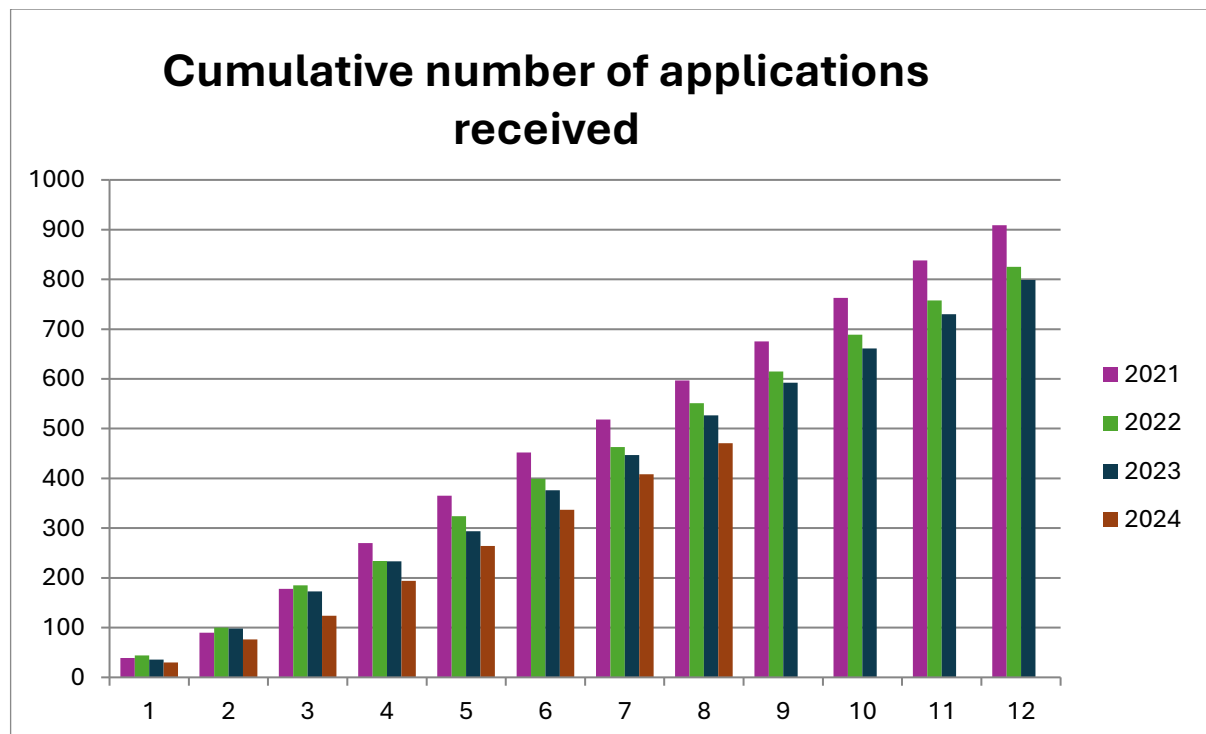
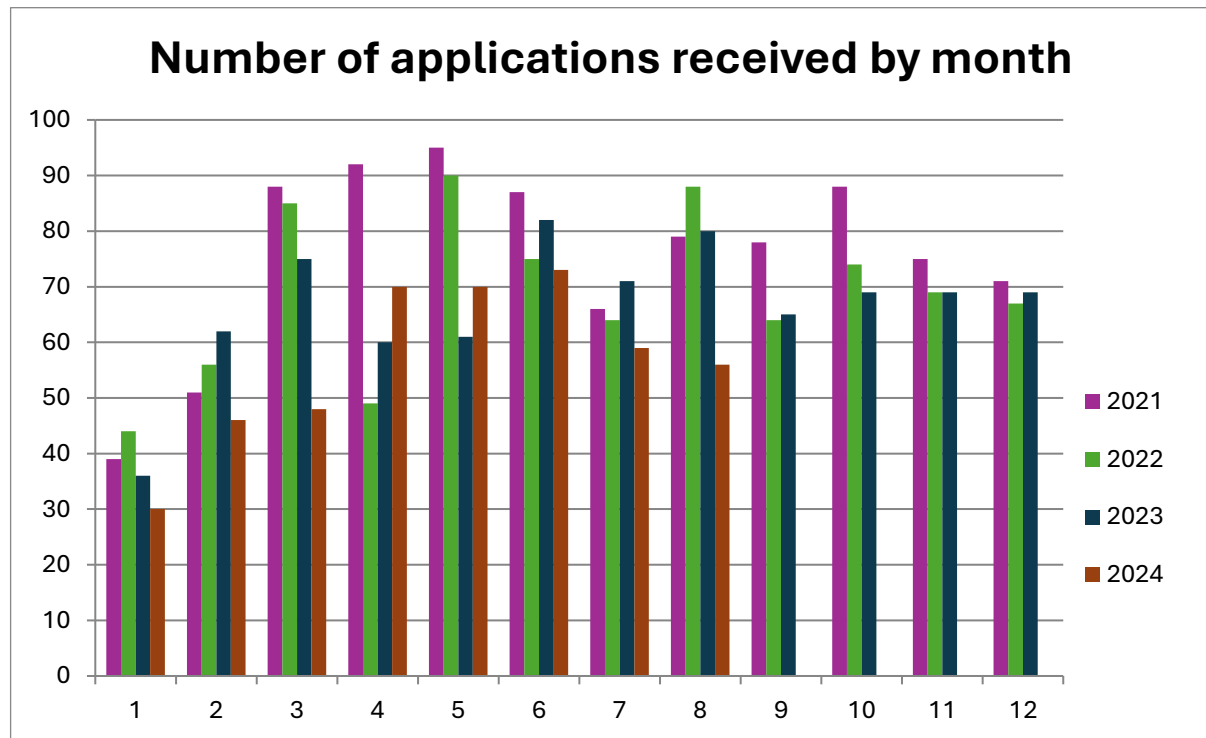
Determination Date: 01-08-2024

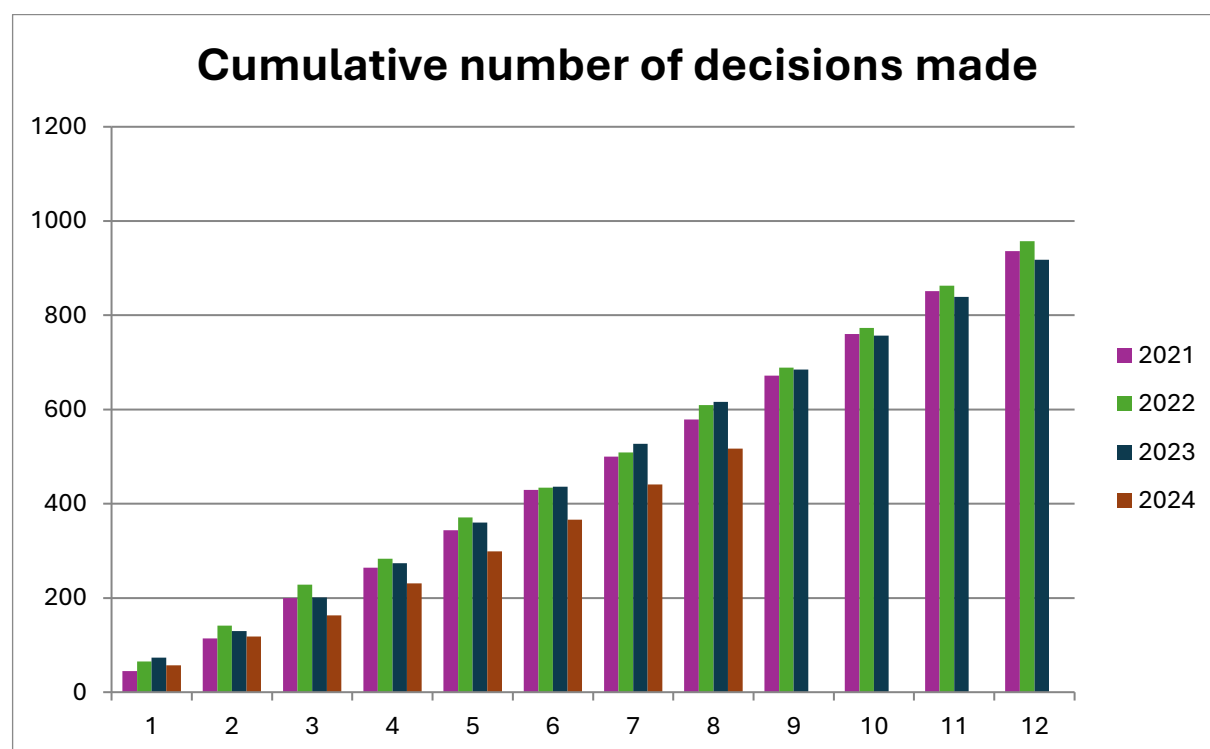
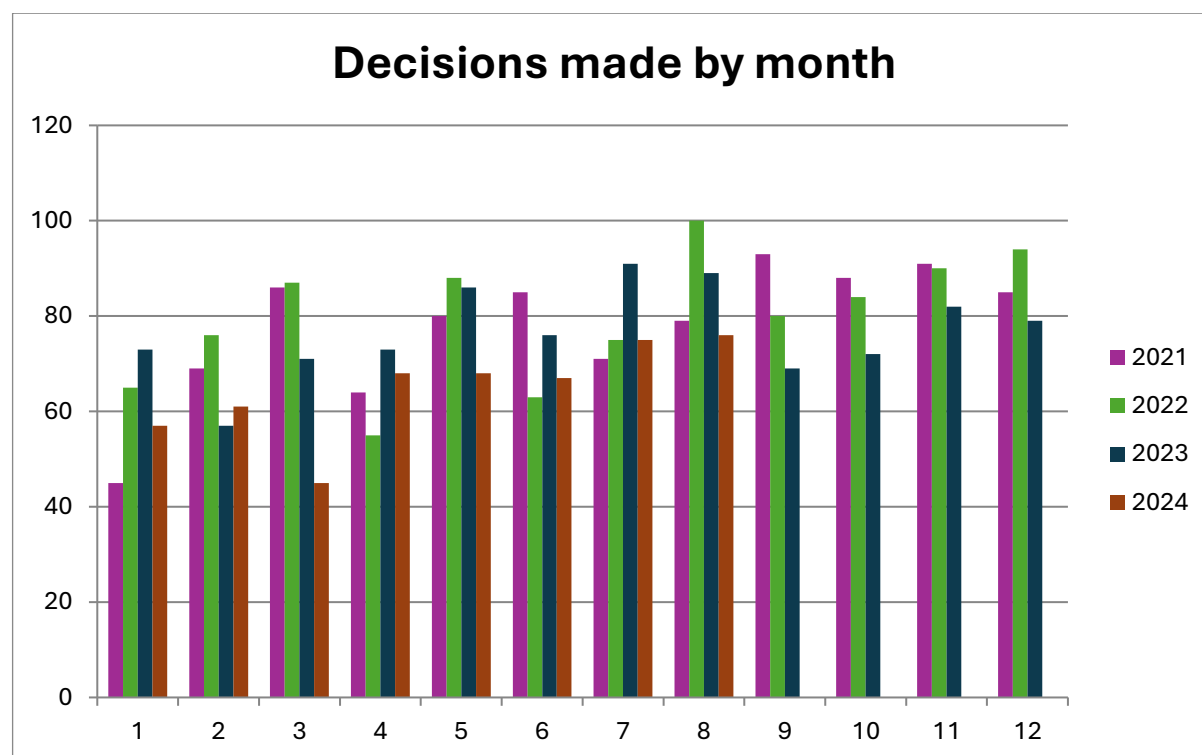
P296/2024 P/N: 1	Planning Application	24/07/2024	53 Sunshine Ave, St Albans	Commercial 2 Zone (C2Z) Buildings & Works and PPAR-Other CREATION OF A TEMPORARY CONSTRUCTION ACCESS TO A ROAD IN A TRANSPORT ZONE 2	\$10,000
---------------------	----------------------	------------	----------------------------	---	----------

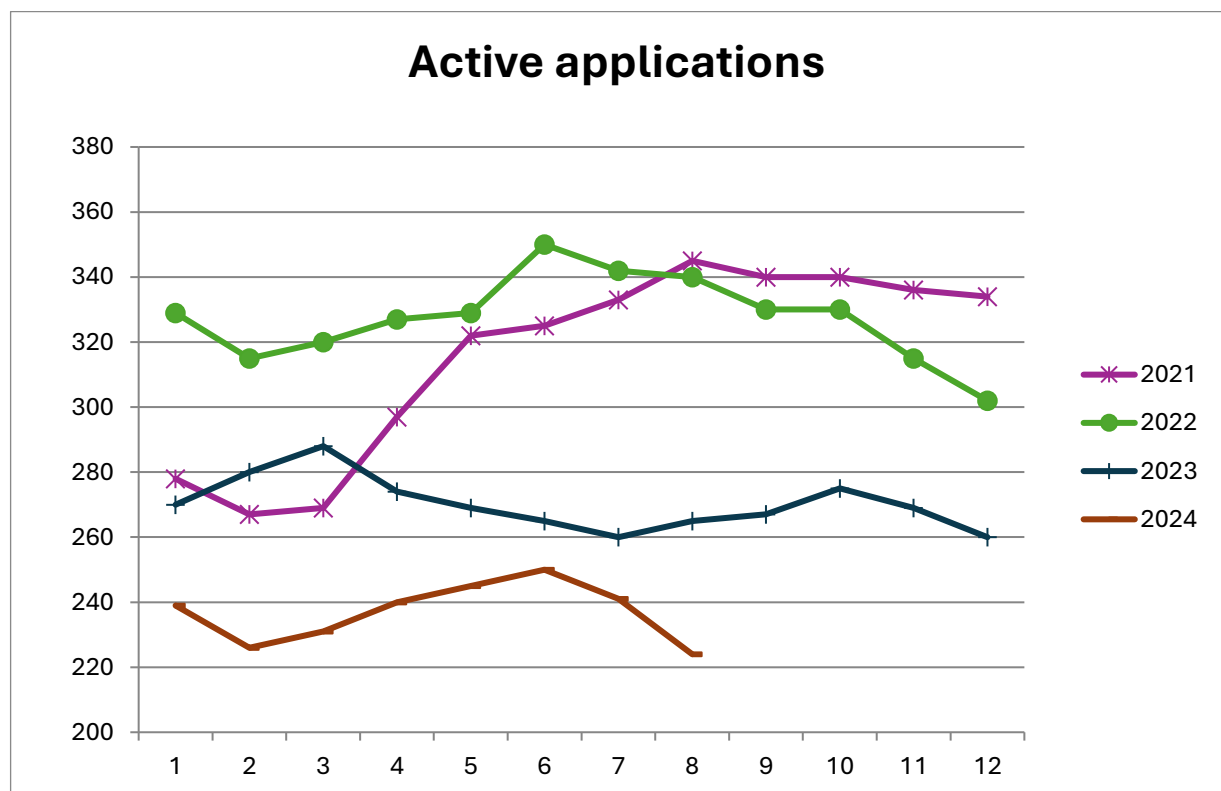
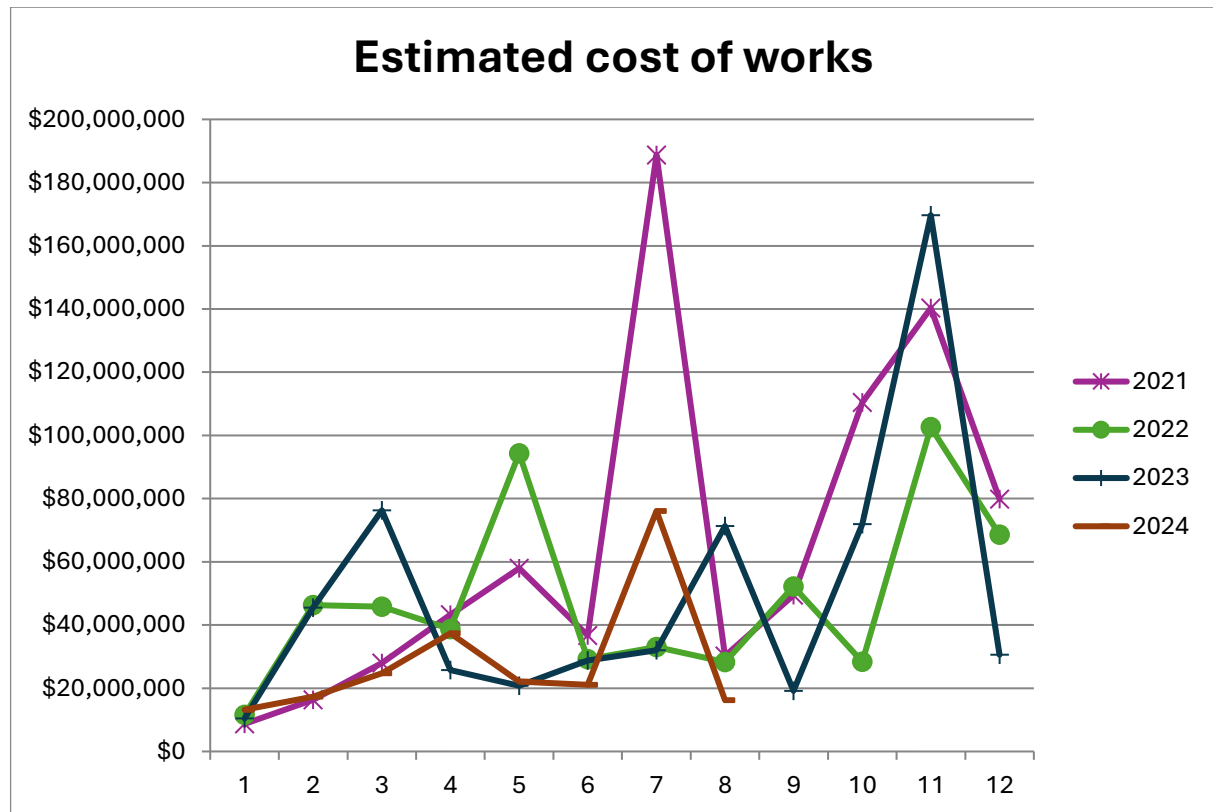
Determination: PPI (Permit Issued by Delegate)

Determination Date: 01-08-2024

### Summary ###		Initial / Amended		
Planning Applications:	76	64	12	
General				66
VicSmart				10
Subdivision Certification Applications:	16	16	0	
Total Applications:	92			
				Total Estimated Cost: \$52,458,065

Graphical representation of data from last three years





Planning Scheme Amendment Summary – As at 31 August 2024

The table below shows the status of current planning scheme amendments:

Amendment	Intent	Status	Progress summary
Amendment C219brim – Heritage Update	Update heritage properties in the Grand Junction and Matthews Hill Estate precincts and include Beaufort Houses and Quonset Warehouse	Council officers submitted Amendment C219 to the Minister for Planning for authorisation on 20 December 2022. The Minister is yet to determine this matter. Note: On 31 May 2024 the Minister prepared and approved Amendment C240 to maintain interim heritage protection on five properties until 30 May 2025.	At the Council Meeting on 13 December 2022, Council resolved to request the Minister for Planning to authorise the preparation and exhibition of Amendment C219. Council officers submitted Amendment C219 to the Department of Transport and Planning seeking authorisation on 20 December 2022. The Minister did not determine to authorise the preparation of the Amendment within the required 10 business day timeframe and has placed the amendment on further review. The Minister is yet to determine this matter. Note: The Minister prepared and approved Amendment C234 on 25 August 2022 to extend the interim Heritage Overlay applied to five properties within the Grand Junction Estate and Matthew’s Hill Precinct until 30 June 2023. The Minister prepared and approved Amendment C237 on 29 June 2023 to extend the interim Heritage Overlay applied to these five properties until 31 May 2024. The Minister prepared and approved Amendment C240 on 30 May 2024 to extend the interim Heritage Overlay applied to these five properties until 30 May 2025. Amendment C219 proposes to apply the Heritage Overlay permanently.
Amendment C227brim – Heritage Overlay Sunshine Silos	Apply Heritage Overlay (permanent) to 2 Wright Street, Sunshine	Council officers submitted Amendment C227 to the Minister for Planning for approval on 20 December 2022. The Minister is yet to determine this matter.	At the Council Meeting on 14 January 2021, Council resolved to authorise the Director City Development to seek authorisation from the Minister to authorise the preparation and exhibition of Amendment C227. Council lodged the request on 26 March 2021. The Manager, State Planning Services, under delegation, gave conditional authorisation on 17 November 2021.

Amendment	Intent	Status	Progress summary
			The Amendment was exhibited from 24 February 2022 to 25 March 2022, with four submissions received. Council endorsed a Post Exhibition Report about the submissions received at the Council Meeting on 23 June 2022 and subsequently requested a planning panel to be convened. The Directions Hearing was held on 25 July 2022 and the Planning Panel was held on 29, 30 and 31 August 2022. There was one submitter in addition to Council's submission. On 20 September 2022 officers received the Planning Panel Report and the recommendations were presented to Council for consideration at the Council Meeting on 13 December 2022, where the Amendment was adopted, with changes. Council officers submitted the Amendment to the Minister for approval on 20 December 2022. On 22 August 2024 Council was advised that Amendment C227brim had been approved by the Minister for Planning but it would not be effective until it was gazetted. Council is awaiting the gazettal of the amendment.
Amendment C239 – Housing and Neighbourhood Character Strategy	Implements the Brimbank Housing and Neighbourhood Character Strategy (2024) by making changes to zones and ordinances in the Brimbank Planning Scheme.	Authorisation was requested 19 July 2024	At the Council Meeting on 18 June 2024, Council resolved to seek authorisation to prepare and exhibit the Amendment. A request seeking authorisation from the Minister for Planning to prepare and exhibit Amendment C239 was sent 19 July 2024. On 22 August 2024 Council received a request for further information from the Department of Transport and Planning. Officers are working to provide this information.

12.2	Climate Emergency Plan Report Card
Directorate	City Futures
Acting Director	Leanne Deans
Manager	Michelle van Gerrevink
Attachment(s)	1. Report Card - Climate Emergency Plan 2023-2024 [12.2.1 - 14 pages]

Purpose

For Council to consider and endorse the Climate Emergency Plan Report Card 2023/2024 at **Attachment 1**.

Officer Recommendation

That Council:

- a. Notes and endorses the Climate Emergency Plan Report Card 2023-2024 at Attachment 1 and publishes on Council's website.**
- b. Notes that this will be the last report card for the Climate Emergency Plan 2020-2025, with a full Climate Emergency Plan Review to be presented as part of the development of the next Climate Emergency Strategy.**

Background

The Climate Emergency Plan (CEP) (2020-2025) is in its fourth year. Each year a public facing report card is released as a high-level report on plan progress. The purpose of this report is to highlight what Council is doing to address the climate emergency.

The document is intended to be an educational piece, which reports how Council is addressing the five CEP theme 'evaluation questions':

- 100% Renewable - What evidence is there that Brimbank is moving towards 100% renewable energy by 2030 and is decarbonising to zero net emissions by 2040?
- People Power - What evidence is there that the Brimbank community is more active in organising to respond to the climate emergency locally and more broadly, and that people are able to access quality education and other means to overcome barriers to sustainable living?
- Green and Cool - What evidence is there the municipality is getting greener and cooler, that habitat for threatened flora and fauna is protected and connected, and that people are adopting a climate and health friendly relationship with food?
- Resilient Rebuild - What evidence is there that the resilient rebuild is occurring in Brimbank via sustainability improvements to the built environment, and that people are getting around more easily and often on foot, by bike, or by public transport?
- Circular Economy - What evidence is there that the Brimbank economy is reducing the amount of waste to landfill, and maximising the reuse and recycling of other products?

The audience for the report card is intended to be the wider Brimbank community. The report will be available to view from Council's website at the link below. This link also has the past three report cards for reference:

www.brimbank.vic.gov.au/plans-policies-and-strategies/plans/brimbank-climate-emergency-plan

The Report Card 2023/2024 is consistent in imagery and tone with the first three report cards.

Matters for Consideration

Council officers have prepared the Climate Emergency Report Card to report on actions taken to tackle the climate emergency for the 2023/2024 financial year.

Key highlights include:

- The full degasification of Sunshine West Community Hub, Council's largest facility retrofit to date.
- The Renew Expert Webinar Series as a collaboration with the Western Alliance of Greenhouse Action (WAGA).
- Over 88,000 trees, shrubs, wildflowers and groundcover plants were planted by Council across the municipality.
- Resource Recovery Hubs were installed in four community facilities for recycling hard to recycle items.

Key challenges include:

- Getting off gas
- Fleet transition to electric vehicles
- Net zero community emissions by 2040
- Adaptation to the effects of climate change
- Reducing waste to landfill.

Report detail

The report card is not intended to show the progress on all the individual CEP actions in detail. This is instead conducted internally, as per the Climate Emergency Plan Terms of Reference. However, through the development of the next Climate Emergency Strategy, a Climate Emergency Plan 2020-2025 Review report will detail the outcomes of each individual action as outlined in the CEP. This is due to be presented to Council in mid-2025.

Green Tagging

The projected budget green tagging shown in the report is intended to show how much of the Council annual budget for 2023/2024 was allocated for climate emergency initiatives. This is done according to the 'Rio markers' method developed by the Development Assistance Committee (DAC) of the Organisation for Economic Co-operation and Development (OECD) as part of the Rio Convention of Climate Change in 1992. This procedure involves marking individual Council budget lines under the following criteria:

- 0= Is not targeted, 0% of budget
- 1= Is a significant objective, 40% of budget
- 2= Is a principal objective, 100% of budget.

While green tagging efforts have been made to be as consistent as possible, some changes to budget lines, a change from projected to actual, and tagging subjectivity and

review has resulted in some fluctuations between the years of publishing this report. Efforts will continue to be made to ensure tagging is as consistent as possible to best represent Council spend.

Table 1. Green tagged budget over the past three years Report Cards

Figure	22/23 green tag budget projection	22/23 green tag budget actual	23/24 green tag actual
People Power	\$4.1M	\$2.9M	\$4.2M
Green and Cool	\$10.2M	\$5.6M	\$8.3M
Circular Economy	\$8.8M	\$2.9M	\$7.4M
100% Renewable	\$2.2M	\$1M	\$1.6M
Resilient Rebuild	\$3.2M	\$2.1M	\$4M
Total green tagged budget	\$28.5M	\$14.5M	\$25.7M
Percentage of total Council budget	10.5%	5.03%	16%

Community Engagement

No community engagement has been conducted for development of this report card, however once endorsed it will be uploaded onto Council's website for public access, along with the other report cards.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Report cards under the Climate Emergency Plan have been developed and published on Council's website to help inform the community of Council's ongoing progress to achieving the objectives of this Plan.

Community: potential impact on community, including public trust and customer service impact

- Yes – Continuing to publish yearly report cards allows the community to follow the progress of the Climate Emergency Plan which is likely to have a positive impact on community trust. Community will be able to access these resources to help inform future engagement on the next Climate Emergency Strategy.

Environmental: impacts on environmental sustainability, including water/waste management, climate change, and contaminated land

- Yes – Published report cards share progress on the Climate Emergency Plan 2020-2025 which is a key guiding document for environmental action at Council. Community will be able to access these resources to help inform future engagement on the next Climate Emergency Strategy.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

- Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around
- Sustainable and Green - Protect natural environments for current and future generations
- Wellbeing and belonging- Responsive services that support mental health and physical wellbeing

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Climate Emergency Plan 2020-2025

Annual Report Card 4

1 July 2023 – 30 June 2024

Introduction

The 2023-2024 financial year (FY 23/24) was year four of implementation of the Brimbank Climate Emergency Plan, 2020-2025: Let's Co-Create Our Future (the Plan). This year has shown progress with our commitment to emissions reduction and taking important steps for action to improve resilience to the already changing climatic conditions in Brimbank.

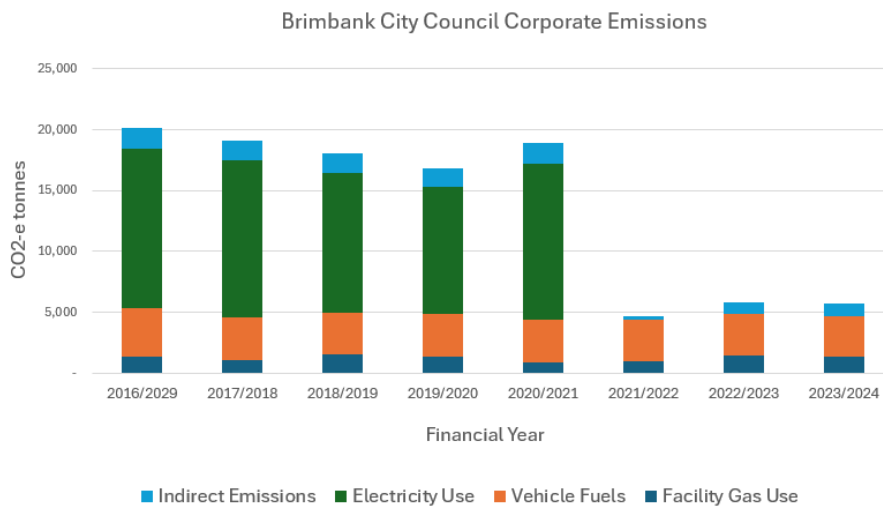
The Climate Emergency Plan themes of People Power, 100% Renewable, Resilient Rebuild, Green and Cool and Circular Economy drove the main achievements of this year. Under People Power, a focus on adaptation started a collaborative project to provide heat relief in libraries and neighbourhood houses during heat waves. Under Resilient Rebuild, the Sunshine Energy Park Vision plan was endorsed, including a sustainability precinct with a circular economy hub and solar farm, as well as a cultural and ecological grassland precinct.

Under 100% Renewable, the full degasification of Sunshine West Community Hub, our largest facility retrofit to date. Green and Cool projects saw trees, shrubs and native wildflower plantings continue for ongoing landscape restoration and upgrades of parks, conservation land and streetscapes. Under Circular Economy new Resource Recovery Hubs were installed in four community facilities for recycling hard to recycle items.

While significant progress has been made, key challenges remain in addressing the climate emergency including the need to reduce emissions from energy and transport, adapting council assets to cope with climate change and supporting our community during extreme weather events.

Brimbank City Council Corporate Emissions

Brimbank City Council's emissions have traditionally come largely from a combination of facility gas, vehicle fuels and electricity use. Council has reduced corporate greenhouse gas emissions by 78% over the last 10 years. We have achieved this largely by installing roof-top solar, energy efficiency upgrades and purchasing 100% renewable electricity via the Victorian Energy Collaboration (VECO). Emissions have risen slightly and then stabilised since a slowdown during years affected by the COVID lockdowns. There was a slight reduction in 2023 resulting from decreased gas usage (9.5% decrease). Our key focuses for emissions reduction now include tackling fleet vehicle fuels and facility gas use, as explored more in the Challenges section of this report.



People Power

Key evaluation question:

What evidence is there that the Brimbank community is more active in organising to respond to the climate emergency locally and more broadly, and that people are able to access quality education and other means to overcome barriers to sustainable living?

Project wins and milestones

- Over the year Brimbank partnered with local friends' groups, energy experts and the regional My Smart Garden program to deliver a range of engaging community events. 47 sustainability and environmental themed community events were held for the Brimbank community during FY 23/24, with over 1600 participants. Events covered key topics of renewable energy, energy efficiency, electric vehicles, circular economy, native habitats, conservation and sustainable gardening.
- The Climate Oasis in Schools program is in its second year in 2024 with Our Lady of Immaculate Conception Primary School, Sunshine and Cairnlea Primary School, Cairnlea participating in 2024. The program commenced in 2023 and involves students from local schools co-designing their school landscape to maximise greening, cooling and sustainability. Landscape architects produce landscape plans at the end of the project for use by the school.
- In March 2024, Sunshine and Sydenham Libraries extended their opening hours on one occasion in response to a heatwave, to allow a longer period of relief in the airconditioned spaces for visitors.
- Delahey Community Centre held facilitated community sewing sessions in early 2024 to make Ice Pack Neck Scarves. The scarves hold ice packs which are frozen and then worn around the neck during hot weather. They can be made out of recycled fabrics and were developed as part of a collaborative project between the Climate Emergency and Environment, Social Policy, Youth Services and Community Learning and Participation departments. Libraries and Neighbourhood Houses provide community members with the

cooling attire to wear during very hot weather. The project is one action council is taking to help members of our community adapt to the effects of climate change. The project team is continuing to work with community groups to produce enough ties to hand out to facilities visitors during hot days in summer.

- 2023 was the first year of council's Renew Expert Webinar Series as a collaboration with the Western Alliance of Greenhouse Action (WAGA). Over 300 people across the west attended live sessions on topics including Solar and Batteries, Electric Vehicles and Energy Efficiency for Renters. Webinars are continuing in 2024 with new expert topics including Designing for Resilience and Draught Proofing Your Home. Recordings videos uploaded in FY 23/24 have been viewed online over 1500 times on YouTube.



Figure 1: Cool Ice scarf making workshop at Delahay Community Centre

100% Renewable

Key evaluation question:

What evidence is there that Brimbank is moving towards 100% renewable energy by 2030 and is decarbonising to zero net emissions by 2040?

Project wins and milestones

[Call out box] All Electric Sunshine West Community Centre

Sunshine West Community Centre is Brimbank's first major facility to be fully taken off gas through a building retrofit. In 2019, a series of energy reduction measures and efficiency upgrades, including the installation of a 90kW rooftop solar PV system, three Tesla Powerwall 2 energy storage systems and LED lighting upgrades were completed.

Further upgrade works began in 2023 addressed aging gas infrastructure in the building, including gas heating, water heating and gas cooktops with new electric versions, to make better use of the facility solar and battery. In April 2024 the decommissioning of the gas furnace, gas hot water heaters to electric heat pumps, and conversion of gas cook tops to electric and induction cook tops was completed.

Since 2019, these projects have achieved a substantial reduction in gas consumption. Gas usage dropped from 425 gigajoules (GJ) per annum in 2018, before the energy upgrades, to 18.25 GJ per annum. Following the completion of degasification works, gas consumption was entirely eliminated. This reduction has led to the abatement of 17.6 tonnes of carbon dioxide equivalent (tCO₂e) and total utility savings of over \$1000 per annum.



Gas heater being towed away at West Sunshine Community Centre

[Other projects, check boxes]

- Brimbank is lead Council for the Victorian Energy Collaboration Group (VECO), a buying group for renewable electricity across 60 councils in Victoria. In FY 23/24 VECO was responsible for:
 - Reducing Brimbank Council's operational emissions by 12,340 tonnes of CO₂ equivalent
 - Reducing Brimbank Council's electricity spend by over \$212,138 when compared to conventional energy contracts.
 - Avoiding 247,158.5 tonnes of CO₂ equivalent emissions for the whole group of councils from electricity supply (scope 2 & 3)
 - The addition of nine more councils to the participants group in the last financial year, bringing the total to 60 councils.
- 11.4 kW of solar was added across community sports facilities in Brimbank in the FY 23/24, with new systems for Ardeer Pavilion, Green Gully Pavilion and Larissa Pavilion.
- The Energy Tips website was launched by Brimbank City Council in collaboration with WAGA and Geelong Sustainability. The website is an online resource which helps map out energy efficiency measures for local businesses through visualisations of some of the most common

business premises in the west: hospitality, retail, offices and small manufacturing. Tips are designed to help businesses cut energy expenses and improve operational efficiency through useful advice about energy efficient appliances like fridges, televisions, computers and more.

- The Business Renewable Buying Group program was launched in 2023 as a group electricity purchasing initiative designed to bring like-minded businesses together to switch to 100% renewable electricity. With the support of an external facilitator, the group is working collectively to scale up their buying power whilst cutting complexity, time, and cost associated with going 100% renewable. Recruitment for the program has begun and will continue throughout 2024.
- In 2024 Brimbank successfully received funding from the Federal Government's Australian Renewable Energy Agency's Driving the Nation Program to purchase three new parks fleet tipper trucks. Purchase and use of these vehicles will help council trial usability, charge timing and supported charging infrastructure needs for EV fleet, which will be crucial knowledge to support the ongoing EV roll out across operations. Reporting on these learnings will be shared with the wider industry.
- Brimbank has received a grant of \$500,000 from the Federal Government to install a Community Battery. The battery will enable more houses to install solar and support the grid to make store surplus solar energy to release during the evening peak. This will enable more of our communities' energy use to be powered by renewables!



Retail view for new Energy Tips website for businesses

Resilient Rebuild

Key evaluation question:

What evidence is there that the resilient rebuild is occurring in Brimbank via sustainability improvements to the built environment, and that people are getting around more easily and often on foot, by bike, or by public transport?

Project wins and milestones

Sunshine Energy Park

Sunshine Energy Park Vision Plan was adopted by council in May 2024 to guide the future planning, design, development and ongoing feasibility and advocacy for Sunshine Energy Park.

Council received extensive feedback from the Brimbank community to develop the plan and heard strong support for features including walking, cycling, public transport connections and

environmental sustainability. As a result, the vision plan includes space for a cultural and ecological precinct, a sustainability precinct and a cycling precinct.

The Vision Plan provides a framework to transform the site to become the 'central park' for Brimbank and Melbourne's west in the future and enables the development of further feasibility studies and business cases that seek funding to deliver various aspects of the Vision Plan.

Active transport

Council is continuing to invest in safer active transport infrastructure with 1,790m of shared user paths added in FY 23/24. These include at Denbigh Court, Keilor; Biggs Street, St. Albans; Billingham Road, Deer Park; Derrimut Street, Albion and Colby Link, Derrimut.

Designs are complete for another 1,635m of paths to be constructed in the 2024/2025 financial year.

Research by the Bicycle Network shows an 11% growth in total bicycle use in Brimbank in the year from 2023 to 2024, however some of the locational studies show more stable trends in use.

Planning and design policy

- Brimbank has been campaigning for stronger planning system policies since 2021 through the Planning for a Safe Climate campaign led by the Victorian Greenhouse Alliances and the Council Alliance for a Sustainable Built Environment. As result of this advocacy the state government introduced amendments to the Planning and Environment Act 1987. The amendments "require consideration of climate change when making planning decisions about the use and development of land under the act and for other purposes, which includes greenhouse gas emissions, reductions targets and increased climate resilience". This was a key ask of the campaign.
- The Brimbank website has been updated with a suite of Environmentally Sustainable Design resources which outline expectations as part of the planning process for private building design proposed for construction in Brimbank. New webpages include information about what needs to be included in an ESD report, information on key rating tools, industry technical manuals and factsheets.

Urban renewal

Every year council conducts road rehabilitation and maintenance works. Councils Engineering and Urban Design Departments are working together as part of a Creating Better Streets Project to select key streets close to shops, transport and schools for co-design upgrades as part of the rehabilitation. Upgrades can include increased footpath width, adding bike spaces, more trees and shade, pocket parks and passive irrigation. Derrimut Street, Albion; George Street, Sunshine and Suffolk Street, North Sunshine have been upgraded in FY 23/24, with more upgrades across the municipality to come.



Better Streets for People Project upgrade complete at George Street, Sunshine including increased footpath width, tree planting for shade trees and passive irrigation.

Green and Cool

Key evaluation question:

What evidence is there the municipality is getting greener and cooler, that habitat for threatened flora and fauna is protected and connected, and that people are adopting a climate and health friendly relationship with food?

Project wins and milestones

[Call out box] Connecting and protecting wildlife in Brimbank

Council undertakes extensive programs each year to enhance and restore native habitat sites including grasslands and riparian land around water ways to strategically improve wildlife habitat connections and increase high quality habitat across the municipality.

In 2024 Council signed two grant agreements with the State Government to deliver restoration projects totalling \$400,000 along Brimbank waterways. Projects involve working with Friends' groups and local community to restore large sections of native riparian vegetation to improve habitat and connectivity, as well as contributing to urban cooling. These projects will provide many more community planting opportunities over the next two to three years.

[Other projects, check boxes]

- Over 88,000 trees, shrubs, wildflowers and groundcover plants were planted by Council across the municipality in the FY 23/24. This number includes:
 - 2,528 large trees planted.
 - 52,000 locally indigenous trees, shrubs, wildflowers and groundcovers planted into conservation areas and along creeks to enhance biodiversity and create habitat for local wildlife.
 - Partnering closely with local Friends' groups and community groups to plant 5,427 shrubs, grasses and wildflowers with the community, with a total 380 community members participating.
 - 6,500 seedlings and native tube stock planted in road reserves, community facility landscapes and parks.
 - 2,000 plants propagated in council's dedicated plant nursery.
- 15 Brimbank primary and secondary schools took part in the Wildflowers for Schools Program with 750 native wildflowers seedlings in total delivered to schools in FY 23/24.
- Council officers supported Friends' groups to apply for Greater Western Water grants focused on improving Growling Grass Frog habitat in Organ Pipes and Yalluk barring Park grassland areas.
- Council officers supported 20 Brimbank schools, businesses and community groups to host Clean up Australia Day events with a total of 600 participants in 2024.



Community Planting for World Environment Day 2024

Circular Economy

Key evaluation question:

What evidence is there that the Brimbank economy is reducing the amount of waste to landfill, and maximising the reuse and recycling of other products?

Project wins and milestones

[Call out box] Resource Recovery Hubs

Four Resource Recovery Hubs have now been installed for residents to conveniently drop off broken or unwanted household electronics and small appliances. The hubs are located at Brimbank Aquatic and Wellness Centre, Sunshine Civic Centre, Westvale Neighbourhood House and West Sunshine Community Centre. Goods are taken to be repaired at Green Collect for repurpose and reuse, before recycling materials as last option.

172kg of items were collected in the first months of operation in May-June 2024 with a majority of IT and electrical items.



The new Resource Recovery Hubs

[Other projects, check boxes]

- Businesses from across the western suburbs were invited to an evening showcasing sustainable business practices at Mount Zero Olives, Sunshine West with 36 attendees in March 2024. The event showcased Mount Zero's sustainable practices including initiatives on zero waste production and retail, home compostable packaging and reusable packaging.
- Brimbank joined a collaborative project with 14 other councils to deliver The Nappy Project in 2023. This included hosting one workshop for Brimbank maternal health nurses and three community workshops to promote the use of reusable nappies. 17 community members participated and received a free pack of sample reusable nappy types to the value of \$150 as well as an information kit.
- Brimbank hosted a Zero Waste Cooking Workshop at Sydenham Neighbourhood House as part of the National Sustainability Festival in February 2024. Not for profit group Open Table ran the workshop with 18 participants.
- Brimbank held a waste free staff Christmas party! The event diverted 365 plates, 106 bowls and 119 spoons from landfill. A total of 59kg of waste saved from landfill.
- Council held two community Reusable Goods Drop Off Days in FY 23/24 with a total of 160 households dropping off goods, and 54 cubic metres of furniture, clothing, toys, books and household appliances donated.
- Council ran a public education campaign around proper use of recycling and Food Organics and Garden Organics (FOGO) bins. Phase 1 of campaign included a survey in November 2023 to understand community knowledge of what can go in your recycling bin. This was followed by a campaign in February 2024 which addressed plastic bags as the greatest contaminants in recycling bins with advertisements appearing in local bus stop and newspapers. The next phase of this project will be to monitor the effectiveness of the campaign through a recycling bin audit.



Mount Zero olives tour



Recycling education campaign in 2024

Challenges

While important work is being done to address the Climate Emergency key challenges remain.

Getting off gas

Natural gas is used in at least 38 council facilities. Gas is a fossil fuel which, unlike our electricity, cannot be sourced renewably. In 2024 we developed a Degasification Plan to help determine priorities for switching council facilities to all electric and this will be a key plan to help guide us towards net zero by 2030. Degasification of our facilities is a key step towards zero net emissions for Council operations by 2030. While there is sometimes a high cost to upgrade these systems to electric, the all-electric facilities are expected to save Council money in the long term.

In 2024 we took a major facility off gas when we disconnected hot water and gas cooking from Sunshine West Community Centre when the aging utilities at the centre were due for a replacement. By replacing these with efficient electric alternatives, the upgrades are expected to save council over \$1000 per year and reduce 17.6 tonnes of carbon dioxide equivalent (tCO₂e) emissions per year.

Fleet transition to electric vehicles

Council's fleet of vehicles includes passenger vehicles, utes, small and large trucks. The great majority of these are Internal Combustion Engine (ICE) vehicles powered by petrol or diesel. To meet zero net emissions for Council operations by 2030 means converting these to electric vehicles (EVs). The challenge with this is that currently, not all vehicles have an electric alternative and that for those that do, the electric version is generally much more expensive to purchase.

The transition to EVs will also require investment in charging infrastructure and electrical upgrade works.

Net zero community emissions by 2040

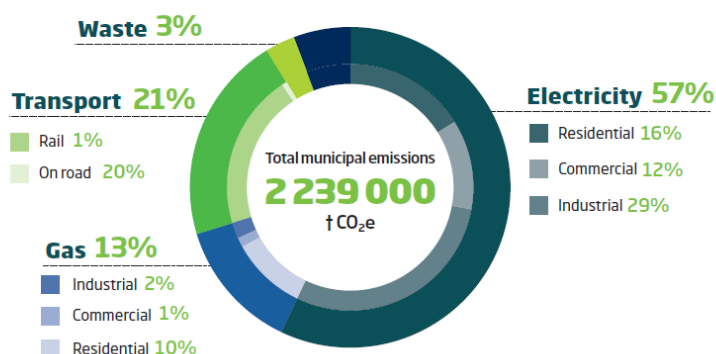
Our Climate Emergency Plan sets a target of net zero community emissions for the municipality by 2040. This will be an enormous challenge as Council has limited influence on the controlling factors for the majority of those emissions sources. Nonetheless, supporting the community to achieve net zero emissions is a high priority for Council.

The Total Municipal Emissions figure as shown below shows that Brimbank's municipal emissions largely comes from a combination of electricity, gas and vehicle fuels.

- **Electricity** - The emissions factor of the electricity grid is reducing significantly as more renewable energy is installed, this includes rooftop solar and large-scale renewable energy projects.
- **Gas** – Getting off gas is a challenge particularly for low-income households and renters, there are long term financial benefits to getting off gas particularly in parallel with rooftop solar, however upfront costs can be high. Replacing gas machinery for large scale industrial processing is also challenging for some businesses.

- **Transport** – while other emissions are reducing, transport is continuing to increase, despite the uptake in electric vehicles. Efforts for council to build more safe active transport infrastructure, advocate for better public transport and support more public and private electric vehicle charging are ongoing.

Total Municipal Emissions



Adaptation to the effects of climate change

Adaptation to the effects of climate change will be key role for council to play in the years to come. Adapting council assets to cope extreme weather will be a focus, as we know that the costs of upgrading assets to cope with extreme weather will be much lower than the cost to rebuild after an extreme weather event has damaged infrastructure such as roads, bridges and drains.

Brimbank is one of the hottest and most disadvantaged municipalities in Melbourne. Supporting our community during extreme weather events is vital, and we already see community expectation for facilities including libraries and aquatic centres to cater to an increased demand during heat waves as a safe and cool place, particularly for low-income households who may not have effective air conditioning at home.

While work is being done to make the municipality greener and cooler it remains a key challenge.

Reducing waste to landfill

The transition to a circular economy remains a key challenge. Audits of our waste bins show high levels of recoverable materials still going to landfill. The contents of the garbage bin that should go in the recycling (11%) or organics bins (49%) increased from 50% in 2023 to 60% in 2024. We also have a high level of contamination in the recycling stream, which was 30% in our last audit which is considerably higher than the state-wide average of 10.4%. This highlights the need for continued education of our community to explain the importance of getting things in the right bin.

Also more needs to be done at a statewide and national level to develop processing options and end markets for hard to recycle items such as soft plastics and textiles.

Green Tagging for 2023/2024 financial year

- 16% of the total budget was green tagged
- Total amount of annual budget green tagged \$25.7M
- People Power \$4.2M
- Circular Economy \$7.4M
- Cool and Green \$8.3M
- 100% Renewable \$1.6M
- Resilient Rebuild \$4M

5.03% of the total budget was 'green tagged'



People Power



Environmental stewardship, education and community empowerment

\$2.9M

Circular Economy



Recycling, food organics and garden organics (FOGO), reuse and circular economy programs

\$2.9M

Green tagged annual budget 2022-23

\$ 14.5M

Building a sustainable Brimbank



Cool and Green



Urban design, parks, integrated water management, ecological management and rehabilitation

\$5.6M

100% Renewable



Solar PV and electrification, lighting and appliance upgrades

\$1M

Resilient Rebuild



Walking and cycling infrastructure, pedestrian facilities, environmentally sustainable design

\$2.1M

Commented [AO1]: New figures here- integrate into design from last year below

Commented [AO2]: Last year's page, same page in this edition but numbers to be updated.

12.3	Financial Statements 2023-2024 and Performance Statement 2023-2024
Directorate	Corporate Services
Director	Mark Stoermer
Manager	Andrew Brae
Attachment(s)	1. Draft Financial Statements 2023-2024 [12.3.1 - 48 pages] 2. Draft Performance Statement 2023-2024 [12.3.2 - 15 pages] 3. Annual Report 2023-2024 - A Year in Review - Capital Works Program [12.3.3 - 5 pages]

Purpose

For Council to consider in principle approval of the Financial Statements 2023/2024 and Performance Statement 2023/2024, prior to forwarding the statements to the Victorian Auditor-General.

Officer Recommendation

That Council:

- a. **Approves, in principle, the Financial Statements 2023/2024 and Performance Statement 2023/2024 at Attachments 1 and 2 to this report.**
- b. **Subject to the review of the final version, authorises the:**
 - i. **Chief Executive Officer to send the Financial Statements 2023/2024 and Performance Statement 2023/2024 to the Victorian Auditor-General's Office.**
 - ii. **Councillor _____, Councillor _____, and the Chief Executive Officer, to certify the final version of the Financial Statements 2023/2024 and Performance Statement 2023/2024.**
 - iii. **Principal Accounting Officer to implement any non-material changes to the Financial Statements 2023/2024 and Performance Statement 2023/2024 as recommended by the Victorian Auditor General's Office and provide a summary of changes to the Audit and Risk Committee at its next meeting.**

Background

Under the *Local Government Act 2020 (the Act)*, Council is required to prepare an Annual Report at the conclusion of each financial year. This includes a Report of Operations, audited Financial Statements and Performance Statement.

Council must submit for auditing, the Financial Statements 2023/2024 (Financial Statements) and Performance Statement 2023/2024 (Performance Statement) in their finalised form, to the Auditor appointed by the Victorian Auditor-General's Office (VAGO), as soon as practicable after the end of the financial year.

VAGO cannot sign the audit reports unless the Financial Statements and Performance Statement are in their final form, include any changes recommended or agreed by the Auditor, and are certified in accordance with the *Local Government (Planning and Reporting) Regulations 2014 (the Regulations)*, by two Councillors authorised by Council, the Chief Executive Officer and Principal Accounting Officer.

Additionally, the Audit and Risk Committee (ARC) Charter provides that the ARC will review the draft Financial Statements and Performance Statement to consider whether they are complete, open and transparent, consistent with information known to the ARC, and reflect appropriate accounting principles.

At its meeting on 3 September 2024, the ARC considered recommending that Council approve, in principle, the Financial Statements and Performance Statement, subject to any further material changes by the Auditor.

Considering Council's unique demographic, policy reforms, and constrained finances, we face significant external and internal pressures. With rate caps, decreasing grants, and rising operational costs, we navigate a challenging fiscal landscape. Amid demands for infrastructure renewal and technological advancements, Brimbank City Council must prioritise efficiency, provide strategic justifications for initiatives, and maintain a capital works program aligned with our strategic objectives. Balancing these factors, we strive for financial sustainability while enhancing community access and services for our diverse and evolving population.

Matters for Consideration

Analysis

Financial Statements Disclosures

The Financial Statements are a general-purpose financial report that consist of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works, and accompanying notes.

The Financial Statements have been prepared in accordance with the *Australian Accounting Standards*, other authoritative pronouncements of the Australian Accounting Standards Board, *the Act* and *the Regulations*. They have also been prepared in accordance with the Local Government Model Financial Report.

2023/2024 Operating Results

The Annual Budget 2023/2024 had an operating surplus of \$8.034 million. Sustaining an adjusted underlying surplus is a critical financial strategy that provides capacity to build new assets and to renew the \$2.73 billion of community assets under Council's control. The operating result for the financial year ending 30 June 2024 is a surplus of \$3.04 million, against a budgeted surplus of \$8.034 million, which is an unfavourable variance of \$4.99 million.

The decrease in operating surplus is due to:

Operating Grants – Early receipt of the Victoria Grants Commission funding of \$15.55 million for 2023-2024 in 2022-2023.

Depreciation – Unfavourable to budget by \$6.80 million due to infrastructure revaluations in the prior year. Increased costs have driven increased valuation of assets.

Offsetting these decreases were:

User fees - \$4.02 million primarily from the Brimbank Aquatic and Wellness Centre and Keilor Golf Course with better than projected memberships and visitations.

Capital Grants - \$3.18 million relating to unbudgeted grants relating recreational, leisure and community facilities projects.

Monetary Contributions - \$6.55 million due to several large subdivisions with increased valuations.

Other income - \$2.45 million relating to a combination of higher than budgeted interest on investments, Workcover Recovery costs and rental leases.

Cash balance for the financial year ended 30 June 2024 was \$77.97 million, compared to budgeted cash balance of \$69.85 million. The financial statements also include the effect on the revaluation of Council's assets.

Risk Assessment of Financial Sustainability Indicators

Council's risk assessment for financial sustainability is:

Result	Risk	2023/2024 Result
Net Result	Low	1.19%
Adjusted Underlying Result	High	-1.57%
Liquidity	Low	2.16
Internal Financing	Medium	81.75%
Indebtedness	Medium	40.84%
Capital Replacement	Medium	1.00
Renewal Gap	Medium	0.67

These results will place Council's overall financial sustainability in the 'medium' risk category. The Financial Statements are at **Attachment 1**.

Performance Statement Disclosures

The Performance Statement (**Attachment 2**) has been prepared to meet the requirements of *the Act* and *the Regulations*. Where applicable, the results in the Performance Statement have been prepared on an accounting basis, consistent with those reported in the Financial Statements.

Results

The Performance Statement contains the previous year's results, actual results for 2023/2024 for the 28 prescribed indicators and measures, including 10 for service performance, 11 for financial performance, and 7 for sustainable capacity. Commentary has been provided for each of the indicators where the materiality thresholds relevant to each indicator have been exceeded. In addition to the audited Performance Statement, the results for a range of other indicators are reported in the Report of Operations as part of the Annual Report 2023/2024. The financial indicators also include forecast results for 2024-2027 based on the Strategic Resource Plan.

Implementation

Upon completion of the initial audit, Council is required to consider the audited Financial Statements and Performance Statement and provide 'in principle approval' for the statements, which are then submitted to VAGO. VAGO's auditors must then prepare a report on the submitted Financial Statements and Performance Statement and provide it to Council within four weeks, as well as provide a copy to the Minister for Local Government.

Capital Works Program 2023/24

Attached as **Attachment 3** is the Annual Report 2023/24 for the capital works program. The report gives an overview of the program and highlights some of the key projects completed during the year.

Community Engagement

There is no requirement for public consultation in relation to the draft Financial Statements and Performance Statement. The ARC has recommended that Council approve the statements prior to them being submitted to the Auditor, as required under the *Local Government Act 2020*.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- Yes - Endorsing the recommendations in this report will ensure Council's continued compliance with the legislative requirements.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with *Local Government Act 2020*, *Local Government (Planning and Reporting) Regulations 2014*, *Australian Accounting Standards*.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

BRIMBANK CITY COUNCIL
ANNUAL FINANCIAL REPORT
For the Year Ended 30 June 2024

FINANCIAL REPORT	Page
Certification of the Financial Statements	1
Victorian Auditor - General's Office Audit Report	2
Financial Statements	
Comprehensive Income Statement	4
Balance Sheet	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Statement of Capital Works	8
Notes to the Financial Statements	
Note 1 Overview	9
Note 2 Analysis of our results	10
2.1 Performance against budget	10
2.1.1 Income and expenditure	10
2.1.2 Capital works	12
2.2 Analysis of council results by program	14
Note 3 Funding for the delivery of our services	15
3.1 Rates and charges	15
3.2 Statutory fees and fines	15
3.3 User fees	15
3.4 Funding from other levels of government	16
3.5 Contributions	18
3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment	18
3.7 Other income	18
Note 4 The cost of delivering services	19
4.1 Employee costs	19
4.2 Materials and services	19
4.3 Depreciation	19
4.4 Depreciation - right of use assets	19
4.5 Allowance for impairment losses	20
4.6 Borrowing costs	20
4.7 Finance costs - leases	20
4.8 Other expenses	20
Note 5 Investing in and financing our operations	21
5.1 Financial assets	21
5.2 Non-financial assets	22
5.3 Payables, trust funds and deposits and contract and other liabilities	23
5.4 Interest-bearing liabilities	23
5.5 Provisions	24
5.6 Financing arrangements	26
5.7 Commitments	26
5.8 Leases	27
Note 6 Assets we manage	29
6.1 Property, infrastructure, plant and equipment	29
Note 7 People and relationships	36
7.1 Council and key management remuneration	36
7.2 Related party disclosure	38
Note 8 Managing uncertainties	39
8.1 Contingent assets and liabilities	39
8.2 Change in accounting standards	39
8.3 Financial instruments	40
8.4 Fair value measurement	41
8.5 Events occurring after balance date	41
Note 9 Other matters	42
9.1 Reserves	42
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	44
9.3 Superannuation	44
Note 10 Change in accounting policy	46

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Andrew Brae CA
Principal Accounting Officer
Dated: 10 September 2024
Melbourne

In our opinion, the accompanying financial statements present fairly the financial transactions of the Brimbank City Council for the year ended 30 June 2024 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Councillor
Dated: 10 September 2024
Melbourne

Councillor
Dated: 10 September 2024
Melbourne

Fiona Blair
Chief Executive Officer
Dated: 10 September 2024
Melbourne

Independent Auditor's Report

<Insert VAGO report>

<Insert VAGO report>

Brimbank City Council
Comprehensive Income Statement for the Year Ended 30 June 2024

	Note	2024 \$'000	2023 \$'000
Income / Revenue			
Rates and charges	3.1	181,041	171,823
Statutory fees and fines	3.2	8,744	8,353
User fees	3.3	20,860	15,230
Grant - operating	3.4	12,628	32,263
Grant - capital	3.4	4,360	11,344
Contributions - monetary	3.5	10,987	5,060
Contributions - non-monetary	3.5	3,884	4,532
Net gain on disposal of property, infrastructure, plant and equipment	3.6	334	392
Other income	3.7	12,347	11,097
Total income / revenue		255,185	260,094
Expenses			
Employee costs	4.1	107,940	98,188
Materials and services	4.2	79,023	73,111
Depreciation	4.3	55,325	47,321
Depreciation - right of use assets	4.4	1,928	1,773
Allowance for impairment losses	4.5	1,453	1,622
Borrowing costs	4.6	2,384	2,336
Finance costs - leases	4.7	321	291
Other expenses	4.8	3,773	3,761
Total expenses		252,147	228,403
Surplus/(deficit) for the year		3,038	31,691
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation gain/(loss)	6.1	-	63,499
Total other comprehensive income		-	63,499
Total comprehensive result		3,038	95,190

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Brimbank City Council
Balance Sheet as at 30 June 2024

	Note	2024 \$'000	2023 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	77,965	93,713
Trade and other receivables	5.1	45,483	40,820
Inventories	5.2	83	119
Prepayments	5.2	1,401	808
Other assets	5.2	776	625
Total current assets		125,708	136,085
Non-current assets			
Trade and other receivables	5.1	52	70
Right-of-use assets	5.8	5,338	4,575
Property, infrastructure, plant and equipment	6.1	2,733,932	2,730,944
Total non-current assets		2,739,322	2,735,589
Total assets		2,865,030	2,871,674
Liabilities			
Current liabilities			
Trade and other payables	5.3	16,925	25,366
Trust funds and deposits	5.3	3,068	2,899
Contract and other liabilities	5.3	2,972	4,143
Provisions	5.5	24,411	23,642
Interest-bearing liabilities	5.4	9,097	8,551
Lease liabilities	5.8	1,697	1,415
Total current liabilities		58,170	66,016
Non-current liabilities			
Trust funds and deposits	5.3	7,475	7,480
Provisions	5.5	3,165	2,567
Interest-bearing liabilities	5.4	76,617	79,713
Lease liabilities	5.8	3,943	3,276
Total non-current liabilities		91,200	93,036
Total liabilities		149,370	159,052
Net assets		2,715,660	2,712,622
Equity			
Accumulated surplus		1,112,661	1,119,533
Reserves	9.1	1,602,999	1,593,089
Total equity		2,715,660	2,712,622

The above balance sheet should be read in conjunction with the accompanying notes.

Brimbank City Council
Statement of Changes in Equity for the Year Ended 30 June 2024

	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024					
Balance at beginning of the financial year		2,712,622	1,119,533	1,555,555	37,534
Surplus/(deficit) for the year		3,038	3,038	-	-
Net asset revaluation gain/(loss)	9.1	-	-	-	-
Transfers to other reserves	9.1	-	(9,910)	-	9,910
Balance at end of the financial year		2,715,660	1,112,661	1,555,555	47,444

	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2023					
Balance at beginning of the financial year		2,617,432	1,093,453	1,492,056	31,923
Surplus/(deficit) for the year		31,691	31,691	-	-
Net asset revaluation gain/(loss)	9.1	63,499	-	63,499	-
Transfer to other reserves	9.1	-	(5,611)	-	5,611
Balance at end of the financial year		2,712,622	1,119,533	1,555,555	37,534

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Brimbank City Council
Statement of Cash Flows for the Year Ended 30 June 2024

	Note	2024 Inflows/ (Outflows) \$'000	2023 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		176,341	167,347
Statutory fees and fines		6,935	6,923
User fees		21,639	14,825
Grants - operating		12,948	31,998
Grants - capital		3,003	4,380
Contributions - monetary		11,682	6,014
Interest received		5,943	4,681
Trust funds and deposits taken		1,584	1,180
Other receipts		7,040	7,386
Net GST refund/(payment)		6,480	6,203
Employee costs		(106,405)	(97,317)
Materials and services		(97,142)	(75,083)
Trust funds and deposits repaid		(1,362)	(1,163)
Other payments		(3,851)	(3,722)
Net cash provided by/(used in) operating activities	9.2	44,835	73,652
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.1	(54,960)	(60,241)
Proceeds from sale of property, infrastructure, plant and equipment		1,370	1,063
Net cash provided by/(used in) investing activities		(53,590)	(59,178)
Cash flows from financing activities			
Finance costs		(2,379)	(2,303)
Proceeds from borrowings		6,000	7,000
Repayment of borrowings		(8,550)	(9,784)
Interest paid - lease liability		(322)	(291)
Repayment of lease liabilities		(1,742)	(1,821)
Net cash provided by/(used in) financing activities		(6,993)	(7,199)
Net increase/(decrease) in cash and cash equivalents		(15,748)	7,275
Cash and cash equivalents at the beginning of the financial year		93,713	86,438
Cash and cash equivalents at the end of the financial year		77,965	93,713
Financing arrangements	5.6		

The above statement of cash flows should be read in conjunction with the accompanying notes.

Brimbank City Council
Statement of Capital Works for the Year Ended 30 June 2024

	2024	2023
	\$'000	\$'000
Property		
Land	-	1,350
Total land	-	1,350
Buildings	8,896	10,458
Total buildings	8,896	10,458
Total property	8,896	11,808
Plant and equipment		
Plant, machinery and equipment	5,149	2,644
Computers and telecommunications	54	414
Library books	821	832
Artworks	152	105
Total plant and equipment	6,176	3,995
Infrastructure		
Roads	22,298	19,516
Footpaths and cycleways	4,489	3,279
Drainage	1,304	1,143
Parks, open space and streetscapes	5,310	9,002
Recreational, leisure and community facilities	6,992	11,498
Total infrastructure	40,393	44,438
Total capital works expenditure	55,465	60,241
Represented by:		
New asset expenditure	18,253	26,054
Asset renewal expenditure	26,090	25,882
Asset upgrade expenditure	11,122	8,305
Total capital works expenditure	55,465	60,241

The above statement of capital works should be read in conjunction with the accompanying notes.

Note 1 Overview

Introduction

The Brimbank City Council was established by an Order of the Governor in Council on 14 December 1994 and is a body corporate.

The council's main office is located at 301 Hampshire Road, Sunshine, Victoria, 3020.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Accounting policy information

1.1 Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of employee provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Good and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

1.2 Impact of Covid-19

The COVID-19 pandemic has no significant impact on council's financial operations.

Note 2 Analysis of our results**2.1 Performance against budget**

The performance against budget notes compare council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of ten percent or \$5 million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The 2024 budget figures detailed below are those adopted by council on 20 June 2023. The budget was based on assumptions that were relevant at the time of adoption of the budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income / Revenue and expenditure

	Budget 2024 \$'000	Actuals 2024 \$'000	Variance \$'000	Variance %	Ref
Income / Revenue					
Rates and charges	180,957	181,041	84	0%	
Statutory fees and fines	9,153	8,744	(409)	-4%	
User fees	16,845	20,860	4,015	24%	1
Grant - operating	25,698	12,628	(13,070)	-51%	2
Grant - capital	1,181	4,360	3,179	269%	3
Contributions - monetary	4,434	10,987	6,553	148%	4
Contributions - non-monetary	3,300	3,884	584	18%	5
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	513	334	(179)	-35%	6
Other income	9,894	12,347	2,453	25%	7
Total income / revenue	251,975	255,185	3,210	1%	
Expenses					
Employee costs	107,690	107,940	(250)	0%	
Materials and services	78,160	79,023	(863)	-1%	
Depreciation	48,529	55,325	(6,796)	-14%	8
Depreciation - right of use assets	1,775	1,928	(153)	-9%	
Allowance for impairment losses	1,100	1,453	(353)	-32%	9
Borrowing costs	2,383	2,384	(1)	0%	
Finance costs - leases	273	321	(48)	-18%	10
Other expenses	4,029	3,773	256	6%	
Total expenses	243,939	252,147	(8,208)	-3%	
Surplus/(deficit) for the year	8,036	3,038	(4,998)	-62%	

2.1.1 Income / Revenue and expenditure (continued)**(i) Explanations of material variations**

Variance Ref	Item	Explanation
1	User fees	User fees were favourable to budget predominately due to Brimbank Aquatic and Wellness Centre (BAWC) and Keilor Golf Course. • BAWC revenue was up \$3.25 million due to better than expected performance for memberships, swim school program numbers and casual visitation in the second year of full operation. • Keilor Golf Course revenue was up \$0.63 million compared to budget due to better than expected greens fees (rounds of golf) and driving range fees, as well as better than expected secondary spend with golf carts and food and beverage sales.

2.1.1 Income / Revenue and expenditure (continued)**(i) Explanations of material variations**

Variance Ref	Item	Explanation
2	Grant - operating	Operating grants ended the year at \$13.07 million unfavourable to budget. This is mainly due to the early receipt of the Victoria Grants Commission funding of \$15.55 million in 2022-2023 which was received and recognised earlier than budgeted for. In addition to this, unbudgeted grants of \$1.27 million carried forward from prior financial year 2022-2023 (due to unfulfilled obligations) has partly offset a portion of the variance.
3	Grant - capital	The favourable variance is mainly due to a combination of unbudgeted grants received and prior year grants being carried over into the current year. The grants related to recreational, leisure and community facilities projects within the municipality.
4	Contributions - monetary	Contributions were higher than budget due to a number of large subdivisions that occurred during the year, along with an increase in the valuation of land. An amount of \$1.20 million from Australian Renewable Energy Agency (Milestone 2 funding for construction of Brimbank Aquatic and Wellness Centre) was received that had not been budgeted for.
5	Contributions - non-monetary	Non-monetary contributions is favourable to the budget by \$0.58 million. This relates to assets that arise out of new subdivisions within the municipality and are later vested to council in a future year.
6	Net gain/(loss) on disposal of property, infrastructure, plant and equipment	Net gain/(loss) on disposal of property, infrastructure, plant and equipment is \$180k unfavourable to the budget. This comprises the total proceeds received from the disposal of property, infrastructure, plant and equipment less the written down value (WDV) of property, infrastructure, plant and equipment. The unfavourable variance is mainly due to higher than budgeted written down value of items disposed.
7	Other income	Other income was favourable to budget by \$2.45 million due to: • Higher than budgeted interest on investments \$0.94 million; • Unbudgeted Work Cover recovery costs \$0.54 million; • Higher interest from bank \$320k; • Rental Lease \$0.67 million (Western Rail Plan & Sunshine \$0.62 million).
8	Depreciation	Depreciation is unfavourable to budget due to the revaluation infrastructure assets in the prior year. Higher costs have led to increased asset valuations which has increased the depreciation.
9	Allowance for impairment losses	Bad and doubtful debts are debts which are determined to be uncollectable. Bad and doubtful debts ended the year \$350k unfavourable against budget primarily due to an increase in infringement debts and related collectability issues.
10	Finance costs - leases	Finance costs - leases are for the interest component of lease payments. The interest component included in lease payments compensates the leasing company for tying up its capital during the lease term. The unfavourable variance is due to extension leases during the financial year that had not been budgeted for.

2.1.2 Capital works

	Budget 2024 \$'000	Actuals 2024 \$'000	Variance \$'000	Variance %	Ref
Property					
Land improvements	1,222	-	1,222	100%	11
Total land	1,222	-	1,222	100%	
Buildings	8,149	8,896	(747)	-9%	
Total buildings	8,149	8,896	(747)	-9%	
Total property	9,371	8,896	475	5%	
Plant and equipment					
Plant, machinery and equipment	6,469	5,149	1,320	20%	12
Computers and telecommunications	-	54	(54)	-100%	13
Library books	-	821	(821)	-100%	14
Artworks	-	152	(152)	-100%	15
Total plant and equipment	6,469	6,176	293	5%	
Infrastructure					
Roads	28,749	22,298	6,451	22%	16
Footpaths and cycleways	3,601	4,489	(888)	-25%	17
Drainage	1,150	1,304	(154)	-13%	18
Parks, open space and streetscapes	8,786	5,310	3,476	40%	19
Recreational, leisure and community facilities	14,273	6,992	7,281	51%	20
Total infrastructure	56,559	40,393	16,166	29%	
Total capital works expenditure	72,399	55,465	16,934	23%	
Represented by:					
New asset expenditure	32,790	18,253	14,537	44%	
Asset renewal expenditure	27,543	26,090	1,453	5%	
Asset upgrade expenditure	12,066	11,122	944	8%	
Total capital works expenditure	72,399	55,465	16,934	23%	

(i) Explanations of material variations

Variance Ref	Item	Explanation
11	Land improvements	Expenditure on land improvements ended the year \$1.22 million below budget mainly due to works that will be carried into next year for the below projects: • Sunshine Energy Park, Albion and Carrington Drive Reserve, Albion \$0.67 million; • Green Gully Reserve Landfill Rehabilitation \$450K.
12	Plant, machinery and equipment	The expenditure variance in plant, machinery and equipment ended the year \$1.32 million. Reallocations of the actuals for computers, library books and artworks of \$1.027m have been made. The overall variance for plant and equipment resulted in a \$293k variance.
13	Computers and telecommunications	Expenditure on computer and telecommunication is over budget by \$54k mainly due to IT projects budget included under plant, machinery and equipment.
14	Library books	Expenditure on library books is over budget by \$0.82 million due to library book budget included under plant, machinery and equipment.
15	Artworks	Expenditure on artwork is over budget by \$152k mainly due to artwork budget included under plant, machinery and equipment.
16	Roads	Expenditure on roads ended the year \$6.45 million less than the budget, mainly due to reallocation of the \$4.72 million actuals to Footpaths and Drains for financial reporting purposes. A number of road projects still in work in progress and carry forward to next financial year: • Devonshire Road, Sunshine \$0.67 million; • Moondani Avenue \$0.58 million; • Denton Avenue, St Albans \$376k.

2.1.2 Capital works (continued)**(i) Explanations of material variations**

Variance Ref	Item	Explanation
17	Footpaths and cycleways	Expenditure on footpaths is higher than the budget by \$0.89 million mainly due to works performed at: • Sydenham Rail Corridor Bicycle Track \$488k; • Taylors Lakes Easement Shared User Path \$383k.
18	Drainage	Expenditure on drainage is over budget by \$154k mainly due to: • Urban Design Water Sensitive Rectification and Renewal works \$129k; • Bon Thomas Reserve drainage works \$14k.
19	Parks, open space and streetscapes	Expenditure on parks, open space and streetscapes is under budget by \$3.47 million mainly due to the following projects not yet completed and carried forward: • Sydenham Park, Keilor North - Shared User Trail \$1.61 million; • Local Route Cycle Connection program \$369k; • Rolling sports ground reconstruction program \$242k; • Isabella Williams Memorial Reserve, Deer Park \$55k; • Flagship Park Renewal program \$52k.
20	Recreational, leisure and community facilities	Expenditure on recreational, leisure and community facilities ended up lower than the budget by \$7.28 million due to reallocation \$2.8 million of actuals to Buildings for Financial Reporting purposes. Projects not yet completed and carried forward: • Female Sports Facilities Upgrades \$1.15 million favourable; • Bon Thomas Reserve \$417k unfavourable. New Sportsground Development program at Green Gully Reserve \$3.35 million favourable following Council resolution to not proceed.

2.2 Analysis of council results by program

Council delivers its functions and activities through the following programs

2.2.1 CEO & Executive Services

CEO & Executive Services is responsible for the overarching management of the operations of the council.

People, Partnerships & Performance

People, partnerships and performance provides effective governance oversight of the organisation. Service areas include governance, customer experience, people, culture and wellbeing, strategic advocacy and community engagement. People and engagement provides support to the organisation and ensures councils focus includes communication and community engagement processes. People and organisation development provides efficient and effective services to meet the growing needs of the community where customer experience is dedicated to the health, safety and amenity of the community. This is underpinned by both customer commitments and customer service strategies.

Corporate Services

Corporate services is responsible for providing a range of strategic and operational services to departments and to the council as a whole. The division provides efficient, effective and proactive support services across council to enable the delivery of policy commitments, council vision and mission. The provision of these services includes: finance services, procurement, digital information and technology, project management and innovation.

Infrastructure and City Services

Infrastructure and city services is responsible for strategic asset management, planning for, constructing new infrastructure and maintaining existing infrastructure across a diverse range of assets that underpin the wellbeing of the community. These assets include capital works, engineering services, environment and waste, parks and gardens, emergency management and municipal resources. This includes the provision, management and maintenance of fleet, plant and equipment. The Directorate also performs a strategic role in terms of planning, policy and as a referral body to ensure public infrastructure is designed, delivered and maintained in a way that enhances safety, functionality, amenity and wellbeing.

City Futures

City futures is responsible for protecting, developing and enhancing council's social and physical environment. The broad objective will be achieved primarily through planning, coordination and delivery of a diverse range of high quality and cost-efficient community and environmental services which are responsive to the needs of residents and other service users. The city futures area includes the assessment of economic development, city strategy, city planning, building services, environmental health and city compliance, environment and urban growth.

Community Wellbeing

Community wellbeing provides high quality community focused programs, service delivery and communication to residents. Community wellbeing provides services to the community across all the life stages; including children, preschools, youth, family services, community care, community programs, home care services, libraries, leisure and recreational services, community facilities, neighbourhood houses and arts & cultural services. It supports local festivals and events and advocates on behalf of the community for major events, tourism and cultural opportunities.

2.2.2 Summary of income / revenue, expenses, assets and capital expenses by program

	Income / Revenue \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income / revenue \$'000	Total assets \$'000
2024					
CEO & Executive Services	-	778	(778)	-	-
People, Partnerships & Performance	506	18,854	(18,348)	104	-
Corporate Services	198,631	77,327	121,304	5,044	126,551
Infrastructure and City Services	3,628	76,192	(72,564)	185	2,669,198
City Futures	21,583	26,329	(4,746)	1,289	-
Community Wellbeing	30,837	52,667	(21,830)	10,366	69,281
	255,185	252,147	3,038	16,988	2,865,030

	Income / Revenue \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income / revenue \$'000	Total assets \$'000
2023					
CEO & Executive Services	-	771	(771)	-	-
People, Partnerships & Performance	20	9,551	(9,531)	-	-
Corporate Services	214,275	74,301	139,974	30,725	137,360
Infrastructure and City Services	4,197	73,925	(69,728)	682	2,728,892
City Futures	16,554	23,021	(6,467)	2,118	-
Community Wellbeing	25,048	46,834	(21,786)	10,082	5,422
	260,094	228,403	31,691	43,607	2,871,674

	2024 \$'000	2023 \$'000
--	----------------	----------------

Note 3 Funding for the delivery of our services**3.1 Rates and charges**

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its market value of the land and improvements.

The valuation base used to calculate general rates for 2023/24 was \$61.037 billion (2022/23 \$58.160 billion).

General rates	136,437	130,829
Supplementary rates and rate adjustments	940	983
Municipal charge	6,576	6,300
Waste management charge	37,088	33,711
Total rates and charges	181,041	171,823

The date of the general revaluation of land for rating purposes within the municipal district was 1 January 2023, and the valuation was first applied in the rating year that commenced 1 July 2023.

Annual rates and charges are recognised as income when council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Infringements and costs	3,902	3,802
Court recoveries	103	56
Town planning fees	1,327	1,316
Permits	500	565
Land information certificates	133	123
Registration	1,963	1,848
Other	816	643
Total statutory fees and fines	8,744	8,353

Statutory fees and fines (including parking fees and fines) are recognised as income when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

Aged and health services	517	509
Leisure centre and recreation	18,382	13,008
Statutory planning	402	449
Building services	224	192
Waste management services	4	4
Valuation/supplementary	46	35
Non voter infringements	98	17
Land clearance	237	119
Local laws	355	259
Other	595	638
Total user fees	20,860	15,230
User fees by timing of revenue recognition		
User fees recognised at a point in time	20,860	15,230
Total user fees	20,860	15,230

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

	2024 \$'000	2023 \$'000
3.4 Funding from other levels of government		
Grants were received in respect of the following :		
Summary of grants		
Commonwealth funded grants	4,545	26,569
State funded grants	12,443	17,038
Total grants received	16,988	43,607
(a) Operating grants		
<i>Recurrent - Commonwealth Government</i>		
Financial assistance grants	683	19,365
General home care	267	229
Other	1,266	1,163
<i>Recurrent - State Government</i>		
Community health	58	89
School crossing supervisors	753	768
Maternal and child health	2,801	3,080
Aged care	1,550	1,257
Family and children	1,329	1,319
General home care	311	107
Libraries and learning	1,391	1,395
Recreation	645	696
Other	15	27
Total recurrent operating grants	11,069	29,495
<i>Non-recurrent - Commonwealth Government</i>		
Other	-	10
<i>Non-recurrent - State Government</i>		
Libraries and learning	153	439
Recreation	123	79
Environment	563	1,786
Family and children	496	319
Planning and development	-	87
Other	224	48
Total non-recurrent operating grants	1,559	2,768
Total operating grants	12,628	32,263
(b) Capital grants		
<i>Recurrent - Commonwealth Government</i>		
Roads to recovery	1,308	958
Total recurrent capital grants	1,308	958
<i>Non-recurrent - Commonwealth Government</i>		
Roads	1,021	3,482
Recreational, leisure and community facilities	-	1,232
Other	-	130
<i>Non-recurrent - State Government</i>		
Buildings	1,462	26
Parks, open space and streetscapes	113	3,673
Recreational, leisure and community facilities	431	1,817
Other	25	26
Total non-recurrent capital grants	3,052	10,386
Total capital grants	4,360	11,344

(c) Recognition of grant income

Before recognising funding from government grants as revenue the council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the council applies *AASB 1058 Income of Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

	2024 \$'000	2023 \$'000
Income recognised under AASB 1058 Income of Not-for-Profit Entities		
General purpose	-	-
Specific purpose grants to acquire non-financial assets	-	-
Other specific purpose grants	1,137	2,569
Revenue recognised under AASB 15 Revenue from Contracts with Customers		
Specific purpose grants	1,835	1,574
	2,972	4,143
(d) Unspent grants received on condition that they be spent in a specific manner		
Operating		
Balance at start of year	1,574	2,219
Received during the financial year and remained unspent at balance date	1,835	1,574
Received in prior years and spent during the financial year	(1,574)	(2,219)
Balance at year end	1,835	1,574
Capital		
Balance at start of year	2,569	9,324
Received during the financial year and remained unspent at balance date	1,137	2,569
Received in prior years and spent during the financial year	(2,569)	(9,324)
Balance at year end	1,137	2,569

Unspent grants are determined and disclosed on a cash basis.

	2024 \$'000	2023 \$'000
3.5 Contributions		
Monetary	10,987	5,060
Non-monetary	3,884	4,532
Total contributions	14,871	9,592

Contributions of non-monetary assets were received in relation to the following asset classes:

Land	418	1,852
Infrastructure	3,466	2,680
Total non-monetary contributions	3,884	4,532

Monetary and non-monetary contributions are recognised as income at their fair value when council obtains control over the contributed asset.

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

Proceeds of sale	1,370	1,063
Written down value of assets disposed	(1,036)	(671)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	334	392

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income

Compensation recovery	535	592
Insurance recovery	-	35
Subdivisional fees	138	282
Asset protection enforcement	43	39
Interest	5,943	4,681
Rent	2,847	2,203
Recovery	967	854
Rebates	165	59
Merchandise	337	321
Other	1,372	2,031
Total other income	12,347	11,097

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when council gains control over the right to receive the income.

	2024 \$'000	2023 \$'000
Note 4 The cost of delivering services		
4.1 (a) Employee costs		
Wages and salaries	94,380	87,326
Workcover	3,510	1,946
Superannuation contributions (refer below)	9,863	8,715
Fringe benefits tax	187	201
Total employee costs	107,940	98,188
(b) Superannuation contributions		
Council made contributions to the following funds:		
Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	538	567
	538	567
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	4,728	4,373
Employer contributions - other funds	4,597	3,775
	9,325	8,148

Contributions made exclude amounts accrued at balance date. Refer to Note 9.3 for further information relating to council's superannuation obligations.

4.2 Materials and services

Contract payments	36,203	35,112
General maintenance	7,294	6,373
Materials and services	16,049	15,306
Consultants	3,567	2,856
Information technology	4,421	3,147
Insurance	2,821	2,606
Utilities	6,180	6,127
Other	2,488	1,584
Total materials and services	79,023	73,111

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

4.3 Depreciation

Property	5,875	3,885
Plant and equipment	3,886	3,815
Infrastructure	45,564	39,621
Total depreciation	55,325	47,321

Refer to Note 5.8 and 6.1 for a more detailed breakdown of depreciation charges and accounting policy.

4.4 Depreciation - right of use assets

Vehicles	1,928	1,773
Total depreciation - right of use assets	1,928	1,773

Refer to Note 5.8 for a more detailed breakdown of depreciation - right of use asset charges.

	2024 \$'000	2023 \$'000
4.5 Allowance for impairment losses		
Parking fine debtors	939	727
Other debtors	514	895
Total allowance for impairment losses	1,453	1,622
Movement in allowance for impairment losses in respect of debtors		
<i>Parking infringements</i>		
Balance at the beginning of the year	2,985	2,619
New allowances recognised during the year	512	366
<i>Other debtors</i>		
Balance at the beginning of the year	1,413	1,179
New allowances recognised during the year	193	238
Amounts already allowed for and written off as uncollectible	-	(4)
Balance at end of year	5,103	4,398
An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.		
4.6 Borrowing costs		
Interest - borrowings	2,384	2,336
Total borrowing costs	2,384	2,336
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by council.		
4.7 Finance costs - leases		
Interest - lease liabilities	321	291
Total finance costs	321	291
4.8 Other expenses		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	69	67
Auditors' remuneration - internal audit	82	63
Councillors' allowance	539	501
Bank fees and charges	768	630
Pensioner rebate	381	375
Environmental protection	716	610
Community grants	726	784
Assets written off / impaired	-	147
Other	492	584
Total other expenses	3,773	3,761

	2024 \$'000	2023 \$'000
Note 5 Investing in and financing our operations		
5.1 Financial assets		
(a) Cash and cash equivalents		
Cash on hand	17	19
Cash at bank	3,189	1,435
Cash at call	15,759	25,259
Term deposits	59,000	67,000
Total cash and cash equivalents	77,965	93,713
Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.		
(b) Trade and other receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	32,022	27,539
Special rate assessment	2,329	2,583
Infringement debtors	7,531	6,519
Allowance for expected credit loss - infringements	(3,496)	(2,984)
Net GST receivable	2,197	2,362
<i>Non statutory receivables</i>		
Other debtors	6,507	6,215
Allowance for expected credit loss - other debtors	(1,607)	(1,414)
Total current trade and other receivables	45,483	40,820
Non-current		
<i>Non statutory receivables</i>		
Other debtors	52	70
Total non-current trade and other receivables	52	70
Total trade and other receivables	45,535	40,890

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

(c) Ageing of receivables

The ageing of the council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	1,322	1,201
Past due by up to 30 days	257	141
Past due between 31 and 180 days	582	298
Past due between 181 and 365 days	457	571
Past due by more than 1 year	2,334	2,660
Total trade and other receivables	4,952	4,871

(d) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$1,607,000 (2023: \$1,414,000) were impaired. The amount of the allowance raised against these debtors was \$1,607,000 (2023: \$1,414,000). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Current (not yet due)	7	-
Past due by up to 30 days	9	33
Past due between 31 and 180 days	29	-
Past due between 181 and 365 days	25	52
Past due by more than 1 year	1,537	1,329
Total trade and other receivables	1,607	1,414

	2024 \$'000	2023 \$'000
5.2 Non-financial assets		
(a) Inventories		
Inventories held for distribution	83	119
Total inventories	83	119
Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.		
(b) Other assets		
Prepayments	1,401	808
Accrued income	771	609
Other	5	16
Total other assets	2,177	1,433

	2024 \$'000	2023 \$'000
5.3 Payables, trust funds and deposits and contract and other liabilities		
(a) Trade and other payables		
Current		
Trade payables	13,094	16,604
Accrued expenses	3,831	8,762
Total current trade and other payables	16,925	25,366
(b) Trust funds and deposits		
Current		
Refundable deposits	1,448	1,308
Fire services levy	1,045	1,099
Other refundable deposits	575	492
Total current trust funds and deposits	3,068	2,899
Non-current		
Refundable deposits	7,475	7,480
Total non-current trust funds and deposits	7,475	7,480
Aggregate amount of trust funds and deposits:		
Current	3,068	2,899
Non-current	7,475	7,480
Total trust funds and deposits	10,543	10,379
(c) Contract and other liabilities		
Contract liabilities		
Current		
Grants received in advance - operating	1,835	1,574
Grants received in advance - capital	1,137	2,569
Total contract liabilities	2,972	4,143
Other liabilities		
Current		
Deferred capital grants	-	-
Total other liabilities	-	-
Total contract and other liabilities	2,972	4,143

Trust funds and deposits

Amounts received as deposits and retention amounts controlled by council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as income at the time of forfeit.

Contract liabilities

Contract liabilities reflect consideration received in advance from customers in respect of maternal and child health, family and children, environment and parks, openspace and streetscapes. Contract liabilities are derecognised and recorded as income when promised goods and services are transferred to the customer. Refer to Note 3.

Purpose and nature of items

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with council's contractual obligations.

	2024 \$'000	2023 \$'000
5.4 Interest-bearing liabilities		
Current		
Other borrowings - secured	7,119	7,103
Treasury Corporation of Victoria borrowings - secured	1,978	1,448
	9,097	8,551
Non-current		
Other borrowings - secured	57,880	64,998
Treasury Corporation of Victoria borrowings - secured	18,737	14,715
	76,617	79,713
Total interest-bearing liabilities	85,714	88,264

Borrowings are secured by a deed of charge over councils rate revenue.

(a) The maturity profile for council's borrowings is:

Not later than one year	9,097	8,551
Later than one year and not later than five years	57,494	55,524
Later than five years	19,123	24,189
	85,714	88,264

Borrowings are initially measured at fair value, being the cost of the interest-bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest-bearing liabilities. The council determines the classification of its interest-bearing liabilities based on contractual repayment terms at every balance date.

5.5 Provisions

	Annual leave \$'000	Sick leave (vesting) \$'000	Long service leave \$'000	Total \$'000
2024				
Balance at beginning of the financial year	10,359	331	15,519	26,209
Additional provisions	6,111	7	2,893	9,011
Amounts used	(6,513)	(94)	(2,133)	(8,740)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	760	-	336	1,096
Balance at the end of the financial year	10,717	244	16,615	27,576
<i>Provisions - current</i>	10,717	244	13,450	24,411
<i>Provisions - non-current</i>	-	-	3,165	3,165
2023				
Balance at beginning of the financial year	9,731	329	15,061	25,121
Additional provisions	5,740	12	2,451	8,203
Amounts used	(5,773)	(10)	(2,366)	(8,149)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	661	-	373	1,034
Balance at the end of the financial year	10,359	331	15,519	26,209
<i>Provisions - current</i>	10,359	331	12,952	23,642
<i>Provisions - non-current</i>	-	-	2,567	2,567

5.5 Provisions (continued)

	2024	2023
	\$'000	\$'000
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual leave	7,014	6,709
Sick leave	244	331
Long service leave	574	526
	7,832	7,566
Current provisions expected to be wholly settled after 12 months		
Annual leave	3,703	3,650
Long service leave	12,876	12,426
	16,579	16,076
Total current employee provisions	24,411	23,642
Non-current		
Long service leave	3,165	2,567
Total non-current employee provisions	3,165	2,567
Aggregate carrying amount of employee provisions:		
Current	24,411	23,642
Non-current	3,165	2,567
Total aggregate carrying amount of employee provisions	27,576	26,209

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date:

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the council expects to wholly settle the liability within 12 months
- present value if the council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

	2024	2023
	%	%
Key assumptions:		
- discount rate	4.217%	4.057%
- index rate	4.450%	4.350%

	2024 \$'000	2023 \$'000
5.6 Financing arrangements		
The council has the following funding arrangements in place as at 30 June 2024:		
Credit card facilities	500	500
Total facilities	500	500
Used facilities	(172)	(159)
Unused facilities	328	341

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of GST payable.

Commitments for expenditure

	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
2024					
Operating					
Information systems and technology	2,009	-	93	2,212	4,314
Environmental services	502	210	192	302	1,206
Internal audit services	44	30	-	-	74
Community health	2,794	-	-	-	2,794
Security services	454	38	-	-	492
Leisure services	162	266	221	-	649
Cleaning council facilities and built assets	1,400	189	-	-	1,589
Insurance	3,753	-	-	-	3,753
Lease	430	-	-	-	430
Plant and equipment	1,973	90	107	-	2,170
Consultancy	241	187	108	-	536
Total	13,762	1,010	721	2,514	18,007
Capital					
Roads	1,656	302	75	-	2,033
Drainage	415	-	-	-	415
Open space	946	31	23	-	1,000
Buildings	7,240	550	166	-	7,956
Total	10,257	883	264	-	11,404
	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
2023					
Operating					
Information systems and technology	3,313	1,549	1,048	4,000	9,910
Meals for delivery	1,316	439	-	-	1,755
Environmental services	515	30	89	307	941
Organic refuse collection	386	386	289	-	1,061
Hard waste collection	442	-	-	-	442
Internal audit services	95	-	-	-	95
Community health	2,349	2,349	-	-	4,698
Security services	148	52	4	-	204
Leisure services	342	143	81	32	598
Cleaning council facilities and built assets	1,607	733	-	-	2,340
Insurance	14	-	-	-	14
Lease	3,613	3,613	4,902	1,750	13,878
Plant and equipment	493	95	87	-	675
Total	14,633	9,389	6,500	6,089	36,611
Capital					
Roads	7,761	-	-	-	7,761
Drainage	213	-	-	-	213
Open space	4,554	2,243	2,790	-	9,587
Buildings	1,225	202	321	-	1,748
Total	13,753	2,445	3,111	-	19,309

5.8 Leases

At inception of a contract, council assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- Council has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- Council has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments;
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under AASB 16 Leases, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

5.8 Leases (continued)

	Plant & Equipment \$'000	Vehicles \$'000	Total \$'000
Right-of-use assets			
Balance at 1 July 2023	169	4,406	4,575
Additions	610	2,081	2,691
Depreciation charge	(189)	(1,739)	(1,928)
Balance at 30 June 2024	590	4,748	5,338
	2024 \$'000	2023 \$'000	
Lease liabilities			
Maturity analysis - contractual undiscounted cash flows:			
Less than one year	-	167	
One to five years	5,116	4,614	
More than five years	524	76	
Total undiscounted lease liabilities as at 30 June:	5,640	4,857	
Lease liabilities included in the balance sheet at 30 June:			
Current	1,697	1,415	
Non-current	3,943	3,276	
Total lease liabilities	5,640	4,691	
Short-term and low value leases			
Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.			
	2024 \$'000	2023 \$'000	
Expenses relating to:			
Short-term leases	43	38	
Total	43	38	
Non-cancellable lease commitments - short-term and low-value leases			
Commitments for minimum lease payments for short-term and low-value leases are payable as follows:			
Payable:			
Within one year	43	38	
Total lease commitments	43	38	

6.1 Property, infrastructure, plant and equipment

	Carrying amount 30 June 2023 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Impairment \$'000	Transfers \$'000	Carrying amount 30 June 2024 \$'000
Summary of property, infrastructure, plant and equipment									
Property	1,036,205	8,799	418	-	(5,875)	-	-	480	1,040,027
Plant and equipment	21,913	6,176	-	-	(3,886)	(1,036)	-	-	23,167
Infrastructure	1,669,155	34,811	3,466	-	(45,564)	-	-	3,191	1,665,059
Work in progress	3,671	5,679	-	-	-	-	-	(3,671)	5,679
	2,730,944	55,465	3,884	-	(55,325)	(1,036)	-	-	2,733,932

	Opening WIP \$'000	Additions \$'000	Write-offs \$'000	Transfers \$'000	Closing WIP \$'000
Summary of Work in Progress					
Property	480	97	-	(480)	97
Plant and equipment	-	-	-	-	-
Infrastructure	3,191	5,582	-	(3,191)	5,582
Total	3,671	5,679	-	(3,671)	5,679

6.1 Property, infrastructure, plant and equipment (continued)

(a) Property

	Land - specialised \$'000	Land - non specialised \$'000	Total land \$'000	Buildings - specialised \$'000	Leasehold improvements \$'000	Heritage buildings \$'000	Total buildings \$'000	Work in progress \$'000	Total property \$'000
At fair value 1 July 2023	8,247	754,743	762,990	302,977	4,678	315	307,970	480	1,071,440
Accumulated depreciation at 1 July 2023	-	-	-	(33,949)	(762)	(44)	(34,755)	-	(34,755)
	8,247	754,743	762,990	269,028	3,916	271	273,215	480	1,036,685
Movements in fair value									
Additions	-	-	-	8,799	-	-	8,799	97	8,896
Contributions	418	-	418	-	-	-	-	-	418
Revaluation	-	-	-	-	-	-	-	-	-
Disposal	-	-	-	-	-	-	-	-	-
Write-off	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	480	-	-	480	(480)	-
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-	-
	418	-	418	9,279	-	-	9,279	(383)	9,314
Movements in accumulated depreciation									
Depreciation and amortisation	-	-	-	(5,802)	(65)	(8)	(5,875)	-	(5,875)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
	-	-	-	(5,802)	(65)	(8)	(5,875)	-	(5,875)
At fair value 30 June 2024	8,665	754,743	763,408	312,256	4,678	315	317,249	97	1,080,754
Accumulated depreciation at 30 June 2024	-	-	-	(39,751)	(827)	(52)	(40,630)	-	(40,630)
Carrying amount	8,665	754,743	763,408	272,505	3,851	263	276,619	97	1,040,124

6.1 Property, infrastructure, plant and equipment (continued)**(b) Plant and equipment**

	Plant, machinery and equipment \$'000	Computers and telecoms \$'000	Fixtures, fittings and furniture \$'000	Library books \$'000	Artworks \$'000	Work in progress \$'000	Total plant and equipment \$'000
At fair value 1 July 2023	44,441	5,931	3,832	13,788	1,369	-	69,361
Accumulated depreciation at 1 July 2023	(29,701)	(4,606)	(2,663)	(10,478)	-	-	(47,448)
	14,740	1,325	1,169	3,310	1,369	-	21,913
Movements in fair value							
Additions	5,149	-	54	821	152	-	6,176
Contributions	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-
Disposal	(3,071)	(1,435)	(465)	(3,263)	-	-	(8,234)
Write-off	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-	-	-
	2,078	(1,435)	(411)	(2,442)	152	-	(2,058)
Movements in accumulated depreciation							
Depreciation and amortisation	(2,343)	(451)	(271)	(821)	-	-	(3,886)
Accumulated depreciation of disposals	2,035	1,435	465	3,263	-	-	7,198
Impairment losses recognised in operating result	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
	(308)	984	194	2,442	-	-	3,312
At fair value 30 June 2024	46,519	4,496	3,421	11,346	1,521	-	67,303
Accumulated depreciation at 30 June 2024	(30,009)	(3,622)	(2,469)	(8,036)	-	-	(44,136)
Carrying amount	16,510	874	952	3,310	1,521	-	23,167

6.1 Property, infrastructure, plant and equipment (continued)

(c) Infrastructure

	Roads \$'000	Bridges \$'000	Footpath and cycleways \$'000	Drainage \$'000	Recreational, leisure and community \$'000	Parks, open space and streetscapes \$'000	Work in progress \$'000	Total infrastructure \$'000
At fair value 1 July 2023	1,234,631	14,798	186,302	363,255	92,382	93,541	3,191	1,988,100
Accumulated depreciation at 1 July 2023	(174,977)	(3,441)	(35,006)	(48,621)	(28,666)	(25,043)	-	(315,754)
	1,059,654	11,357	151,296	314,634	63,716	68,498	3,191	1,672,346
Movements in fair value								
Additions	22,298	138	4,489	1,304	4,201	2,381	5,582	40,393
Contributions	1,904	-	216	1,343	-	3	-	3,466
Revaluation	-	-	-	-	-	-	-	-
Disposal	-	-	-	-	-	-	-	-
Write-off	-	-	-	-	-	-	-	-
Transfers	2,474	22	230	184	142	139	(3,191)	-
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-
	26,676	160	4,935	2,831	4,343	2,523	2,391	43,859
Movements in accumulated depreciation								
Depreciation and amortisation	(25,229)	(159)	(4,959)	(6,859)	(3,706)	(4,652)	-	(45,564)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-
	(25,229)	(159)	(4,959)	(6,859)	(3,706)	(4,652)	-	(45,564)
At fair value 30 June 2024	1,261,307	14,958	191,237	366,086	96,725	96,064	5,582	2,031,959
Accumulated depreciation at 30 June 2024	(200,206)	(3,600)	(39,965)	(55,480)	(32,372)	(29,695)	-	(361,318)
Carrying amount	1,061,101	11,358	151,272	310,606	64,353	66,369	5,582	1,670,641

6.1 Property, infrastructure, plant and equipment (continued)*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. Refer also to Note 8.4 for further disclosure regarding fair value measurement.

Where assets are constructed by council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods:

	Depreciation Period	Threshold Limit \$'000
<i>Property</i>		
<i>Land</i>		
land	-	-
<i>Buildings</i>		
buildings	10-200 years	-
leasehold assets	70-95 years	-
heritage assets	20-100 years	-
<i>Plant and Equipment</i>		
plant and equipment	2-12 years	5
registered vehicles	3-12 years	5
office equipment	5-10 years	5
IT equipment	4 years	5
furniture and fittings	15 years	5
library	8 years	-
artworks	-	-
<i>Infrastructure</i>		
Bridges and culverts	50-100 years	-
<i>Roads</i>		
road substructure	85 years	-
road surface	30 years	-
kerb and channel	50 years	-
Drains	80 years	-
Footpaths and cycleways	12-50 years	-
Car parks (asphaltic concrete)	30 years	-
Car parks (pavement)	85 years	-
Sports facilities (excl. buildings)	15-60 years	-
Dams	50 years	-
Traffic management assets	10-50 years	-
Road reserve assets	20-50 years	-
Fences	20-50 years	10
Paths	12-50 years	-
Playgrounds	20 years	10
Irrigation systems	30 years	10
Other structures	10-50 years	5

Land under Roads

Council recognises land under roads it controls at cost acquired on or after 1 July 2008.

Council does not recognise land under roads acquired prior to 1 July 2008.

Depreciation and amortisation

Buildings, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

6.1 Property, infrastructure, plant and equipment (continued)

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Artworks are not depreciated.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent Certified Practising Valuer - Opteon Solutions (API No: 63379). The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

The date and type of the current valuation is detailed in the following table. A full revaluation of these assets will be conducted in 2025/26.

Details of the council's land and buildings and information about the fair value hierarchy as at 30 June 2024 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation	Type of Valuation
Land	-	754,743	-	06/2023	full
Specialised land	-	-	8,665	06/2016	full
Buildings	-	-	272,768	06/2023	full
Total	-	754,743	281,433		

Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by qualified council engineers (Tommy Yeung, Bachelor of Civil Engineering) based on independent condition audits.

The date and type of the current valuation is detailed in the following table. An index based revaluation was conducted in the prior year, this valuation was based on Rawlinsons Australian Construction handbook 2023 and internal source data, a full revaluation of these assets will be conducted in 2024/25.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

6.1 Property, infrastructure, plant and equipment (continued)

Details of the council's infrastructure and information about the fair value hierarchy as at 30 June 2024 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation	Type of Valuation
Roads	-	-	1,061,101	06/2023	index
Bridges	-	-	11,358	06/2023	index
Footpath and cycleways	-	-	151,272	06/2023	index
Drainage	-	-	310,606	06/2023	index
Recreational, leisure and community	-	-	64,353	06/2023	index
Parks, open space and streetscapes	-	-	66,369	06/2023	index
Total	-	-	1,665,059		

Description of significant unobservable inputs into level 3 valuations

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$1,200 to \$2,250 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 2 year to 94 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 year to 92 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2024 \$'000	2023 \$'000
Reconciliation of specialised land:		
Land under roads	8,665	8,247
Total specialised land	8,665	8,247

Note 7 People and relationships**7.1 Council and key management remuneration****(a) Related parties***Parent entity*

Brimbank City Council is the parent entity.

Subsidiaries and Associates

No interests in subsidiaries and associates.

(b) Key Management Personnel

Key Management Personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Brimbank City Council. The Councillors, Chief Executive Officer and Directors are deemed KMP.

Details of KMP at any time during the year are:

Councillors

Councillor Ranka Rasic (Deputy Mayor from 17/11/22 to 16/11/23, Mayor from 17/11/23)
 Councillor Jae Papalia (Deputy Mayor from 17/11/23)
 Councillor Victoria Borg
 Councillor Sarah Branton
 Councillor Thuy Dang
 Councillor Sam David
 Councillor Maria Kerr
 Councillor Bruce Lancashire (Mayor from 17/11/22 to 16/11/23)
 Councillor Jasmine Nguyen
 Councillor Thomas O'Reilly
 Councillor Virginia Tachos

Chief Executive Officer and other KMP

Chief Executive Officer
 Director Advocacy Partnerships & Community Engagement
 Director City Futures
 Director Community Wellbeing
 Director Corporate Services
 Director Infrastructure and City Services

	2024 No.	2023 No.
Total number of Councillors	11	12
Total Chief Executive Officer and other Key Management Personnel	7	7
Total number of Key Management Personnel	18	19

(c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by council, or on behalf of the council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages.

	2024 \$'000	2023 \$'000
Total remuneration of Key Management Personnel was as follows:		
Short-term employee benefits	2,223	1,904
Other long-term employee benefits	47	39
Post-employment benefits	238	185
Termination benefits	92	2
Total	2,600	2,130

7.1 Council and key management remuneration (continued)**(c) Remuneration of Key Management Personnel (continued)**

The numbers of Key Management Personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2024 No.	2023 No.
\$10,000 - \$19,999	-	2
\$30,000 - \$39,999	8	6
\$40,000 - \$49,999	-	2
\$50,000 - \$59,999	1	1
\$60,000 - \$69,999	1	-
\$70,000 - \$79,999	-	1
\$80,000 - \$89,999	-	1
\$100,000 - \$109,999	1	-
\$140,000 - \$149,999	1	1
\$220,000 - \$229,999	-	1
\$230,000 - \$239,999	1	-
\$240,000 - \$249,999	-	1
\$270,000 - \$279,999	-	1
\$280,000 - \$289,999	-	1
\$290,000 - \$299,999	1	-
\$310,000 - \$319,999	2	-
\$330,000 - \$339,999	1	-
\$410,000 - \$419,999	1	1
	18	19

(d) Remuneration of other senior staff

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$170,000 and who report directly to a member of the KMP. *

	2024 \$'000	2023 \$'000
Total remuneration of other senior staff was as follows:		
Short-term employee benefits	3,898	3,531
Other long-term employee benefits	115	91
Post-employment benefits	429	387
Termination benefits	205	173
Total	4,647	4,182

The number of other senior staff are shown below in their relevant income bands:

	2024 No.	2023 No.
Income Range:		
<\$169,999	11	14
\$170,000 - \$179,999	3	4
\$180,000 - \$189,999	6	5
\$190,000 - \$199,999	2	1
\$200,000 - \$209,999	3	2
\$210,000 - \$219,999	1	1
\$220,000 - \$229,999	1	-
\$230,000 - \$239,999	1	-
\$240,000 - \$249,999	2	-
\$260,000 - \$269,999	-	1
	30	28
	2024 \$'000	2023 \$'000
Total remuneration for the reporting year for other senior staff included above, amounted to:	4,647	4,182

7.2 Related party disclosure**(a) Transactions with related parties**

During the period council entered into the following transactions with related parties:

Director People Partnerships & Performance - \$50,810 (2023: \$102,899)

(b) Outstanding balances with related parties

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

Nil (2023: Nil)

(c) Loans to/from related parties

The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

Nil (2023: Nil)

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

Nil (2023: Nil)

Note 8 Managing uncertainties**8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

At balance date the council are not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the council; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 9.3. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Legal matters

The council is presently involved in one significant legal matter regarding the closed Sunshine Landfill and private land surrounding it. The council will continue to follow the recommended legal strategy in consultation with its insurer. The financial outcome is unable to be reliably estimated and no allowance for this contingency has been made in the financial report. This is not expected to occur within the next 12 months.

Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2024 reporting period. Council assesses the impact of these new standards.

In December 2022 the Australian Accounting Standards Board (AASB) issued AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities to modify AASB 13 Fair Value Measurement. AASB 2022-10 amends AASB 13 Fair Value Measurement for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows.

The AASB 13 modifications:

- are applicable only to not-for-profit public sector entities;
- are limited to fair value measurements of non-financial assets not held primarily for their ability to generate net cash inflows;
- are to be applied prospectively for annual periods beginning on or after 1 January 2024;
- would not necessarily change practice for some not-for-profit public sector entities; and
- do not indicate that entities changing practice in how they measure relevant assets made an error in applying the existing requirements of AASB 13.

Council will assess any impact of the modifications to AASB 13 ahead of the 2024-25 reporting period.

In December 2022 the Australian Accounting Standards Board (AASB) issued AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants. AASB 2022-6 amends AASB 101 Presentation of Financial Statements to improve the information an entity provides in its financial statements about long-term liabilities with covenants where the entity's right to defer settlement of those liabilities for at least twelve months after the reporting period is subject to the entity complying with conditions specified in the loan arrangement. The amendments in AASB 2022-6 are effective for annual periods beginning on or after 1 January 2024. Council will assess any impact of the modifications to AASB 101 ahead of the 2024-25 reporting period.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank and TCV borrowings. Details of the material accounting policy information and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes to the financial statements. Risk management is carried out by senior management under policies approved by the council. These policies include identification and analysis of the risk exposure to council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment, and
- benchmarking of returns and comparison with budget.

There has been no significant changes in the council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any allowance for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet.

There has been no significant change in council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1% and 0% in market interest rates (AUD) from year-end rates of 3.5%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 - Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 - Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 - Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. (For plant and equipment carrying amount is considered to approximate fair value given short useful lives). At balance date, the council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

Asset Class	Revaluation frequency
Land	3 years
Buildings	3 years
Roads	3 years
Bridges	3 years
Footpaths and cycleways	3 years
Drainage	3 years
Recreational, leisure and community facilities	3 years
Parks, open space and streetscapes	3 years
Other infrastructure	3 years

Where the assets are revalued, the revaluation increases are credited directly to the asset revaluation reserve except to the extent that an increase reverses a prior year decrease for that class of asset that had been recognised as an expense in which case the increase is recognised as revenue up to the amount of the expense. Revaluation decreases are recognised as an expense except where prior increases are included in the asset revaluation reserve for that class of asset in which case the decrease is taken to the reserve to the extent of the remaining increases. Within the same class of assets, revaluation increases and decreases within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

Note 9 Other matters

9.1 Reserves

	Balance at beginning of reporting period \$'000	Increase (decrease) \$'000	Balance at end of reporting period \$'000
(a) Asset revaluation reserves			
2024			
Property			
Land and land improvements	615,606	-	615,606
Buildings	51,156	-	51,156
	666,762	-	666,762
Plant and equipment			
Art works	254	-	254
	254	-	254
Infrastructure			
Roads	542,658	-	542,658
Bridges	4,689	-	4,689
Footpath and cycleways	107,650	-	107,650
Drainage	170,462	-	170,462
Recreational, leisure and community	32,556	-	32,556
Parks, open space and streetscapes	28,732	-	28,732
Off street car parks	1,792	-	1,792
	888,539	-	888,539
Total asset revaluation reserves	1,555,555	-	1,555,555
2023			
Property			
Land and land improvements	696,815	(81,209)	615,606
Buildings	33,181	17,975	51,156
	729,996	(63,234)	666,762
Plant and equipment			
Art works	206	48	254
	206	48	254
Infrastructure			
Roads	483,875	58,783	542,658
Bridges	3,946	743	4,689
Footpath and cycleways	92,657	14,993	107,650
Drainage	135,827	34,635	170,462
Recreational, leisure and community	19,870	12,686	32,556
Parks, open space and streetscapes	23,887	4,845	28,732
Off street car parks	1,792	-	1,792
	761,854	126,685	888,539
Total asset revaluation reserves	1,492,056	63,499	1,555,555

The asset revaluation reserve is used to record the increased (net) value of Councils assets over time.

9.1 Reserves (continued)

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
(b) Other reserves				
2024				
Other reserves				
Developer contribution - open space	12,610	7,688	-	20,298
Developer contribution plan - Brimbank and Sunshine	4,277	922	-	5,199
Discretionary loan repayment	11,100	1,300	-	12,400
Major capital works projects	9,547	-	-	9,547
Total other reserves	37,534	9,910	-	47,444
2023				
Other reserves				
Developer contribution - open space	8,848	3,762	-	12,610
Developer contribution plan - Brimbank and Sunshine	3,728	549	-	4,277
Discretionary loan repayment	9,800	1,300	-	11,100
Major capital works projects	9,547	-	-	9,547
Total other reserves	31,923	5,611	-	37,534

Developer contribution - open space fund reserve:

This reserve services funds from developer contributions collected through council's planning scheme. The funds held in the reserve will be utilised through infrastructure works for the identified purpose.

Developer contribution plan - Brimbank and Sunshine

This reserve is set up to cater for contributions from developers within the municipality.

Discretionary loan repayment reserve:

At the Ordinary Council Meeting on 27 May 2014, council resolved to participate in the Municipal Association of Victoria (MAV) Debt Procurement Project for interest only debt. In order to repay the principal at maturity date council has established a loan repayment reserve for interest only debt and associated cash investment. There will be allocations of set amount of funds each year to this reserve.

Major capital works projects

This reserve has been opened to provide a source of funding for major capital works projects.

	2024 \$'000	2023 \$'000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus/(deficit) for the year	3,038	31,691
<i>Non-cash adjustments:</i>		
Profit/(loss) on disposal of property, infrastructure, plant and equipment	(334)	(392)
Depreciation	57,253	49,094
Contributions - non-monetary assets	(3,884)	(4,532)
Finance costs	2,701	2,594
Asset written off / impaired	-	147
Other	(505)	-
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(4,645)	685
(Increase)/decrease in prepayments	(593)	(24)
(Increase)/decrease in accrued income	(162)	(188)
(Increase)/decrease in other assets	11	(16)
(Increase)/decrease in inventories	36	20
Increase/(decrease) in trade and other payables	(8,441)	5,187
Increase/(decrease) in trust funds and deposits	164	(4,302)
Increase/(decrease) in contract and other liabilities	(1,171)	(7,400)
Increase/(decrease) in provisions	1,367	1,088
Net cash provided by/(used in) operating activities	44,835	73,652

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2024, this was 11.0% as required under Superannuation Guarantee (SG) legislation (2023: 10.5%)).

Defined benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial investigation for the Defined Benefit category as at 30 June 2023 was conducted and completed by 31 December 2023. The vested benefit index (VBI) of the Defined Benefit category as at 30 June 2023 was 104.1%. Council was notified of the 30 June 2023 VBI during August 2023.

The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment returns	5.7% pa
Salary information	3.5% pa
Price inflation (CPI)	2.8% pa

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2023 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

9.3 Superannuation (continued)***Employer contributions******(A) Regular contributions***

On the basis of the results of the 2023 triennial actuarial investigation conducted by the Fund Actuary, council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2024, this rate was 11.0% of members' salaries (10.5% in 2022/23). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2023 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

(B) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 98% from 26 July 2024 (previously 97%).

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2023 triennial actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2023.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2023 (Triennial) \$m	2022 (Interim) \$m
• A VBI surplus	84.7	44.6
• A total service liability surplus	123.6	105.8
• A discounted accrued benefits surplus	141.9	111.9

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2023.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2023.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2023.

9.3 Superannuation (continued)***The 2024 interim actuarial investigation***

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2024 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2024.

The VBI of the Defined Benefit category was 105.4% as at 30 June 2024. The financial assumptions used to calculate the 30 June 2024 VBI were:

Net investment returns	5.6% pa
Salary information	3.5% pa
Price inflation (CPI)	2.7% pa

Council was notified of the 30 June 2024 VBI during August 2024.

Because the VBI was above 100%, the Defined Benefit category was in a satisfactory financial position at 30 June 2024 and it is expected that the actuarial investigation will recommend that no change will be necessary to the Defined Benefit category's funding arrangements from prior years.

The 2020 triennial investigation

The last triennial actuarial investigation conducted prior to 30 June 2023 was at 30 June 2020. This actuarial investigation was completed by 31 December 2020. The financial assumptions for the purposes of that investigation was:

	2020 Triennial investigation	2023 Triennial investigation
Net investment returns	5.6% pa	5.7% pa
Salary inflation	2.5% pa for the first two years and 2.75%pa thereafter	3.5% pa
Price inflation (CPI)	2.0% pa	2.8% pa

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2024 are detailed below:

Scheme	Type of Scheme	Rate	2024 \$'000	2023 \$'000
Vision Super	Defined benefits	11.0% (2023: 10.5%)	538	567
Vision Super	Accumulation	11.0% (2023: 10.5%)	4,728	4,373
Other funds	Various	11.0% (2023: 10.5%)	4,597	3,775

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2025 is \$510,000.

Note 10 Change in accounting policy

There have been no changes to accounting policies in the 2023-24 year.

BRIMBANK CITY COUNCIL
ANNUAL PERFORMANCE STATEMENT
For the Year Ended 30 June 2024

Table of Contents

Certification of the performance statement	1
Victorian Auditor-General's Office audit report	2
Section 1. Description of municipality	3
Section 2. Service performance indicators	4
Section 3. Financial performance indicators	8
Section 4. Sustainable capacity indicators	11
Section 5. Notes to the accounts	12
5.1. Basis of preparation	12
5.2. Definitions	13

Certification of the Performance Statements

In my opinion, the accompanying performance statement has been prepared in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020

Andrew Brae CA
Principal Accounting Officer
Dated: 10 September 2024
Melbourne

In our opinion, the accompanying performance statement of the Brimbank City Council for the year ended 30 June 2024 presents fairly the results of council's performance in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2020 to certify this performance statement in its final form.

Councillor
Dated: 10 September 2024
Melbourne

Councillor
Dated: 10 September 2024
Melbourne

Fiona Blair
Chief Executive Officer
Dated: 10 September 2024
Melbourne

Independent Auditor's Report

Section 1. Description of municipality

The City of Brimbank was established in 1994, uniting the former Keilor and Sunshine councils. It was named after Brimbank Park in Keilor, which gained its name from the practice of farmers driving livestock 'around the brim of the bank' of the Maribyrnong River. Located in the western and north-western suburbs of Melbourne, Brimbank is between 12 and 23 kilometres west and north-west of the Melbourne CBD. It is bound by Hume City Council in the north, Maribyrnong and Moonee Valley City Councils in the east, Hobsons Bay and Wyndham City Councils in the south and Melton City Council in the west. Brimbank is a vibrant, growing community in the heart of Melbourne's west. Diversity is central to our identity – we are proudly multicultural, embracing people from around the world and weaving their stories into our own. Brimbank's estimated resident population of 193,146 makes it one of the most populous municipality in Greater Melbourne.

Section 2 - Service Performance Indicators

For the year ended 30 June 2024

Results						
	2021	2022	2023	2024		Comment
Service / Indicator / Measure [Formula]	Actual	Actual	Actual	Target as per budget	Actual	
Aquatic Facilities						
Utilisation						
AF6 <i>Utilisation of aquatic facilities</i>	0.81	1.48	7.60	N/A	9.73	Brimbank Aquatic and Wellness Centre increased visitation to over 1.4 million in total for the year. Although casual visitation slightly declined, the venue experienced increases in swim school visitation and fitness visits remained strong throughout. The swim school at Sunshine Leisure Centre also saw visitation increases, exceeding 400,000. The swim school achieved more than 6,000 students across both venues, well exceeding all targets. It is worth also noting the increase in unique visitors to the venue due to the commencement of Allied Health services and the continued growth of tenant partner clients at BAWC. The utilisation of aquatic facilities for 23/24 sits at the higher end of the result range with 9.73. Find out more about our leisure centres at https://www.brimbank.vic.gov.au/leisure-parks-and-facilities .
[Number of visits to aquatic facilities / Municipal population]						
Animal Management						
Health and safety						
AM7 <i>Animal management prosecutions</i>	100%	75%	100%	N/A	100%	Brimbank City Council investigates all issues under the Domestic Animals Act (1994) and, where supportive evidence is available, actively prosecutes these matters. Strong efforts continue in this area to bring persons responsible for breaches of the Act before the Courts for determination and appropriate penalty. This result is within the range expected by Council. Find out more about animal management at Brimbank www.brimbank.vic.gov.au/pets-and-animals .
[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100						

Food Safety						
Health and safety						
FS4	Critical and major non-compliance outcome notifications	100.00%	100.00%	95.97%	N/A	100.00%
	[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100					
Brimbank City Council continues to prioritise the delivery of a risk-based food safety service. All premises with major or critical non-compliance notifications are routinely followed up. This result is within the range expected by Council. Find out more about food safety at https://www.brimbank.vic.gov.au/business/types-businesses/food-premises-and-safety .						
Governance						
Consultation and engagement						
G2	Satisfaction with community consultation and engagement	59	59	55	59	74
	[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]					
The community satisfaction rating on Council's performance in community consultation and engagement is reported from the independent annual Community Satisfaction Survey for 2023-2024. This result is markedly higher than that of 2022-2023. This is likely due to a combination of factors. A new survey methodology saw face-to-face interviews conducted by a new external provider. The provider notes this approach tends to result in higher satisfaction reporting (though not to the extent seen here). Over the past few years, Council has delivered a new Community Engagement Policy and a Community Voice Panel of representative Brimbank residents. Council has also conducted a number of extensive community consultations, both on-line and across Brimbank. Find out more about the Annual Community Satisfaction Survey at https://brimbank.vic.gov.au/about-council/how-we-						
Libraries						
Participation						
LB7	Library membership	#N/A	#N/A	#N/A	N/A	34.80%
	[Number of registered library members / Population] x100					
The high number of library members, at 34.8% of the population, reflects a strong engagement and utilisation of library services within the community with many residents benefiting from the resources and opportunities provided by the libraries. The high level of membership demonstrates that Brimbank Libraries are effectively meeting the needs and interests of a large segment of the community. It also underscores the libraries' role as essential community hubs, fostering literacy, learning, social engagement, and access to information. Find out more about Brimbank Libraries at http://www.brimbanklibraries.vic.gov.au .						

Maternal and Child Health (MCH)									
Participation									
MC4	Participation in the MCH service	63.05%	61.37%	66.41%	N/A	67.45%	Brimbank City Council is committed to providing high quality Maternal and Child Health (MCH) services. The 2023/2024 participation result is lower than the expected range due to the impacts of parental leave and other staff leave and the lack of qualified MCH staff state-wide to provide back-fill. Available appointments were prioritised for Aboriginal and Torres Strait Islander clients and clients identified as vulnerable. This result is outside the range expected by Council. More information about the Maternal and Child Health Service can be found at https://www.brimbank.vic.gov.au/living-here/my-family/children/maternal-and-child-health .		
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100									
MC5	Participation in the MCH service by Aboriginal children	71.72%	76.76%	77.54%	N/A	75.94%	Brimbank City Council is committed to providing high quality Maternal and Child Health (MCH) services to Brimbank's Aboriginal and Torres Strait Islander community. This result is within the range set by Council. More information about the Maternal and Child Health Service can be found at https://www.brimbank.vic.gov.au/living-here/my-family/children/maternal-and-child-health .		
[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100									
Roads									
Condition									
R2	Sealed local roads maintained to condition standards	91.49%	92.82%	93.26%	90.00%	92.43%	The percentage of sealed local roads maintained to condition standard is similar to the rate for 2022-2023 and remains in the range expected by Council. Council is committed to maintenance of the local road network and continues to deliver road maintenance and rehabilitation works as required.		
[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100									
Statutory Planning									
Service standard									
SP2	Planning applications decided within required time frames	70.55%	70.92%	70.03%	70.00%	84.32%	Brimbank City Council is committed to working with applicants and objectors to achieve good outcomes in planning determinations. Council continues to balance time taken to negotiate land use and development issues with the need to ensure efficient processing of applications and has put a lot of work into improving processes to be as efficient as possible. This result is a 20% improvement on the result achieved last year and falls within the range set by Council. Find out more about Brimbank's Statutory Planning Service at https://www.brimbank.vic.gov.au/building-and-planning/planning .		
[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100									

Waste Management						
Waste diversion						
WCS5 Kerbside collection waste diverted from landfill	40.60%	41.46%	42.22%	42.00%	40.66%	Brimbank City Council seeks to deliver an effective and efficient waste management and recycling service for the community. the waste diversion rate from landfill decreased slightly when compared to last year's figure. The result remains at the mid-point of the range expected by Council. Find out more about Waste Services at Brimbank: https://www.brimbank.vic.gov.au/rubbish-recycling-and-waste .
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100						

Section 3 - Financial Performance Indicators**For the year ended 30 June 2024**

		Results				Forecasts					
		2021	2022	2023	2024		2025	2026	2027	2028	Material Variations and Comments
Dimension / Indicator / Measure [Formula]		Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
E2	Efficiency										
	Expenditure level										
	Expenses per property assessment	\$2,599.91	\$2,621.14	\$2,840.83	\$3,032.46	\$3,111.77	\$3,220.01	\$3,339.42	\$3,384.27	\$3,446.67	Brimbank City Council continues to provide an efficient property assessment service. The result has increased in 2023/2024 due to increased costs, however it remains in line with previous years and the range expected by Council.
	[Total expenses / Number of property assessments]										
E4	Revenue level										
	Average rate per property assessment	\$1,668.52	\$1,703.13	\$1,717.81	N/A	\$1,776.54	\$1,819.68	\$1,859.82	\$1,900.89	\$1,943.04	Brimbank City Council continues to provide an efficient property assessment service. The minimal rate increase is within the Victorian Government Rate Cap and the range expected by Council.
	[Sum of all general rates and municipal charges / Number of property assessments]										
	Liquidity										
L1	Working capital										
	Current assets compared to current liabilities	174.23%	175.65%	206.14%	146.53%	216.10%	179.30%	106.46%	133.23%	130.68%	Brimbank City Council places high value on the effective management of Council's assets and liabilities. The current assets and working capital ratio are slightly higher than the previous years mainly due to the increase in receivables the decrease in payables at year end compared to previous years. These figures can fluctuate from year to year and is anticipated the result will move towards previous years results in the future. The result is in the range expected by Council.
	[Current assets / Current liabilities] x100										
	Unrestricted cash										
L2	Unrestricted cash compared to current liabilities	67.27%	37.63%	73.75%	N/A	81.68%	122.27%	69.59%	86.28%	84.83%	Brimbank City Council places high value on effective management of Council assets and liabilities. The 2023/2024 unrestricted cash balance has increased since the last financial year. This is due to the reduction in trade payables balances at year end. The result is in the range expected by Council.
	[Unrestricted cash / Current liabilities] x100										

Obligations											
Loans and borrowings											
O2	Loans and borrowings compared to rates	54.25%	54.52%	50.81%	N/A	47.35%	48.23%	36.20%	35.21%	36.23%	Brimbank City Council places strong emphasis on efficient and effective financial management, including management of loans and borrowings. The 2023/2024 result is lower than last year as borrowings repayments are higher than new loans. The result is in the range expected by Council.
	[Interest bearing loans and borrowings / Rate revenue] x100										
O3	Loans and borrowings repayments compared to rates	4.93%	6.59%	6.96%	N/A	6.04%	6.11%	18.22%	7.43%	7.95%	Brimbank City Council places strong emphasis on efficient and effective financial management, including management loans and borrowings. The repayments figure decreased in 2023/2024, reflecting a decrease in the overall balance of loans. This result remains in the range set by Council.
	[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100										
Indebtedness											
O4	Non-current liabilities compared to own source revenue	52.11%	50.93%	44.97%	N/A	40.84%	41.51%	21.12%	28.46%	30.74%	Brimbank City Council places strong emphasis on efficient and effective financial management. There was a decrease in this measure in 2023/2024, the improved result in 2023/2024 reflects increased income due to the Brimbank Aquatic and Wellness Centre (BAWC) as well as increased interest on investments. This result is within the range expected by Council.
	[Non-current liabilities / Own source revenue] x100										
Asset renewal and upgrade											
O5	Asset renewal and upgrade compared to depreciation	106.99%	112.50%	72.24%	124.32%	67.26%	93.22%	75.69%	81.06%	81.35%	Brimbank City Council places strong emphasis on the ongoing renewal and upgrade of assets and has obtained resourcing for a number asset renewal projects over the past few years. The decrease in the 2023/2024 result reflects an increase in depreciation due to increased infrastructure costs resulting in valuations increases, this has resulted in Council not meeting its target.
	[Asset renewal and asset upgrade expense / Asset depreciation] x100										
Operating position											
Adjusted underlying result											
OP1	Adjusted underlying surplus (or deficit)	2.84%	8.49%	4.88%	N/A	-1.57%	-0.49%	-2.48%	-1.87%	-2.17%	This indicator has declined due to increases in employee and materials costs which have been greater than the increases in income over the past year. It is projected this result may decrease further as forecast figures see further increases in employee and materials costs. The result is in the range expected by Council.
	[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100										

S1	Stability									
	Rates concentration									
	<i>Rates compared to adjusted underlying revenue</i>	78.38%	73.80%	72.35%	74.09%	72.93%	71.63%	72.01%	72.22%	72.71%
	[Rate revenue / Adjusted underlying revenue] x100									Brimbank City Council endeavours to manage revenue and rates efficiently. The 2023/2024 financial year saw a slight increase in rates compared to revenue, reflecting decreases in grants as a result of Grants Commission early payment of the 2023/24 payment in 2022/23. The result is in the range expected by Council.
S2	Rates effort									
	<i>Rates compared to property values</i>	0.33%	0.32%	0.30%	N/A	0.29%	0.30%	0.30%	0.31%	0.31%
	[Rate revenue / Capital improved value of rateable properties in the municipality] x100									Brimbank City Council continues to ensure rating levels are based on the community's capacity to pay and within the State Government rate cap limits. Rates, as a whole, includes general rates and municipal and environmental charges. This result remains in the range set by Council.

Section 4 - Sustainable Capacity Indicators

For the year ended 30 June 2024

Results					Comment
	2021	2022	2023	2024	
Indicator / Measure [Formula]	Actual	Actual	Actual	Actual	
Population					
C1 Expenses per head of municipal population [Total expenses / Municipal population]	\$986.30	\$1,026.73	\$1,182.54	\$1,286.16	Brimbank City Council is committed to minimising expenses where possible while ensuring essential services are available. The main contributor to the increase is due to cost of materials and increased depreciation.
C2 Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$8,071.55	\$8,973.69	\$10,188.95	\$10,051.33	Brimbank City Council endeavours to deliver efficient and effective financial management. Infrastructure has remained consistent with prior year result. The result is in the range expected by Council.
C3 Population density per length of road [Municipal population / Kilometres of local roads]	230.11	225.59	212.48	213.79	Brimbank City Council places strong emphasis on maintaining a road network that services the requirements of our community. This result is consistent with previous years and remains in the range expected by Council.
Own-source revenue					
C4 Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$863.39	\$921.85	\$1,071.18	\$1,139.15	Brimbank City Council is committed to high quality revenue management. The increased result in 2023/2024 reflects increase income from the Brimbank Aquatic and Wellness Centre (BAWC) as well as increased interest on investments. This result remains in the range expected by Council.
Recurrent grants					
C5 Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$124.30	\$151.92	\$157.67	\$63.13	The decrease reflects the early receipt of the 2023/24 Grants Commission payment in June 2023. The early receipt of this Grant did not continue for 2024/25.
Disadvantage					
C6 Relative Socio-Economic Disadvantage [Index of Relative Socio-Economic Disadvantage by decile]	1.00	1.00	1.00	1.00	Brimbank remains the second most disadvantaged municipality in Greater Melbourne and the third most disadvantaged in Victoria. These results have remained consistent over the past five years.
Workforce turnover					
C7 Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	12.9%	13.8%	10.9%	11.9%	Brimbank City Council saw a small increase in staff turnover during the 2023-2024 financial year. The result is in the range expected by Council.

Section 5. Notes to the accounts

5.1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed, service performance, financial performance and sustainable capacity indicators and measures together with a description of the municipal district, an explanation of material variations in the results and notes to the accounts. This statement has been prepared to meet the requirements of the Local Government Act 2020 and Local Government (Planning and Reporting) Regulations 2020.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g., Australian Bureau of Statistics or the Council's satisfaction survey provider).

The performance statement presents the actual results for the current year and the previous three years, along with the current year's target, if mandated by the Local Government (Planning and Reporting) Regulations 2020. Additionally, for the prescribed financial performance indicators and measures, the performance statement includes the target budget for the current year and the results forecast for the period 2024-25 to 2027-28 by the council's financial plan.

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

5.2. Definitions

Key term	Definition
Aboriginal children	means a child who is an Aboriginal person
Aboriginal person	has the same meaning as in the Aboriginal Heritage Act 2006
adjusted underlying revenue	means total income other than: • non-recurrent grants used to fund capital expenditure; and • non-monetary asset contributions; and • contributions to fund capital expenditure from sources other than those referred to above
adjusted underlying surplus (or deficit)	means adjusted underlying revenue less total expenditure
annual report	means an annual report prepared by a council under section 98 of the Act
asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
asset upgrade expenditure	means expenditure that— (a) enhances an existing asset to provide a higher level of service; or (b) extends the life of the asset beyond its original life
critical non-compliance outcome notification	means a notification received by council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
current assets	has the same meaning as in the Australian Accounting Standards
current liabilities	has the same meaning as in the Australian Accounting Standards
food premises	has the same meaning as in the <i>Food Act 1984</i>
intervention level	means the level set for the condition of a road beyond which a council will not allow the road to deteriorate and will need to intervene
local road	means a sealed or unsealed road for which the council is the responsible road authority under the <i>Road Management Act 2004</i>
major non-compliance outcome notification	means a notification received by a council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
MCH	means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
non-current liabilities	means all liabilities other than current liabilities
own-source revenue	means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
population	means the resident population estimated by council
rate revenue	means revenue from general rates, municipal charges, service rates and service charges
relative socio-economic disadvantage	in relation to a municipal district, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipal district is located according to the Index of Relative Socio-Economic Disadvantage of SEIFA
restricted cash	means cash, cash equivalents and financial assets, within the meaning of the Australian Accounting Standards, not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
SEIFA	means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet site
unrestricted cash	means all cash and cash equivalents other than restricted cash

Capital Works Program 2023/24

There were a total of 189 projects funded by an adopted budget of \$72.4 million in the 2023-2024 Capital Works Program.

This financial year, Council completed 143 capital works projects with a total value of \$55.6 million. This represents 77% by value of the total 2023-2024 program.

Post COVID conditions continue to have significant impact on the delivery of projects as a result of supply chain issues on vehicles, delays in obtaining approvals from external authorities for cycle paths, and protracted delays in securing relevant approvals for native grasses and cultural heritage protections.

The Capital Works Program represents a major investment in providing the Brimbank community with new infrastructure and renewal of existing infrastructure.

Table 1.0 below provides a summary of the total expenditure for each asset class.

Capital Works Summary

Capital Works	\$'000s
Sports facilities	11,543
Community facilities	2,432
Playground, parks & gardens	5,736
Bike paths & shared paths	1,490
Town Centres	679
Land rehabilitation	102
Road works	22,787
Footpaths	3,417
Traffic management	1,089
Stormwater drainage	916
Municipal facilities	26
Plant & equipment	5,348
Total	55,465

Table 1.0 | Actual expenditure as of June 30 2024

Capital Works Highlights

Sports facilities	\$'000s
Rolling sportsground reconstruction program Annual sportsground reconstruction program including drainage, irrigation, players benches, goal posts, on-site storage, fencing and surface works including forward design for following year. 2023/24 Sites: Ardeer Soccer.	1,432
Lloyd Reserve, Sunshine - Soccer / Cricket pavilion upgrade Soccer/ Cricket Pavilion upgrade including Car Parking.	2,621
Female Sports Facilities Upgrades - Robert Bruce Reserve, Deer Park Rolling program to Increase equity, access and opportunities for existing and emerging female participants and officials in sport and active recreation. 2023/24 Sites: Keilor Park Oval 2.	1,791
Dempster Park, Sunshine North- tennis pavilion upgrade Tennis pavilion change room and toilets upgrade.	866
Sunshine Leisure Centre, Sunshine - upgrade and renewal works On-going annual upgrade and renewal works.	473
Community facilities	\$'000s
Community facilities access for all upgrade program Rolling program to upgrade community facilities to ensure that everyone can use them as identified in the Community Services and Infrastructure Plan. 2023/24 Sites: Overnewton Gatehouse, Sydenham Kindergarten.	404
Various Children's Service Facilities - playground upgrade program Replace non-compliant playground equipment in Council's children's facilities and bring all playgrounds into compliance with relevant regulations as identified in the Community Services and Infrastructure Plan.	393
Community Services and Infrastructure Plan Implementation Implementation of the Community Services and Infrastructure Plan. 2023/24 Sites: Orama Street Children's Centre, Deer Park Senior Citizen. Centre, Overnewton Gatehouse, South Sunshine Kindergarten, Attachment 12.3.3 Kindergarten.	54

Playgrounds, parks & gardens	\$'000s
Sydenham Park, Keilor North- Scenic Recreational Park Implementation of the Sydenham Park Master Plan.	926
Neighbourhood Park upgrades Shearwater Meadow, Cairnlea, Simmie Street, Sunshine West, Bellara Crescent, Kealba.	473
Suburban park upgrade Station Waters Reserve, Cairnlea.	1,117
Flagship Park renewal program Delivery of Kevin Flint Memorial Reserve.	433
Physical activity facilities Construct sports facilities in parks including basketball courts, football/soccer goals, climbing/ parkour equipment etc. as per ongoing requests by community.	302
Bike paths & shared paths	\$'000s
Local cycle route connection program – “off-road” Bicycle Route (On-Road & Off-Road) along Willis Street, across Victoria University of Technology Land to existing Shared user path connecting to McKechnie Street in St Albans.	331
Creating Streets for People Implementation Deliver improved walking and cycling outcomes within streetscape projects to ensure streetscape upgrades are in accordance with the Creating Streets for People Policy.	242
Taylors Lakes Easement Shared User Path Construction of circuit path, including installation of a 2.5 metre concrete circuit path and line marking.	236
Simmie Street, Sunshine West New Shared User Path from Robertson’s Road to Melton Highway.	167
Green Gully Reserve - Green Gully Close to Denbigh Court Extension of SUP from Green Gully Close to Denbigh Court, Green Gully Reserve, Keilor Downs. Concrete circuit path and line marking.	178

Town Centres	\$'000s
Town Centre lighting strategy	
Review of lighting levels in the Town Centres and implementation plan to achieve recommended levels for safety and amenity.	125
West Sunshine 20 Minute Neighbourhood	
Improvements to Glengala Road to improve pedestrian and cycling safety and amenity and improve the public realm.	251
Various Facilities - Public Art Projects	
Creation of public art projects in various locations.	151

12.4	Governance Report September 2024
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Danny Bilaver
Attachment(s)	1. Record of Informal Meeting of Councillors [12.4.1 - 8 pages] 2. Delegates and Representatives Report [12.4.2 - 4 pages] 3. Draft S6 Instrument of Delegation Council to Staff - September 2024 [12.4.3 - 128 pages] 4. Audit and Risk Committee Annual Activity Report - September 2024 [12.4.4 - 7 pages]

Purpose

For Council to consider:

- A summary of recent Governance activity.
- Councillor Declarations of Representations by Members of Parliament.
- Review of Council's S6 Instrument of Delegation from Council to Members of Council Staff.
- Annual Audit and Risk Committee Activity Report 2023-2024.

Council Recommendation

That Council:

- Notes the:**
 - Governance Report September 2024.**
 - Records of Informal Meetings of Councillors, at Attachment 1 to this report, for incorporation in the minutes of this meeting.**
 - Delegate's and Representative's Reports, at Attachment 2 to this report, for incorporation in the minutes of this meeting.**
 - Councillor Declarations of Representations by Members of Parliament.**
- In the exercise of the powers conferred by the legislation referred to in the S6 Instrument of Delegation, at Attachment 3 to this report, resolves that:**
 - There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the S6 Instrument of Delegation, at Attachment 3 to this report, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.**
 - Comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer.**
 - The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
- Notes the Annual Audit and Risk Committee Activity Report 2023-2024, at Attachment 4 to this report.**

Background

The monthly governance report is a standing report to Council, in accordance with best practice and good governance principles, and to ensure compliance with the requirements of the *Local Government Act 2020 (the Act)*, Councillor Code of Conduct 2021 (Code), and Councillor Support (Major) Policy 2020.

Matters for Consideration

Exercise of Delegated Authority

Council delegates powers, duties and functions to the Chief Executive Officer in order to support efficient operation and delivery of Council services. The Chief Executive Officer has sub-delegated some authority to Directors (and other Council officers). Significant decisions made, or actions undertaken exercising delegated authority, are reported to Council as a transparency and accountability measure.

The Chief Executive Officer has been delegated authority by Council to award contracts up to \$2,000,000 (exclusive of GST) through an Instrument of Delegation made on 23 April 2024 (S5 Instrument of Delegation to the Chief Executive Officer). The Chief Executive Officer has sub-delegated authority to Directors to award contracts up to \$200,000 (inclusive of GST) through an Instrument of Delegation made on 12 December 2023 (S7 Instrument of Sub-Delegation by the Chief Executive Officer).

Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub-Delegation

There were no contracts entered into, and works orders approved, under delegation since reporting to the last Council Meeting.

Records of Informal Meetings of Councillors

An Informal Meeting of Councillors includes meetings that are:

- Scheduled or planned for the purpose of discussing the business of Council or briefing Councillors,
- Attended by at least one member of Council staff, and
- Not Council meetings, Delegated Committee meetings or Community Asset Committee meetings.

Written records of Informal Meetings of Councillors are kept and include the names of all Councillors and Council officers attending, the matters considered, any conflict of interest disclosures made, and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

These records, as soon as practicable, will be reported at a Council Meeting, and incorporated in the minutes of that Council Meeting.

Records of Informal Meetings of Councillors (**Attachment 1**) were received for the following meetings:

Date	Event
14 August 2024	Brimbank Youth Advisory Committee
27 August 2024	Disability Advisory Committee
28 August 2024	Brimbank Economic and Employment Advisory Group
3 September 2024	Council Meeting Briefing

Delegate's and Representative's Reports

The participation on a range of local, specific issues, committees established by Council, peak body/sector associations, and local and regional forums, is an essential part of the representative role Council plays. Council nominates Councillors as delegates and representatives to these committees annually.

The role, as the Council delegate or Council representative on these committees, is to represent the position of Council, and report back to Council at a Council Meeting on the issues or progress of the committees, and any recommendations made by the committees.

Delegate's and Representative's Reports (**Attachment 2**) were received for the following meetings:

Date	Event	Councillor/s
14 August 2024	Brimbank Youth Advisory Committee	Cr Nguyen Cr O'Reilly
28 August 2024	Brimbank Economic and Employment Advisory Group	Cr Tachos

Councillor Declarations of Representations by Members of Parliament

Councillors have a legitimate role in advocating on behalf of their communities. At times, this may include the receiving of representations by a Member of State or Federal Parliament, to Council or Councillors. Councillors will declare and record any representations made to a Councillor by a Member of Parliament or their staff representative.

Councillor Declarations of Representations by Members of Parliament were received for the following meetings.

Date	Councillor	Member of Parliament	Matter Discussed
23 August 2024	Cr Papalia	Ingrid Stitt MP	Vietnamese Museum Australia Welcome Plaza Mental Health Support for CALD Communities Improving Social Cohesion amongst CALD Communities
26 August 2024	Cr Rasic	Hon. Lizzie Blandthorn MP	Calder Freeway Melbourne Airport Rail Sunshine Precinct Sunshine Energy Park Climate Emergency Better Buses for Melbourne's West
30 August 2024	Cr Rasic	Natalie Suleyman MP	Sunshine Precinct / Albion Station Sunshine Energy Park Tree Planting Addressing Unemployment Youth Crime Prevention

			Calder Freeway Errington Reserve Outdoor Pool at BAWC
--	--	--	---

Review of Council's S6 Instrument of Delegation from Council to Members of Council Staff

Instruments of Delegation (Delegations) allow a Council to give its powers to members of staff, who then act and make decisions on behalf of the Council. Council's Delegations are generally updated twice a year. The current review incorporates legislative updates reported to Council by Maddocks Lawyers.

Additionally, the current review reflects changes to officer titles following recent operational realignments.

The S6 Instrument of Delegation from Council to Members of Council Staff (**Attachment 3**) has been updated in consultation with Council's Executive Leadership Team and is presented to Council for endorsement.

Reviewed Delegations are uploaded to Council's website, as per Council's resolution at the Ordinary Council Meeting on 21 April 2020.

Annual Audit and Risk Committee Activity Report 2023-2024

The Annual Audit and Risk Committee (ARC) Activity Report was presented during the 3 September 2024 ARC meeting. The final report is presented to Council for noting (**Attachment 4**).

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- This report fulfils legislative governance obligations, to provide transparent and accountable reporting of governance activity.

There are no Community, Safety, Environmental or Financial risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strives to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020*, *Local Government (Governance and Integrity) Regulations 2020*, Council Plan 2021-2025, S5 Instrument of Delegation to the Chief Executive Officer, S7 Instrument of Sub-Delegation by the Chief Executive Officer, Councillor Code of Conduct 2024 and Procurement Policy.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Record of Informal Meeting of Councillors

Meeting details

Title:	Brimbank Youth Council 2024 Official Meeting Term 3		
Date:	14 August 2024	Time:	5:30PM to 7:00PM
Location:	Council Chambers		
Councillors in attendance:	☐ Cr Victoria Borg ☐ Cr Sarah Branton ☐ Cr Thuy Dang ☐ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire, ☒ Cr Jasmine Nguyen ☒ Cr Thomas O'Reilly ☐ Cr Jae Papalia ☐ Cr Ranka Rasic, Mayor ☐ Cr Virginia Tachos		
Council Officers in attendance:	Ayaan Qani - Youth Development Officer, Youth Services Nicole Andrew - Youth Development and Wellbeing Officer, Youth Services Damir Lendich - Coordinator, Youth Services		
Other attendees:	Brimbank Youth Council members x 9 Leading Senior Constable, Victoria Police Fethullah Sergeant, Victoria Police		
Name of Council Officer completing Record of Informal Meeting:	Ayaan Qani - Youth Development Officer		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Welcome, Acknowledgement of Country	Nil	No
2.	Council Update	Nil	No
3.	Brimbank Youth Council Update	Nil	No
4.	Break	Nil	No
5.	BYC Non-Project Update	Nil	No
6.	Victoria Police Presentation		
7.	Open floor for BYC to raise issues to present	Nil	No
8.	Correspondence and Requests for BYC	Nil	No
9.	Upcoming dates and meetings for BYC	Nil	No
10.	Questions, Close and Thank you	Nil	No

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.

Record of Informal Meeting of Councillors

Meeting details

Title:	Brimbank Disability Advisory Committee (DAC)		
Date:	27 August 2024	Time:	10.00am-12.00pm
Location:	Brimbank Community & Civic Centre, Level 6, 301 Hampshire Road, Sunshine And Zoom		
Councillors in attendance:	☐ Cr Ranka Rasic, Mayor ☐ Cr Jae Papalia, Deputy Mayor ☒ Cr Victoria Borg ☐ Cr Sarah Branton ☐ Cr Thuy Dang ☐ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☐ Cr Jasmine Nguyen ☐ Cr Thomas O'Reilly ☐ Cr Virginia Tachos		
Council Officers in attendance:	Raewyn Afu - Strengthening Communities Coordinator Simone Shirkey - Senior Diversity, Equity, Access and Inclusion Officer		
Other attendees:	Community members x4		
Name of Council Officer completing Record of Informal Meeting:	Simone Shirkey - Senior Diversity, Equity, Access and Inclusion Officer		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Previous minutes	Nil	No
2.	DAC and Disability Action Plan Reflections	Nil	No
3.	Disability Action Plan (DAP) update	Nil	No
4.	Draft Accessible and Inclusive Events Guide update	Nil	No
5.	Brimbank Disability Network Group update	Nil	No
6.	Other business - International Day of People with Disabilities - Community Listening Post	Nil	No



Record of Informal Meeting of Councillors

Meeting details

Title:	Brimbank Economic & Employment Advisory Group		
Date:	28 August 2024	Time:	3:30pm to 5:43 pm
Location:	Brimbank Community & Civic Centre - 301 Hampshire Road, Sunshine		
Councillors in attendance:	☐ Cr Victoria Borg ☐ Cr Sarah Branton ☐ Cr Thuy Dang ☐ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☐ Cr Jasmine Nguyen ☐ Cr Thomas O'Reilly ☐ Cr Jae Papalia, Deputy Mayor ☐ Cr Ranka Rasic, Mayor ☒ Cr Virginia Tachos		
Council Officers in attendance:	Peter Forbes: Coordinator Economic Development Leanne Deans: Manager City Strategy Jenny Mitten: Senior Economic Development Officer - Tourism Zoe Ennis: Sunshine Town Centre Place Manager Christine Thomas: Business Support Officer, City Strategy		
Other attendees:	Business Members x 9, Vietnamese Museum Australia Representative x 1		
Name of Council Officer completing Record of Informal Meeting:	Peter Forbes: Coordinator Economic Development		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Vietnamese Museum Australia Presentation	None	No
2.	Visitor Economy Research Presentation	None	No
3.	Visitor Economy Discussion and Feedback Session	None	No
4.	Future Meetings Update	None	No

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.



Record of Informal Meeting of Councillors

Meeting details

Title:	Council Meeting Briefing		
Date:	3 September 2024	Time:	6.00pm to 7:30pm
Location:	Zoom		
Councillors in attendance:	☒ Cr Victoria Borg ☒ Cr Sarah Branton ☒ Cr Thuy Dang ☒ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☒ Cr Jasmine Nguyen ☒ Cr Thomas O'Reilly ☒ Cr Jae Papalia, Deputy Mayor ☒ Cr Ranka Rasic, Mayor ☒ Cr Virginia Tachos		
Council Officers in attendance:	Fiona Blair, Chief Executive Officer Ashley Fleming, Acting Director Community Wellbeing Georgie Hill, Director People Partnerships and Performance Chris Leivers, Director Infrastructure and City Services Mark Stoermer, Director Corporate Services Leanne Deans, Acting Director City Futures Danny Bilaver, Manager Governance and Risk		
Other attendees:	Municipal Monitors; Penny Holloway, Janet Dore		
Name of Council Officer completing Record of Informal Meeting:	Georgie Hill, Director People Partnerships and Performance		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Climate Emergency Report Card	Nil	<Select one>
2.	Financial Statements 2023-2024 and Performance Statement 2023-2024	Nil	<Select one>
3.	Governance Report September 2024	Nil	<Select one>
4.	Quarterly Advocacy Report September 2024	Nil	<Select one>
5.	Annual Report Cards Sports Facility Development Plan and Community Services Infrastructure Plan	Nil	<Select one>
6.	Annual Community Report Cards for Community Learning and Participation	Nil	<Select one>
7.	Annual Report Cards Community Strengthening and Social Planning Combined Community Reconciliation Action Plan 2019 – 2022	Nil	<Select one>
8.	Confidential Report	Nil	<Select one>
9.	Councillor Action Plan	Nil	<Select one>

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.



Council Representative's Report

Report details	
Representative/s:	Cr Nguyen
Committee/Event:	Brimbank Youth Council 2024 Official Meeting Term 3
Meeting date:	14 August 2024
Report author:	Ayaan Qani

Report

The Brimbank Youth Council (Committee) met in person at BCCC on 14 August 2024.

Council Update

Council plan 2021-2025 will be revised by the new Councillors in 2025.

Youth Job Strategy is moving into the Brimbank Learning Futures.

New budget can not be passed until after Caretaker and new Councillors are in office.

Council term ends in October - encouragement for young people to campaign.

Brimbank Youth Council Update

Member spoke about the two safety workshops the BYC attended. They learned about ways they can keep safe by having situational awareness and use of verbal and non-verbal communication.

Member from the social media group shared their social media campaign will bring awareness safety resources in lead up to their event in October. This will include sharing what they learned from the safety workshops and amplifying existing resources.

Member from the event committee shared that event purpose is to support and promote pro-social behaviour through building connections. Event will be on Friday 4 October.

Members provided update on Neighbourhood House Strategy. Consultation looked at statistics of who uses these community centres and explored how centres can better engage with the community, especially with young people.

Member shared that she and other members attended the State Government Treaty Information Session with Minister for Treaty and First Peoples. Session addressed the gaps in health, employment, high incarceration rates in Aboriginal and Torres Strait communities how said gaps were intentional. Importance to work towards repair, reconciliation, and treaty.

Work towards a Treaty has been occurring over last 5-8 years. First nations group in parliament involved in treat.

Victoria Police Presentation

Edge-weapons been a big issue in Brimbank. Education required regarding the risks related to carrying weapons.

VicPol and Crimestoppers deliver Cut the Violence campaign to reduce knife and edge-weapon crimes through education/awareness.

On 19 October 10am-3pm VicPol are running community event in Watergardens as it's priority location for police. Ambulance, emergency services will also be attending. Last year's event had 5000 people last year, was mostly young families/little kids. Interest for young people to be part of the event. Request for BYC to participate.

VicPol delivering Halloween event with primary students at STACC - in need of volunteers. Requests for BYC to participate.

Discussion of recent police activities in Sunshine in response to groups participating in anti-social behaviour such as drinking in public. Changes to laws related to intoxication in public so increase in police presence to maintain safety.

Sharing of STOP IT initiative - text report of unwanted sexual behaviour on transit. This is to support victims to report in an anonymous and discreet way.

Open floor for BYC to raise issues to present.

BYC asked VicPol representatives about their proposed events in October, specifically how it will be promoted. Member advised promoting via schools.

BYC asked Councillors regarding priority of community safety, specifically youth violence for Brimbank. Response is that it is an area of priority for Council and is working with stakeholders to respond to this issue.

Correspondence and Requests for BYC

Brimbank Youth Council have been invited to the Welcome Plaza consultation, which will be held on Monday 2 September.

Updates

BYC to proceed with weekly meetings to plan social media campaign and event.

Recommendations

There were no matters to be considered by Council.

Next meeting:

This is the last formal meeting for BYC. The October meeting has been cancelled as it is during Caretaker period.



Council Representative's Report

Report details

Representative/s:	Councillor Virginia Tachos
Committee/Event:	Brimbank Economic and Employment Advisory Group
Meeting date:	28 August 2024
Report author:	Peter Forbes, Coordinator Economic Development

Report

The Advisory Group were provided a presentation about the Vietnamese Museum Australia (VMA) project proposed for Sunshine by VMA board member.

Senior Economic Development officer (Tourism), Jenny Mitten, – presented some research findings which will inform a future Visitor Economy Strategy for Brimbank. The Advisory Group discussed the research findings and provided feedback.

The next meeting of the Advisory Group will be confirmed after the Council election and the announcement of representative Councillors to advisory and other groups.

Recommendations

There were no matters to be considered by Council.

Next meeting:	TBC.
----------------------	------



S6 Instrument of Delegation to Members of Council Staff

**NOTE: This Instrument should be read in conjunction
with the primary legislation.**

September 2024

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. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 10 September 2024, and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub- paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing;
 - 2.3.1 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; or
 - 2.3.2 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) major policy, as designated under the Governance (Major Policy Consultation) Local Law No.3; or
 - (b) policy; or
 - (c) strategy
 adopted by Council; or
 - 2.3.3 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
 - 2.3.4 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.
3. records that on the coming into force of this Instrument of Delegation, each delegation under the Instruments of Delegation dated 12 December 2023 is revoked.

Signed by the Chief Executive Officer of Council)
in the presence of:)

.....
Witness

Date:

SCHEDULE**INDEX**

DOMESTIC ANIMALS ACT 1994	5
FOOD ACT 1984	6
HERITAGE ACT 2017	16
LOCAL GOVERNMENT ACT 1989	17
PLANNING AND ENVIRONMENT ACT 1987	18
RESIDENTIAL TENANCIES ACT 1997	82
ROAD MANAGEMENT ACT 2004.....	84
PLANNING AND ENVIRONMENT REGULATIONS 2015.....	100
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	104
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	110

DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	COMMENTS
s.41A(1)	Power to declare a dog to be a menacing dog	Director City Futures Manager City Regulatory Services Coordinator City Compliance	Council may delegate this Power to a Council authorised officer

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean sanitary condition.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies (ie. If premises found to be unclean or unsanitary, or if food unsafe or unsuitable)
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.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies (ie. If premises found to be unclean or unsanitary, or if food unsafe or unsuitable)
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	Power to direct that an order made under section 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.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies
s.19(6)(a)	Duty to revoke any order under s.19 if satisfied that an order has been complied with.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	If section 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).	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Note: the Power to direct the matters , under s.19AA(4)(a) and (b) are not capable of delegation and so such directions must be made by Council resolution Only in relation to temporary food premises or mobile food premises
s.19AA(7)	Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.19CB(4)(b)	Power to request copy of records	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19E(1)(d)	Power to request a copy of the food safety program	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 19EA(3)	Function of receiving copy of revised food safety program	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
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)	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 19IA(2)	Duty to give written notice to the proprietor of the premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19NA(1)	Power to request food safety audit reports	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health	
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	Director City Futures Manager City Regulatory Services Team Leader Environmental Health	Subject to approved Schedule of Fees and Charges set through the budget process Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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 of food safety program of the premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to register or renew the registration of a food premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or CEO (see section 58A(2))
s. 36A	Power to accept an application for registration or notification using online portal	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s (1)	Not delegated	Where Council is the registration authority
s.38A(4)	Power to request a copy of a completed food safety template	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b) a – food safety programs b – requirements of the Food Act	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38D(2)	Duty to be satisfied of the matters in section 38D(2)(a)-(d) a – food safety program template correct b – correct fee paid c – all requirements of Act complied with d – no other grounds for refusal	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(3)	Power to request copies of any audit reports	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.39A	Power to register, renew or transfer food premises despite minor defects	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	
s.40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.40D(1)	Power to suspend or revoke the registration of food premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 40E	Duty to comply with direction of the Secretary	Director City Futures Manager City Regulatory Services	
s. 40F	Power to cancel registration of food premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43	Duty to maintain records of registration	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer Prosecutions Officer	
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer Prosecutions Officer	Where Council is the registration authority

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	Power to sub-delegate Executive Director's Functions, duties or Powers	Director City Futures	1. Subject to the condition that the Executive Director employed under Part 3 of the <i>Public Administration Act 2004</i> for the purposes of the <i>Heritage Act 2017</i> has: a) delegated to Brimbank City Council under section 116(1) of the <i>Heritage Act 2017</i> for the area in which a registered place or registered object is situated any of the Executive Director's Functions, duties or Powers under this Part in relation to that place or object; b) obtained the consent of the Minister to the delegation under section 116(1) of the <i>Heritage Act 2017</i>; c) authorised Brimbank City Council to sub-delegate certain Functions, duties or Powers to an officer of Brimbank City Council; d) provided consent to Brimbank City Council sub-delegating certain Functions, duties or Powers to the officer of Brimbank City Council.

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	Power to prepare an amendment to the Victorian Planning Provisions	Not delegated	if authorised by the Minister, subject to the restrictions and Powers relating to the preparation of amendments in section 10.
S.4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.8A(2)	Power to prepare amendment to the planning scheme Where the Minister has given consent under s.8A	Not delegated	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Not delegated	Subject to any policy, protocol or eligibility criteria set by Council
s.8A(5)	Function of receiving notice of the Minister's decision	Director City Futures Manager City Development Services Manager City Strategy	
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	Director City Futures Manager City Strategy	
s.8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Director City Futures Manager City Strategy	
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	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.12B(1)	Duty to review planning scheme	Director City Futures	Subject to report to Council
s.12B(2)	Duty to review planning scheme at direction of Minister	Director City Futures	Subject to report to Council
s.12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Director City Futures	Subject to any policy, protocol or eligibility criteria set by Council

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Senior Development Planner Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Team Leader Development and Compliance Senior Development Compliance Officer Development Compliance Officer E-Planning Implementation Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(1)	Duty of giving copy of amendment to the planning scheme	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	Subject to any policy, protocol or eligibility criteria set by Council
s.17(2)	Duty of giving copy of s.173 agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Coordinator Planning Compliance E-Planning Implementation Officer	Subject to any policy, protocol or eligibility criteria set by Council
s.17(3)	Duty of giving copy of amendment, explanatory report and relevant documents to the Minister within 10 business days	Director City Futures Manager City Strategy Coordinator Strategic Planning	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18	Duty to make amendment etc. available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer	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 section 19 to a planning scheme	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner	Subject to any policy, protocol or eligibility criteria set by Council 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.19	Function of receiving notice of preparation of an amendment to a planning scheme	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner	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 section 19	Director City Futures	Subject to any policy, protocol or eligibility criteria set by Council Where Council is a planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21 (2)	Duty to make submissions available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	Until the end of 2 months after the amendment comes into operation or lapses
s.21A(4)	Duty to publish notice in accordance with section	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner	
s.22(1)	Duty to consider all submissions received before the date specified in the notice	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	Subject to report to Council except submissions which request a change to the items in s.22(5)(a) and (b)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Director City Futures Manager City Strategy Coordinator Strategic Planning	Subject to report to Council
s.23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	Subject to report to Council
s.24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.26(1)	Power to make report available for inspection in accordance with public availability requirements set out in s 197B of the Act	Director City Futures Manager City Strategy Coordinator Strategic Planning	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.26(2) s.26(3)(b)	Duty to keep report of panel available for inspection for 2 months in accordance with public availability requirements	Director City Futures- Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer	During the inspection period
s.27(2)	Power to apply for exemption if panel's report not received	Director City Futures	
s.28(1)	Duty to notify the Minister if abandoning an amendment	Director City Futures Manager City Strategy	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	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s. 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s. 29	Power, after complying with Divisions 1 and 2 (public notice and submissions process) in respect of an amendment or any part of it, to adopt the amendment or that part with or without changes	Not delegated	Decision to adopt amendment to be made by Council resolution

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.30(4)(a)	Duty to say if amendment has lapsed	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.30(4)(b)	Duty to provide information in writing upon request	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.32(2)	Duty to give more notice if required	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.33(1)	Duty to give more notice of changes to an amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.36(2)	Duty to give notice of approval of amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38(5)	Duty to give notice of revocation of an amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.39	Function of being a party to a proceeding commenced under section 39 and Duty to comply with determination by VCAT	Director City Futures Manager City Strategy	
s.40(1)	Function of lodging copy of approved amendment	Director City Futures- Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Planner	
s.42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.46AW	Function of being consulted by the Minister	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Coordinator Planning Compliance E-Planning Implementation Officer	Where Council is a responsible public entity
s.46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Director City Futures	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Chief Executive Officer Director City Futures	
s.46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Chief Executive Officer Director City Futures	
s. 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Chief Executive Officer Director City Futures	
s.46GO(1)	Duty to give notice to owners of certain inner public purpose land	Chief Executive Officer Director City Futures	
s.46GP	Function of receiving a notice under s.46GO	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	
s.46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Chief Executive Officer Director City Futures	
s.46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Chief Executive Officer Director City Futures	
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	Chief Executive Officer Director City Futures	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Chief Executive Officer Director City Futures	
s.46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Chief Executive Officer Director City Futures	
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	Chief Executive Officer Director City Futures	
s.46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Chief Executive Officer Director City Futures	
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	Chief Executive Officer Director City Futures	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Chief Executive Officer Director City Futures	Where Council is the collecting agency
s.46GV(3)(b)	Power to enter into an agreement with the applicant	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	
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	Chief Executive Officer Director City Futures	Where Council is the collecting agency
46GX(1)	Power to accept, works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Chief Executive Officer Director City Futures	Where Council is the collecting agency
s.46GY(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer Director City Futures	Where Council is the collecting agency
s.46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Chief Executive Officer Director City Futures	Where Council is the collecting agency
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	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	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 plan preparation costs to the planning authority that incurred those costs	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	Where Council is a 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			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(2)(b)	Function of receiving the monetary component	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	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
s.46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	Where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 46GZ(9)	Duty to transfer the estate in fee simple in the land to a the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Director City Futures Manager City Development Services Manager City Strategy Director Corporate Services Finance Manager	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) 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.46GZ(9)	Function of receiving the fee simple in the land	Chief Executive Officer Director City Futures	Where Council is the development agency under an approved infrastructure contributions plan This Duty does not apply Where Council is also the collecting agency
s.46GZA(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer Director City Futures	Where Council is a development agency under an approved infrastructure contributions plan approved infrastructure contributions plan
s. 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Director City Futures Manager City Development Services	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)	Chief Executive Officer Director City Futures	Where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZB(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	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	if the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
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)	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	Where Council is the collecting agency under an approved infrastructure contributions plans 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)	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	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	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	Where Council is the development agency under an approved infrastructure contributions plan This Duty does not apply Where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Function of receiving proceeds of sale	Chief Executive Officer Director City Futures	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply Where Council is also the development agency this provision does not apply Where Council is also the development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	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	Chief Executive Officer Director City Futures	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)	Director City Futures Manager City Development Services Development Contributions Plans Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Coordinator Planning Compliance E-Planning Implementation Officer	
s.46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Director City Futures Manager City Development Services Coordinator City Planning Development Contributions Plan Officer	
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Director City Futures Manager City Development Services	
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	Director City Futures Manager City Development Services	
s.46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Director City Futures Manager City Development Services	
s.46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Director City Futures Manager City Development Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Director City Futures Manager City Development Services	
s.46Q(1)	Duty to keep proper accounts of levies paid	Director City Futures Manager City Development Services Director Corporate Services Finance Manager Development Contributions Plan Officer	
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	Director City Futures Manager City Development Services Director Corporate Services Finance Manager Development Contributions Plan Officer	
s.46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation cost or the works, services and facilities in respect of which the levy was paid etc.	Director City Futures Manager City Development Services	
s.46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Director City Futures Manager City Development Services	Only applies when levy is paid to Council as a 'development agency'

s.46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	Director City Futures Manager City Development Services	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	Director City Futures Manager City Development Services Manager City Strategy	Must be done in accordance with Part 3
s.46Q(4)(e)	Duty to expend that amount on other works etc.	Director City Futures Manager City Development Services Manager City Strategy	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	Director City Futures Manager City Development Services	
s.46QD	Duty to prepare report and give a report to the Minister	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	Where council is a collecting agency or development agency

s.46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
----------	---	---	--

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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
----------	---	--	--

s.46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
----------	--	---	--

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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
s.46Y	Duty to carry out works in conformity with the approved strategy plan	Director City Futures Manager City Development Services Manager City Strategy	

s.47	Power to decide that an application for a planning permit does not comply with that Act	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Senior Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	
s.49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.50(4)	Duty to amend application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Senior Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
s.50(5)	Power to refuse to amend application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance	
s.50(6)	Duty to make note of amendment to application in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.50A(1)	Power to make amendment to application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner E-Planning Implementation Officer Coordinator Planning Compliance	
s.50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.50A(4)	Duty to note amendment to application in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance	
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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.52(1)(b)	Duty to give notice of the application to other municipal Councils Where appropriate	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.52(3)	Power to give any further notice of an application where appropriate	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.54(1)	Power to require the applicant to provide more information	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.54(1A)	Duty to give notice in writing of information required under s.54(1)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.54(1B)	Duty to specify the lapse date for an application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Director City Futures Manager City Development Services Coordinator City Planning	

s.57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57A(5)	Power to refuse to amend application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.57A(6)	Duty to note amendments to application in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.57B(1)	Duty to determine whether and to whom notice should be given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57B(2)	Duty to consider certain matters in determining whether notice should be given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.57C(1)	Duty to give copy of amended application to referral authority	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.58	Duty to consider every application for a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.58A	Power to request advice from the Planning Application Committee	Director City Futures Manager City Development Services	
s.60	Duty to consider certain matters	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s60(1A)	Power to consider certain matters before deciding on application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance	
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.	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance E-Planning Implementation Officer	to grant/grant with conditions - if less than 10 objections to refuse – no limit on objections The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner	

s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Coordinator Planning Compliance	
s.61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Director City Futures Manager City Development Services	
s.61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Director City Futures Manager City Development Services	
s.61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner	
s.62(1)	Duty to include certain conditions in deciding to grant a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance E-Planning Implementation Officer	
s.62(2)	Power to include other conditions	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner	

s.62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
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 section 173 agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
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 s.62(5)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

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)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.62(6)(c)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a determining referral authority requires to be included as referred to in s.62(1)(a)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.63	Duty to issue the permit Where made a decision in favour of the application (if no-one has objected)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	this provision applies also to a decision to grant an amendment to a permit – see section 75A
s.64(3)	Duty not to issue a permit until after the specified period	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	This provision applies also to a decision to grant an amendment to a permit – see section 75

s.64(5)	Duty to give each objector a copy of an exempt decision	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	This provision applies also to a decision to grant an amendment to a permit – see section 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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	This provision applies also to a decision to grant an amendment to a permit – see section 75A
s.65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	

s.66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	
S.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	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 section 64 or 65	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

s.69(1)	Function of receiving application for extension of time of permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.69(1A)	Function of receiving application for extension of time to complete development	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.69(2)	Power to extend time	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.70	Duty to make copy permit available in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.71(1)	Power to correct certain mistakes	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.71(2)	Duty to note corrections in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.72	Function of receiving an application for an amendment to a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner E-Planning Implementation Officer	

s.73	Power to decide to grant amendment subject to conditions	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	If less than 10 objections
s.74	Duty to issue amended permit to applicant if no objectors	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	
s.76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	

s.76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	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 section 64 or 76	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.83	Function of being respondent to an appeal	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B	
s.83B(b)	Duty to give or publish notice of application for review	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	To support/support with conditions - if less than 10 objections To refuse – no limit on objections The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.84(6)	Duty to issue permit on receipt of advice within 3 business days	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.84AB	Power to agree to confining a review by the Tribunal	Director City Futures Manager City Development Services Coordinator City Planning	
s.86	Duty to issue a permit at order of Tribunal within 3 business days	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Director City Futures Manager City Development Services Coordinator City Planning	

s.90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Manager City Regulatory Services Municipal Building Surveyor	
s.91(2)	Duty to comply with the directions of VCAT	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Manager City Regulatory Services Municipal Building Surveyor	
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.92	Duty to give notice of cancellation/ amendment of permit by VCAT to persons entitled to be heard under s.90	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.93(2)	Duty to give notice of VCAT order to stop development	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.95(3)	Function of referring certain applications to the Minister	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.95(4)	Duty to comply with an order or direction	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Director City Futures Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	
s.96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Director City Futures Manager City Development Services Manager City Strategy	
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other Power under section 96C	Director City Futures Manager City Development Services Manager City Strategy	
s.96F	Duty to consider the panel's report under section 96E	Director City Futures Manager City Development Services Manager City Strategy	Subject to report to Council

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 section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Not delegated	Power to be exercised by Council resolution
s.96H(3)	Power to give notice in compliance with Minister's direction	Director City Futures Manager City Development Services Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner	
s.96J	Duty to issue permit as directed by the Minister	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning	
s.96K	Duty to comply with direction of the Minister to give notice of refusal	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	
s.96Z	Duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	Director City Futures Manager City Development Services Coordinator City Planning	
s.97C	Power to request Minister to decide the application	Not delegated	Power to be exercised by Council resolution

s.97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	
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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	

s.97G(6)	Duty to make a copy of permits issued by Minister under s.97F available in accordance with the public availability requirements	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Planning Assistant Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.97L	Duty to include Ministerial decisions in a register kept under section 49	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	
s.97MH	Duty to provide information or assistance to the Planning Application Committee	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	

s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Director City Futures Manager City Development Services Manager City Strategy	
s.97O	Duty to consider application and issue or refuse to issue certificate of compliance	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner	
s.97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B	
s.97Q(4)	Duty to comply with directions of VCAT	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B	

s.97R	Duty to keep register of all applications for certificate of compliance and related decisions	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner E Planning Implementation Officer	
s.98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Director City Futures Manager City Development Services Manager City Strategy	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Director City Futures Manager City Development Services Manager City Strategy	
s.101	Function of receiving claim for expenses in conjunction with claim	Director City Futures Manager City Development Services Manager City Strategy	
s.103	Power to reject a claim for compensation in certain circumstances	Director City Futures Manager City Development Services Manager City Strategy	
s.107(1)	Function of receiving claim for compensation	Director City Futures Manager City Development Services Manager City Strategy	
s.107(3)	Power to agree to extend time for making claim	Director City Futures Manager City Development Services Manager City Strategy	
s.113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Director City Futures Manager Engineering and Infrastructure	

s.114(1)	Power to apply to the VCAT for an enforcement order	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.117(1)(a)	Function of making a submission to the VCAT Where objections are received	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.120(1)	Power to apply for an interim enforcement order Where section 114 application has been made	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance	
s.123(1)	Power to carry out work required by enforcement order and recover costs	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance	

s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Director City Futures Director Infrastructure and City Services	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.	Director City Futures Manager City Development Services Coordinator Planning Compliance	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s.129	Function of recovering penalties	Director City Futures Manager City Development Services Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.130(5)	Power to allow person served with an infringement notice further time	Director City Futures Manager City Development Services Coordinator Planning Compliance Principal Planning Compliance Officer	
s.149A(1)	Power to refer a matter to the VCAT for determination	Director City Futures Manager City Development Services Coordinator City Planning Coordinator Planning Compliance	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a section 173 agreement	Director City Futures Manager City Development Services Manager City Strategy	

s. 148B	Power to apply to the Tribunal for a declaration.	Director City Futures Manager City Development Services Coordinator City Planning Coordinator Planning Compliance	
s.156	Duty to pay fees and allowances (including a payment to the Crown under subsection (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 subsection (2B), Power to ask for contribution under subsection (3) and Power to abandon amendment or part of it under subsection (4)	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner	Where Council is the relevant planning authority
s.171(2)(f)	Power to carry out studies and commission reports	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	
s.171(2)(g)	Power to grant and reserve easements	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Senior Development Planner	
s.172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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 section 174	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	Power to be exercised by Council Resolution with the exception of: a. Agreement relating to building over easement and related matters – delegated to Director Infrastructure and City Services and Manager Engineering and Infrastructure b. Any agreement in accordance with Council's adopted budget, and/or which does not commit Council to any payment, cost or financial obligation.
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	Director City Futures Manager City Development Services Manager City Strategy	
---	Power to decide whether something is to the satisfaction of Council, Where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	

---	Power to give consent on behalf of Council, Where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires that something may not be done without the consent of Council or Responsible Authority	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.177(2)	Power to end a section 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	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
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	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.178A(1)	Function of receiving application to amend or end an agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178A(5)	Power to propose to amend or end an agreement	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.178C(4)	Function of determining how to give notice under s.178C(2)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178E(1)	Duty not to make decision until after 14 days after notice has been given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services Coordinator City Planning	If no objections are made under s.178D. Must consider matters in s.178B.
s.178E(2)(c)	Power to refuse to amend or end the agreement	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services	After considering objections, submissions and matters in s.178B.

s.178E(3)(d)	Power to refuse to amend or end the agreement	Director City Futures Manager City Development Services Coordinator City Planning	After considering objections, submissions and matters in s.178B.
s.178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178G	Duty to sign amended agreement and give copy to each other party to the agreement	Director City Futures Manager City Development Services Manager City Strategy	
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	Director City Futures Manager City Development Services Coordinator City Planning	
s.178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Director City Futures Manager City Development Services Coordinator City Planning	

s.179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Director Infrastructure and City Services Manager Engineering and Infrastructure E-Planning Implementation Officer	
s.181	Duty to apply to the Registrar of Titles to record the agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Planning Compliance Coordinator Strategic Planning	
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	

s.181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Planning Compliance Coordinator Strategic Planning	
s.182	Power to enforce an agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Manager City Regulatory Services Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Strategic Planning	
s.183	Duty to tell Registrar of Titles of ending/amendment of agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Planning Compliance Coordinator Strategic Planning	

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	Director City Futures Manager City Development Services	
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	Director City Futures Manager City Development Services	
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	Director City Futures Manager City Development Services Coordinator City Planning	
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	Director City Futures Manager City Development Services Coordinator City Planning	
s.184G(2)	Duty to comply with a direction of the Tribunal	Director City Futures Manager City Development Services Coordinator City Planning	
s.184G(3)	Duty to give notice as directed by the Tribunal	Director City Futures Manager City Development Services Coordinator City Planning	

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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner Planning Assistant City Planning Administration Officer E-Planning Implementation Officer	
s.198(1)	Function to receive application for planning certificate		In the metropolitan area, planning certificates are issued by the Department of Transport and Planning.
s.199(1)	Duty to give planning certificate to applicant		In the metropolitan area, planning certificates are issued by the Department of Transport and Planning.
s.201(1)	Function of receiving application for declaration of underlying zoning	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	
s.201(3)	Duty to make declaration	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	

-	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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Strategic Planner Principal Planner Coordinator Planning Compliance	
-	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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance	
-	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Strategic Planner Principal Planner Coordinator Planning Compliance	

-	Power to give written authorisation in accordance with a provision of a planning scheme	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Strategic Planner Principal Planner Coordinator Planning Compliance	
s.201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Planner Strategic Sites Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under s 201UAB(1) (1) as soon as possible	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Coordinator Planning Compliance E-Planning Implementation Officer	
-	Power to negotiate and/or approve minor changes to a planning permit or plans, should Council's decision on a planning application be appealed to the Victorian Civil and Administrative Tribunal, or an application for minor amendments be received	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	"minor changes" - overall form of the development is not changed eg. number of units, but minor details are Council resolution is not able to be overturned/reversed

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & 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	Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	
s.522(1)	Power to give a compliance notice to a person	Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	
s.525(2)	Power to authorise an officer to exercise Powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk	All statutory appointments and authorisations to be made on recommendation of relevant Director or Manager
s.525(4)	Duty to issue identity card to authorised officers	Director City Futures Manager City Regulatory Services Coordinator City Compliance Administration Officer (City Compliance)	Instrument of Authorisation and identity card to be issued only on authority of relevant Director or Manager
s.526A(3)	Function of receiving report of inspection	Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	
s.526(5)	Duty to keep record of entry by authorised officer under section 526	Director City Futures Manager City Development Services Municipal Building Surveyor	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Regulatory Services	
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk	All statutory appointments and authorisations to be made on recommendation of relevant Director or Manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s11(1)	Power to declare a road by publishing a notice in the Government Gazette	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure	obtain consent in circumstances specified in section 11(2)
s11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Asset and Property Services Director Corporate Services Finance Manager Director People, Partnerships and Performance Manager Governance and Risk	Power must be exercised in accordance with <i>Geographic Names Places Act 1998</i> and, where applicable, Council's Place Naming Policy
s11(9)(b)	Duty to advise Registrar	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Finance Manager Director People, Partnerships and Performance Director Corporate Services Manager Governance and Risk Coordinator, Legal Governance and Integrity Governance and Legal Support Officer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning (Department of Transport and Planning) of declaration etc.	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects Director People, Partnerships and Performance Director Corporate Services Manager Governance and Risk	clause subject to section 11(10A)
s11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning (Department of Transport and Planning) or nominated person	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Where Council is the coordinating road authority
s12(10)	Duty to notify of decision made	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects Property Officer Asset and Property Services Compliance Officer	Duty of coordinating road authority Where it is the discontinuing body does not apply Where an exemption is specified by the regulations or given by the Minister

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure	Power of coordinating road authority and obtain consent under section13(3) and section13(4) as appropriate
s.14(4)	Function of receiving notice from the Head, Transport for Victoria	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s14(7)	Power to appeal against decision of the Head, Transport for Victoria	Director Infrastructure and City Services	
s15(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	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s15(1A)	Power to enter into arrangement with a utility to transfer a road management Function of the utility to the road authority	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s15(2)	Duty to include details of arrangement in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure Strategic Engineering Coordinator	
s16(7)	Power to enter into an arrangement under section 15	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s16(8)	Duty to enter details of determination in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s17(2)	Duty to register public road in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s17(3)	Power to decide that a road is reasonably required for general public use	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s17(3)	Duty to register a road reasonably required for general public use in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s17(4)	Power to decide that a road is no longer reasonably required for general public use	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s18(1)	Power to designate ancillary area	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures	Where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s18(3)	Duty to record designation in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s19(4)	Duty to specify details of discontinuance in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s19(5)	Duty to ensure public roads register is available for public inspection	Director Infrastructure and City Services Manager Engineering and Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21	Function of replying to request for information or advice	Director Infrastructure and City Services Manager Engineering and Infrastructure	obtain consent in circumstances specified in section 11(2)
s.22(2)	Function of commenting on proposed direction	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.22(4)	Duty to publish a copy or summary of any direction made under section 22 by the Minister in its Annual Report	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.22(5)	Duty to give effect to a direction under this section	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.40(1)	Duty to inspect, maintain and repair a public road.	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s.42(1)	Power to declare a public road as a controlled access road	Director Infrastructure and City Services Manager Engineering and Infrastructure	Power of coordinating road authority and Schedule 2 also applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Director Infrastructure and City Services Manager Engineering and Infrastructure	Power of coordinating road authority and Schedule 2 also applies
s42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority if road is a municipal road or part thereof
s42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Director Infrastructure and City Services Manager Engineering and Infrastructure	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
s48EA	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 or public transport)	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48M	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.49	Power to develop and publish a road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Road Management Plan to be adopted by Council resolution following statutory public notice and submissions process
s.51	Power to determine standards by incorporating the standards in a road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure	In consultation with Group Manager Operations
s.53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(2)	Duty to give notice of proposal to make a road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Review of Road Management Plan requires Council resolution following statutory public notice and submissions process
s.54(6)	Power to amend road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Certain types of amendments to a Road Management Plan require a public notice and submissions process
s.54(7)	Duty to incorporate the amendments into the road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
s.55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
s.63(1)	Power to consent to conduct of works on road	Director Infrastructure and City Services Manager Engineering and Infrastructure	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	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing Operations Projects Coordinator	Where Council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(1)	Duty to comply with clause 13 of Schedule 7	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	Where Council is the infrastructure manager or works manager
s.66(1)	Power to consent to structure etc	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority
s.67(2)	Function of receiving the name and address of the person responsible for distributing the sign or bill	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority
s.67(3)	Power to request information	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.68(2)	Power to request information	Director Infrastructure and City Services Director City Futures Manager Engineering and Infrastructure Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority
s71(3)	Power to appoint an authorised officer	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk	All statutory appointments and authorisations to be made on recommendation of relevant Director or Manager
s.72	Duty to issue an identity card to each authorised officer	Director City Futures Manager City Regulatory Services Coordinator City Compliance Administration Officer (City Compliance)	Authorisation and identity card to be issued only on authority of relevant Director or Manager
s.85	Function of receiving report from authorised officer	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s86	Duty to keep register re s85 matters	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s.87(1)	Function of receiving complaints	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s87(2)	Duty to investigate complaint and provide report	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.112(2)	Power to recover damages in court	Director Infrastructure and City Services Manager Engineering and Infrastructure Prosecutions Officer	
s116	Power to cause or carry out inspection	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s.119(2)	Function of consulting with the Head, Transport for Victoria	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.120(1)	Power to exercise road management Functions on an arterial road (with the consent of the Head, Transport for Victoria)	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management Functions before exercising Power in section 120(1)	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s121(1)	Power to enter into an agreement in respect of works	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.122(1)	Power to charge and recover fees	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	Subject to approved Schedule of Fees and Charges set through the budget process If authorised under Regulations
s.123(1)	Power to charge for any service	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	Subject to approved Schedule of Fees and Charges set through the budget process
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule2 Clause 5	Duty to publish notice of declaration	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 7, Clause 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	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Group Manager Operations	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 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	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 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	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 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	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	Where Schedule 7 Clause 10(1) applies, Duty to, Where possible, conduct appropriate consultation with persons likely to be significantly affected	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Group Manager Operations	Where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7, Clause 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the works manager
Schedule 7 Clause 13(2)	Power to vary notice period	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7, Clause 13(3)	Duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager
Schedule 7 Clause 16(1)	Power to consent to proposed works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 16(4)	Duty to consult	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	Power to consent to proposed works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 17(2)	Power to refuse to give consent and Duty to give reasons for refusal	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 18(1)	Power to enter into an agreement	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Manager City Regulatory Services	Where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and Power to recover costs incurred	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Power of responsible road authority Where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - Where road is not an arterial road	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Strategic Engineering Coordinator	Where Council is the responsible road authority
Schedule 7A Clause 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	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Strategic Engineering Coordinator	Where Council is the responsible road authority
Schedule 7A Clause (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4.	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Strategic Engineering Coordinator	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			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING 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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Senior Development Planner Development Planner A Development Planner B Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation Officer	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 REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Development Planner A and B Senior Development Planner Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation Officer	

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Development Planner A and B Senior Development Planner Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation Officer	Where Council is the responsible authority

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and Duty to make the document available in accordance with the public availability requirements	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Development Planner A and B Senior Development Planner Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation Officer	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Senior Development Planner Principal Planner Coordinator Planning Compliance Coordinator Strategic Planning	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			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Director City Futures Manager City Strategy Manager City Development Services Coordinator Strategic Planning	Where Council is the planning authority
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance	Where council is the responsible authority
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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance	Where Council is the responsible authority or planning authority

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	Function of entering into a written agreement with a caravan park owner	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.10	Function of receiving application for registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.11	Function of receiving application for renewal of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(1)	Power to refuse to renew the registrations if not satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Development Services Municipal Building Surveyor	
r.12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r. 12(3)	Duty to have regard to matters in determining an application for registration or application for renewal of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(4) & (5)	Duty to issue a certificate of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.14(1)	Function of receiving notice of transfer of ownership	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.14(3)	Power to determine Where notice of transfer is displayed	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.15(1)	Duty to transfer registration to new caravan park owner	Director City Futures Manager City Regulatory Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Development Services Municipal Building Surveyor	
- r. 15(2)	Duty to issue certificate of transfer of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r. 15(3)	Power to determine where certificate of transfer of registration is displayed	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Not delegated	Approved Schedule of Fees and Charges set through the budget process
r.17	Duty to keep register of caravan parks	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.21(1)	Duty to notify caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.22(2)	Duty to consult with relevant emergency services agencies	Director City Futures Manager City Regulatory Services Manager City Development Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Municipal Building Surveyor	
r.22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.24(2)	Duty to consult with relevant floodplain management authority	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.26(b)(i)	Power to approve system for the discharge of sewage and waste water from a movable dwelling	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Director City Futures Manager City Regulatory Services Manager City Development Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Municipal Building Surveyor	
r.39(3)	Function of receiving installation certificate	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
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	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	Duty to conduct reviews of road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Review of Road Management Plan requires statutory public notice and submissions process
r.9(2)	Duty to produce written report of review of road management plan and make report available	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	In consultation with Manager Engineering and Infrastructure and Group Manager Operations
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)	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	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 section 41 of the Act	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
r.13(1)	Duty to publish notice of amendments to road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	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	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
r.16(3)	Power to issue permit	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Regulatory Services	
r.18(1)	Power to give written consent re damage to road	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	Where Council is the coordinating road authority
r.23(2)	Power to make submission to Tribunal	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services	Where Council is the coordinating road authority
r.23(4)	Power to charge a fee for application under section 66(1) Road Management Act	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services	Where council is the coordinating road authority Subject to approved Schedule of Fees and Charges set through the budget process
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Roads and Cleansing Manager City Regulatory Services Coordinator City Compliance Law Enforcement Officer	Where Council is the coordinating road authority
r.25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r.25(3))	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Roads and Cleansing	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Director City Futures Manager City Regulatory Services	
r.25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Roads and Cleansing Director City Futures Manager City Regulatory Services Prosecutions Officer	
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & 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	Director Infrastructure and City Services Manager Engineering and Infrastructure	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	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority



Brimbank City Council Audit and Risk Committee

Audit and Risk Annual Activity Report September 2024

Role of the Audit & Risk Committee

The Audit & Risk Committee (the Committee) is an independent committee of Council. Its purpose is to support and advise Council in fulfilling its responsibilities related to external financial and performance reporting, maintenance of strong and effective governance and control frameworks, management of key risks and Council's compliance with legislation and regulation. The Committee has a prime responsibility in overseeing and monitoring Council's various audit processes.

The Committee's role is to report to Council on the outcomes of its work programme and to provide advice and recommendations on matters relevant to its Charter. The Committee may also endorse key reports for consideration by Council.

Independence

An independent Audit & Risk Committee is a fundamental component of a strong corporate governance culture. Council's Committee is independent of management and is not involved in any operational decisions. Committee members do not have any executive powers, management functions or delegated financial responsibilities.

Reporting Period

This report covers the activities of the Committee for the period from 24 November 2023 to 3 September 24, during which time the Committee met on four occasions as per its Annual Work Plan. The Committee's previous Annual Activities Report was for the period ended 1 September 2023.

This means that the report covers the Committee's work for the meetings held on 24 November 2023, 24 February 2024, 24 May 2024 and 3 September 2024. and aligns with the Committee's Annual Work Plan.

Purpose of this report

This report has two purposes as follows:

- It meets the reporting requirements to Council as mandated by section 54(5) of the Local Government Act 2020 (LGA), whereby the Committee is required to biannually report to Council on its activities, findings, and recommendations. The Committee also provided a mid-year activity report to Council in March 2024; and
- It meets Council's governance requirements whereby Council requires its various Committees to report on their activities at least annually.

Committee Charter

The Committee's Charter is set by Council and was adopted by Council on 18 August 2020 following changes necessitated by the new LGA. The revised Charter became effective on 1 September 2020. The Charter was last reviewed at the 1 September 2023 ARC meeting with changes mainly to align with the organisational realignment, the introduction of one additional Councillor as substitute and the introduction of the reporting of returns for Independent Members. No changes have been made in this ARC period.

Committee membership

Committee membership is comprised of five people appointed by Council, with two members being Councillors and three members being independent of Council. The independent members are required to have appropriate skill sets and experience as mandated in section 53 of the LGA. The LGA also requires that there must be a majority of independent members and that an independent member must be chairperson of the Committee. All members have full voting rights.

Councillors not appointed to the Committee are welcome to attend meetings but do not have any voting rights.

Committee members have been fully engaged in all meetings held during the reporting period and have made valuable contributions to the work of the Committee.

Meeting Attendance

Details of membership and meeting attendance for the reporting period are summarised in the table below:

Attendee	Role	Meetings			
		November 2023	Feb 2024	24 May 2024	3 September 2024
Geoff Harry (Chair)	Independent Member	Attended	Attended	Attended	Attended
Jennifer Johanson	Independent Member	Attended	Attended	Apology	Attended
Mick Jaensch	Independent Member	Attended	Attended	Attended	Attended
Bruce Lancashire	Councillor Member	Apology	Apology	Apology	Apology
Sam David	Councillor Member	Attended	Apology	Attended	Apology
Thomas O'Reilly	Councillor Member	Apology	Not a member	Not a member	Not a member
Maria Kerr	Councillor Member (substitute)	Not a member	Not a member	Attended (Substitute)	Not a member
Ranka Rasic	Councillor Member (substitute)	Not a member	Not a member	Not a member	Attended (substitute)

Committee Members

Councillor Lancashire and Councillor David were elected as Councillor representatives for the Audit and Risk Committee following the annual Committee appointment process in December 2023 which also saw the completion of Councillor O'Reilly's term of appointment.

There were no new independent members for 2024.

Municipal Monitors

Municipal monitors Janet Dore and Penelope Holloway were introduced to Council in February to oversee and report on Councillor conduct. There was monitor representation at ARC meetings on 24 February, 24 May and 3 September.

Executive Leadership Team

The Committee has been strongly supported by Council's Chief Executive Officer and the executive management team who have attended majority of meetings as required during the year.

Director of Corporate Services, Mark Stoermer is a new member of Councils Executive Leadership Team in this reporting period.

External Service Providers

In addition, both the internal audit service provider Crowe and HLB Mann Judd who is the agent of the Victorian Auditor General's Office (VAGO) for the external audit have attended meetings as required, and in fact have attended all meetings during the reporting period.

The Committee enjoys strong and professional working relationships with the entire support team, which is a critical element in ensuring the Committee delivers positive and insightful support and advice to Council.

Committee Business

The agendas for the four meetings in the reporting period have been driven by the Committee's Annual Work Plan (AWP) and all meetings have been fulsome.

Annual Work Plan

The Committee's activities are closely aligned with its Annual Work Plan (AWP) which reflects its key responsibilities as set out in the Committee Charter. Annually, the Committee confirms it has discharged its responsibilities in accordance with the Charter and develops its AWP for the following year. The AWP is reviewed at every meeting to ensure that it remains reflective of Council's business activities and ever-changing contextual environment.

The work of the Committee is summarised below in each of the key areas.

Financial and Performance Reporting

The Committee has two areas of focus here as follows:

- 1) The quality of the content and commentary in the periodic financial and performance reports provided to Council in terms of how Council is tracking against the approved Budget and Council Plan; and
- 2) The quality and content of the annual financial and performance reports that are included in Council's annual report. These reports have extensive and complex compliance considerations which the Committee considers in detail. This requires the Committee to engage with the external auditor when these reports are submitted to the Committee in September annually for endorsement to Council.

At the 3 September 2024 meeting the Committee considered the annual financial report and the annual performance statement of Council for the year ended 30 June 2024.

After Committee members reviewed the annual financial report and performance report, received officer presentations and representations, and reviewed the outcomes of the external audits, the Committee endorsed the annual financial report and the annual performance statement and recommended that Council sign the reports 'in principle' as required by the LGA.

The Committee was satisfied with these reports, assessing them as being of high quality, and noting that the matters raised by the external auditors at the conclusion of their work were not substantive in nature.

External Audit

The Victorian Auditor General's Office (VAGO) appointed Nick Walker of HLB Mann Judd as its agent to undertake the external audit of Council's annual financial report and annual performance statement.

The Committee considered the external audit plan for 2023/24 at the May 2024 meeting. VAGO's closing report on the outcomes of the audit of the annual financial report and the annual performance statement for 2023/24 were considered at the 3 September 2024 meeting.

The closing report advised that VAGO would issue clear audit opinions on the annual financial report and annual performance statement. The Committee noted the representations by management to VAGO regarding the preparation of the annual financial report and the annual performance report and also noted that those representations contained no qualifications.

The final management letter issued by VAGO at the conclusion of the audit contained no matters of substance, although some minor recommendations were included. These recommendations related to control enhancements noted by VAGO whilst undertaking standard audit procedures and were provided to Council as opportunities for improvement.

In conclusion the Committee resolved that the external audit process had been thorough and was pleased with the outcomes of the audit which indicated that the systems and controls related to the preparation of the annual financial report and the annual performance statement were efficient and effective.

Risk Management

The Committee considered various risk management matters at all meetings with an ongoing focus on the assessment of strategic risks, related treatment plans and the effectiveness of the risk management framework. The risk management policy was also reviewed during the reporting period.

Key risk matters on which the Committee was briefed included the following:

- 1) Potentially Contaminated Land Program Update;
- 2) ICT Biannual Security Report, including the results of Cybersecurity penetration testing;
- 3) Review of Strategic Risks;
- 4) Fraud Awareness Program;
- 5) Risk Awareness Program.
- 6) Insurance programme renewal and management of insurance claims (including motor vehicle data); and
- 7) Business Continuity Planning.

The Committee believes that Council has remained committed to management of strategic and operational risks throughout the reporting period and has performed well regarding risk mitigation actions.

Internal Audit

A key responsibility of the Committee is to monitor Council's internal audit programme. The programme is outsourced to an appropriately skilled service provider whose work is monitored by the Committee. A rolling three-year strategic internal audit plan is developed by the service provider to ensure that systems and controls in the areas of higher risk are regularly reviewed. The Committee reviews the plan annually having regard to Council's risk profile and monitors delivery of the plan at every Committee meeting.

The internal audit reports provided at the conclusion of each review contain audit findings and recommendations for control improvements, together with management responses, and are presented to the Committee for review at each meeting.

The following is the list of reviews completed by the internal audit service provider and tabled during the ARC meetings in the reporting period:

- Contract Management
- Depot Operations
- Cyber Security
- Leases and Licenses

In this period, Council has adopted a new strategic internal audit plan which outlines internal audits to be completed between July 2024 – June 2025. The audits to be completed are:

- Occupational Health and Safety – Contractor Management.
- Accounts Payable.
- Immunisation Management.
- Payroll Management.
- Privacy Act Management (including Third Party Management).

The Committee monitors implementation of internal audit recommendations by the agreed due dates. These recommendations are prioritised and those with the most immediate needs are monitored by the Committee at every meeting.

The Committee has been pleased with Council's performance regarding completion of internal audit recommendations.

Internal Control Environment and Compliance Management

The Committee considered several reports on the review of policies, systems, and controls during the reporting period, including reports on the following matters:

Attachment 12.4.4

- 1.) Strategic Risk Management;
- 2.) Significant Legal and Insurance Matters;
- 3.) ICT Strategy and project updates;
- 4.) Business Continuity Planning;
- 5.) ICT security report;
- 6.) Potential contaminated land updates;
- 7.) OHS Strategy and reporting;
- 8.) Fraud and Awareness Program;
- 9.) Cyber Security Update Report.

In addition to these matters the Committee considered new or revised policies including the governance policy, code of conduct, gifts, benefits and hospitality policy and the public transparency policy and noted that Council had considered alignment of these policies with the Overarching Governance Principles.

Investigations by State Integrity Agencies (VAGO, IBAC, Ombudsman Victoria)

The Committee monitors reports released by State based integrity agencies and receives officer briefings on any reports that may be relevant to Council. The Committee focusses on whether there are any learnings for Council arising from these reports and monitors implementation of such improvements.

There have been several integrity agency reports issued in the reporting period which have relevance for Council, including reports on Governance, Fraud and Corruption, Cyber/IT Security and Finance.

Assessment of the Committee's Performance

The Committee annually assesses its performance based on a survey completed by Committee members and officers who interact regularly with the Committee. The most recent assessment was conducted in September 2024 and the Committee will consider the outcomes of the survey at the September 2024 meeting and will report the results to Council.

Reporting to Council

After all meetings of the Committee minutes are forwarded to the next ordinary meeting of Council, including any reports that may help to explain outcomes or actions of Committee meetings. In addition, half year and full year (this report) activity reports on Committee activities, findings and recommendations are provided to Council.

Officer Support

The Committee fulfils its responsibilities outlined in the Committee Charter guided by its Annual Work Plan. The success of its work requires significant commitment from many senior officers in developing meeting agendas, assembling reports and other information, preparing minutes of meetings, and disseminating information to Committee members between meetings. The Committee acknowledges these efforts and the strong support it receives from the officers involved.

Conclusion

The Committee is satisfied that it has fully discharged its responsibilities as set out in the Charter. The Committee believes that Council has a strong control environment that continues to mature and has prudent financial management practices in place.

Acknowledgements

I would like to take this opportunity, on behalf of all Committee members, to thank Council's Executive Management Team and other Council officers for their commitment, contributions to and support of the work of the Committee. Their assistance is greatly appreciated.

Geoff Harry
On behalf of the Audit & Risk Committee

September 2024

12.5	Quarterly Advocacy Report - September 2024
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Elie Khalil
Attachment(s)	Nil

Purpose

For Council to note the major advocacy-related developments from June to September 2024, as outlined in this report.

Officer Recommendation

That Council notes this quarterly advocacy report for June and September 2024.

Background

Brimbank's Advocacy Priorities

Council's advocacy priorities are aligned to the Council Plan Strategic Directions and are detailed in the Brimbank Advocacy Plan 2023-2025. These priorities are outlined below along with their level of importance.

- Transforming Brimbank – Gold
- Mental Health – Gold
- Road Infrastructure – Silver
- Climate Emergency – Silver
- Addressing Unemployment – Bronze
- Housing and Homelessness - Bronze
- Melbourne Airport Third Runway - Maintain Influence
- Gambling Harm - Maintain Influence
- Major Parks - Maintain Influence
- Libraries - Maintain Influence
- Government Burden on Council - Maintain Influence

Major advocacy developments and highlights are reported to Council each quarter.

Matters for Consideration

The whole-of-Council advocacy highlights from early June 2024 to early September 2024 are summarised below.

2024 ALGA National General Assembly

In early July 2024, Brimbank participated in the National General Assembly of the Australian Local Government Association (ALGA) in Canberra. At ALGA, Council moved two successful notices of motion calling on the Australian Government to increase its level of funding to upgrade major highways and to provide greater support to the unemployed by increasing JobSeeker and Youth Allowance payments and by establishing an 'Economic Inclusion' fund to create local job opportunities for local people.

The trip to Canberra was also a good opportunity for Council representatives to meet with various Federal MPs from both of the major parties. This included an important meeting with the Hon. Catherine King, Minister for Infrastructure, Transport, Regional Development and Local Government. At this meeting, Mayor Rasic raised a number of

Council's major advocacy priorities, including the Melbourne Airport Rail, the development of the Sunshine Precinct, Melbourne Airport's proposed third runway and Council's Fix the Calder campaign.

A Delegates Report of the trip to Canberra was endorsed at the previous Council Meeting on 20 August 2024.

Federal Election Advocacy Brochure

Last month, Council approved a new advocacy brochure ahead of the 2025 Federal Election. The brochure outlines a number of election commitments that we will be seeking from the parties and candidates contesting the Federal Election. These asks are relevant at a Federal Government level and largely align with the top priorities identified in the Brimbank Advocacy Plan 2023-2025. The are:

- Transform Sunshine into a Superhub
- Build the Calder Park Drive interchange
- A more sustainable Brimbank
 - o Boost canopy cover
 - o Energy upgrades to low-income households to reduce Carbon emissions
 - o Sustainability and Circular Economy Hub at Sunshine Energy Park
- Reducing unemployment in Brimbank
 - o Transform the Brimbank Learning Futures facility into a suburban study hub
- Improving Brimbank's community facilities
 - o Upgrades to Sports facilities
 - o Redevelopment of St Albans Library

Melbourne Airport Rail

Last November, and following strong advocacy by Brimbank, the Australian Government recommitted to funding the construction of the Melbourne Airport Rail (MAR). Earlier this year, and in response to the previous dispute between the Victorian Government and the Melbourne Airport operator about the positioning of the proposed Melbourne Airport train station, the Australian Government appointed a mediator, Mr Neil Scales OBE, to help facilitate a way forward. The Victorian Government's preference is for an above-ground station while Melbourne Airport had been calling for the station to be built underground. In his report, released in late June, Mr Scales recommended against an underground station unless there is a comprehensive business case showing that it stacks up.

The report also recommended new modelling to determine how quickly the Tullamarine Freeway will become congested, indicating that MAR is increasingly becoming an urgent project. The Melbourne Airport operator subsequently agreed to proceed with an above-ground station. Despite this, the Victorian Government has insisted on a four-year delay. Council has been advocating for this delayed timeline to be reconsidered so that the project can resume as soon as possible.

Sunshine Precinct

As a result of the mediation undertaken by Mr Scales, it was recommended that "*work continues at Sunshine Station to transform this into the major transport hub it was planned to be.*" The mediation also found that this would be a "*no regrets*" strategy due to both the benefits and the work already completed. These findings pave the way for the development of the Sunshine Precinct to be undertaken as the first stage of Melbourne Airport Rail project.

The matter was raised by Mayor Rasic with Minister King during their meeting in Canberra in early July. Brimbank subsequently welcomed Minister King's media announcement in early August that the Australian Government "*will do the work at Sunshine Station, making that a hub*" and that it is "*working with the Victorian Government on that*".

Mental Health Social Inclusion Action Groups

In early August, Victorian Minister for Mental Health, Ms Ingrid Stitt, announced that Brimbank will be included amongst the next tranche of five LGAs where the State Government will establish Mental Health Social Inclusion Action Groups (SIAGs). Council has been advocating for a Social Inclusion Action Group in Brimbank since the release of our current Advocacy Plan, where Mental Health sits as a Gold Priority.

The establishment of a SIAG in Brimbank was raised by both the previous Mayor and current the Mayor with all State MPs that they met with, including Minister Stitt. The topic also featured in our Victorian Government 'Funding Priorities' brochure that was shared with the Minister and all local State MPs earlier this year. In addition, Brimbank moved a successful motion on SIAGs at the MAV State Council Meeting held in May of this year.

LeadWest Roundtable with Treasurer Pallas

On 5 September 2024, LeadWest hosted a roundtable discussion at the Holiday Inn in Werribee with Victorian Treasurer the Hon Tim Pallas. The roundtable was also attended by Dylan Wight MP and Steve McGhie MP. Brimbank was represented by Cr Virginia Tachos and Acting Director City Futures Leanne Deans. This event was a great opportunity for LeadWest to have an early conversation with the Treasurer ahead of the 2025-2026 State Budget. Topics discussed included funding for the Sunshine Precinct and the Melbourne Airport Rail.

Community Engagement

This report is consistent with the policy, evidence and current positions of Council, widely informed by community engagement and insight and the Brimbank Advocacy Plan 2023-2025.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

- Wellbeing and Belonging - Responsive services that support mental and physical wellbeing

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

- Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all

- Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with the priorities identified in the Brimbank Advocacy Plan 2023-2025.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

12.6

Directorate
Acting Director
Manager
Attachment(s)

Annual Report Cards Sports Facility Development Plan and Community Services Infrastructure Plan

Community Wellbeing

Ashley Fleming

Caitlin Lombard

1. Report Card - Sports Facility and Community Services Plan [**12.6.1** - 6 pages]

Purpose

For Council to note the Sports Facility Development Plan 2023 and Community Services and Infrastructure Plan 2018-2038 Report card.

Officer Recommendation

That Council notes the Sports Facility Development Plan 2023 and Community Services and Infrastructure Plan 2018-2038 Report card as at Attachment 1.

Background

Council oversees the monitoring, implementation and reporting of the following key strategic documents:

- Sports Facilities Development Plan 2023 (SFDP)
- Community Services and Infrastructure Plan 2018-2038 (CSIP)

These documents guide Council's approach to the development and management of community infrastructure, sport, and recreation opportunities for the Brimbank community. Community infrastructure refers to facilities that accommodate services which support and contribute to meeting the needs and promoting the wellbeing of individuals, families, groups and communities through life stages. These include facilities such as libraries, neighbourhood houses, halls and meeting spaces, early years, youth and planned activity group facilities.

Matters for Consideration
Analysis

Council has implemented many recommendations from the SFDP, and CSIP during the 2023/24 financial year, resulting in significant capital investment into community sports facilities, extensive planning for future facilities and improvements in the management and delivery of both facilities, services and programs to the Brimbank community.

Highlights of the SFDP implementation included:

- Significant capital investment in excess of \$8.5m into upgrading and providing new sports facilities including pavilions, sports ground lighting, female friendly change rooms and sports ground infrastructure.
- \$100,000 of external funding secured from Sport and Recreation Victoria for the upgrade of lighting at Lionheart Reserve

Highlights of the CSIP implementation included:

- Capital investment in excess of \$1.5m into upgrading community facilities including kitchen, flooring, toilet, storage, heating/cooling, fencing, acoustic, access and lighting upgrades.

A full overview of all outcomes delivered in 2023/24 is included at **Attachment 1**.

Community Engagement

Consultation on the actions, activities and progress of the SFDP, and CSIP were undertaken with key external and internal stakeholders including sports clubs, community groups and the wider community. Findings from the consultation assisted in the development of the Report Cards.

Resource And Risk Implications

Resource requirements were met within the Annual Budget 2023/2024.

There are no community, environmental, financial, regulatory or safety risk implications.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

- Wellbeing and Belonging - Responsive services that support mental and physical wellbeing
- Pride and Participation - Community and cultural connections built through social and artistic expression.

This report complies with the Brimbank Community Vision 2040, Council Plan 2021-2025, Sports Facility Development Plan 2018-2028, Community Services and Infrastructure Plan 2018-2038 and Brimbank Physical Activity Strategy 2018.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Brimbank
City Council

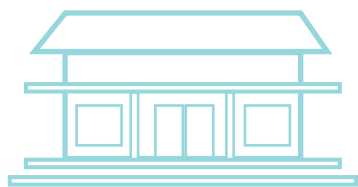


Sports Facility Development Plan 2023 and Community Services and Infrastructure Plan 2018-2038

Report Card 2023-2024

Sports Facility Development Plan Report Card 2023-2024

Capital Upgrades



Pavilion upgrades

Dempster Park
Kitchen & Changerooms

\$918,500

Parsons Reserve
New Pavilion Design
Cricket, Football & Tennis

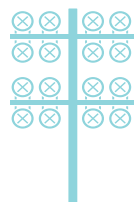
\$183,797

Lloyd Reserve
New Pavilion

\$2,708,215

TOTAL

\$3,810,512



Lighting upgrades

Sassella Park Tennis

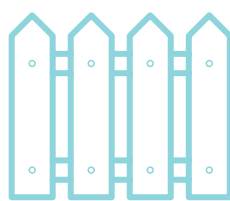
\$304,949



Female friendly change rooms

Robert Bruce Reserve

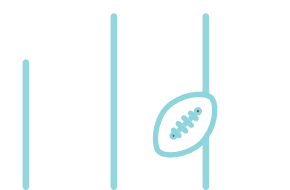
\$1,682,153



Fence replacement

Parsons Oval

\$63,960



Goal posts

Churchill Reserve Pitch 1

\$7,975

Green Gully Pitch 2

\$8,417

Selwyn Park

\$17,152

Kevin Flint Pitch 1

\$6,250

Llyod Reserve

\$24,836

TOTAL

\$64,632



Coaches boxes

Keilor Park Oval 2

\$21,550

Keilor Lodge

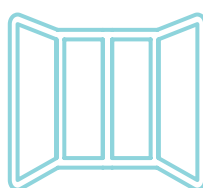
\$33,300

Balmoral Reserve

\$29,350

TOTAL

\$84,200



Sports netting upgrade

Barclay Reserve

\$250,000

Selwyn Park Cricket

\$409,000

TOTAL

\$659,000



Tennis court re-surfacing

Dempster Park Tennis

\$90,000



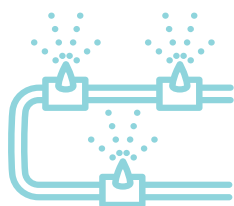
Kitchen upgrades

Kings Park Bowls Club

\$72,217

Strategic

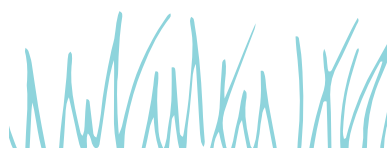
- ✓ A total of **\$100,000** of external funding from Sport and Recreation Victoria, comprised of:
 - Lionheart Tennis Lighting upgrade
- ✓ Sports Facility Development Plan was adopted in October 2023.
- ✓ Ongoing implementation of Sports Facility Hire, Licences and Lease Agreement Policy



Irrigation upgrade

Keilor Lodge Pitch 1 Reserve

\$127,470



Warm season grass conversion

Keilor Lodge Pitch 1

\$79,355

Programs and Club Development

- ✓ Delivered In2Active.
- ✓ Delivered the Daughters of the West program and the Sons of the West Program.
- ✓ 60 participants for Sports Community Webinar on Fair Access Sports Club.
- ✓ Three free RSA Courses were held and attended by a total of 46 participants.
- ✓ **In2Tennis 2024**
 - 3990 minutes of tennis played
 - 59 non-member bookings
- ✓ **Light Up Errington**
 - 192 hours of lighting
 - Improved community usage and safety
- ✓ **In2Active**
 - 400 members
 - 70 hours free in-person exercise sessions
- ✓ **Keilor Basketball Netball Stadium**

Stadium Attendance:

 - Overall - 451,686

Community Programs:

 - 8 Weekly Programs
 - 312 Session Annually
 - Attendance: 4228
- ✓ **Daughters of the West**
 - 40 Registered Participants
- ✓ **Sons of the West**
 - 40 Registered Participants



School partnerships

Sunshine College

\$51,415



Shade Shelter

Sassella Park Tennis

\$17,366



Sportsground reconstruction

Ardeer Reserve

\$1,299,330

Attachment 12.6.1

Community Services and Infrastructure Plan 2018–2038 Report Card 2023–2024

Completion of various kitchen, toilet, flooring, storage, heating and cooling, fencing, acoustic and security lighting upgrades.

Kitchen upgrades

Keilor Park Playgroup

\$25,671

Keilor Kindergarten

\$60,538

Killeen Street Child Care

\$103,783

TOTAL

\$189,992

Toilet upgrades

Sydenham Children's Hub

\$151,556

Delahey Community Centre

\$108,493

Keilor Kindergarten

\$17,390

TOTAL

\$277,439

HVAC upgrades

Glengala Community Centre

\$121,572

Keilor Downs Community Centre

\$91,960

TOTAL

\$213,532

Flooring upgrades

Delahey Community Centre

\$19,998

Alexandra Ave Child Care

\$7360

Deer Park Playgroup

\$9,440

Monmia Kindergarten

\$11,700

TOTAL

\$48,498

Storage upgrades

Remus Way Kindergarten

\$19,061

Keilor Downs Hall

\$5,928

Big Street Community Centre

\$9,768

Big Street Community Centre

\$8,980

Sunshine Meeting Place

\$10,200

TOTAL

\$53,937

Plan, develop and maintain Brimbank's community Infrastructure effectively and sustainably.

Implementation of facility improvement projects

Sydenham Children's Centre - Nappy change unit and children's toilets

\$67,368

Orama Street Child Care - Shade sail and children's toilets

\$71,811

Deer Park Senior Citizens - Shade, BBQ and seating

\$118,443

Overnewton Gatehouse - Concrete steps to rotunda and veranda

\$81,901

Shade Sails at South Sunshine Kindergarten, St Albans North Kindergarten and Keilor Library -

\$114,108

TOTAL

\$453,631

Completion of various footpaths and/or mobility upgrades at various kindergartens, community halls, senior citizen centres and youth centre - 4 upgrades in total.

TOTAL

\$296,521

Strategic

- ✓ Council adopted the new Community Services and Infrastructure Planning Policy.
- ✓ Conducted an Expression of Interest process to appoint an operator of the Green Gully Traffic School.

Maternal and Child Health

- ✓ Delivering a new sleep and settling information sessions for parents of infants, babies and toddlers.
- ✓ In partnership with Tweddle, delivering a new breastfeeding support service.
- ✓ Repurposed the former Deer Park Children's and Community Centre from a childcare centre to a maternal and child health centre.

Arts and Culture:

- ✓ The Arts and Culture Strategy 2024-2028 was adopted by Council in May 2024. It brings together arts and cultural activities into the one Strategy and sets out how Council aims to cultivate a rich and diverse cultural landscape that fosters creativity, inspires imagination and brings people together.

Community Halls:

- ✓ The Community facilities service review was completed and the service has begun implementing the recommendations to further improve the service

Library Services:

- ✓ A new makers space has been built at Deer Park Library
- ✓ The Libraries Service Review was completed and the Libraries service has begun implementing the recommendations to further improve the service

Neighbourhood Houses:

- ✓ A new community led Aboriginal and Torres Strait Islander Centre 'Cooinda' was opened in North Sunshine and has been incorporated as a neighbourhood house. The centre is located in the former Romsey Villa site. Cooinda offers a range of programs including Koorie Homework Club, Elders' group, art classes and yarning circles as well as other events and activities.

Early Years:

- ✓ Supported the construction by the State Government of four kindergarten facilities; a second room at East Sunshine Kindergarten, portable two room kindergarten at Dempster Park, two room Kindergarten at Movelle Primary School and two room kindergarten at St Albans Meadows Kindergarten.
- ✓ Adopted a new Kindergarten Central Registration and Enrolment Policy.
- ✓ Started design of the new Dempster Park Children's and Community Centre.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450
Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au

www.brimbank.vic.gov.au

Attachment 12.6.1

12.7	Annual Community Report Cards for Community Learning and Participation
Directorate	Community Wellbeing
Acting Director	Ashley Fleming
Manager	Mohammed Isah
Attachment(s)	1. Report Card - Learning and Youth Jobs 2023-2024 [12.7.1 - 7 pages] 2. Report Card - Neighbourhood Houses and Community Centres 2023-2024 [12.7.2 - 8 pages] 3. Report Card - Creative Brimbank 2023-2024 [12.7.3 - 8 pages] 4. Report Card - Library Services 2023-2024 [12.7.4 - 14 pages]

Purpose

For Council to note the Annual Community Report Cards for Library Services, Neighbourhood Houses and Community Centres, Creative Brimbank and Learning and Youth Jobs (**Attachments 1 to 4**).

Officer Recommendation

That Council notes the Annual Community Report Cards for Library Services, Neighbourhood Houses and Community Centres, Creative Brimbank and Learning and Youth Jobs at Attachments 1 to 4 to this report.

Background

Social inclusion, employment opportunities, lifelong learning and creativity underpin programs and services offered through Libraries, Arts facilities, Neighbourhood Houses and Brimbank Learning Futures (BLF) to support better health, wellbeing, social and economic outcomes for individuals and the community.

These annual report cards include community usage data and project highlights addressing actions and priorities from the following strategies:

Library Strategy 2020-2025:

Council's libraries are designed to foster lifelong learning and provide a range of learning, social and cultural activities, programs, resources and services.

Neighbourhood Houses and Community Centres Strategy 2019-2024:

This Strategy provides a framework to transform Council's neighbourhood houses into sites of belonging and learning for all.

Cultural Strategy 2024-2028, Festival and Events Policy and Strategy 2022-2025:

These documents collectively outline how Council will support arts and cultural development and its role as host and producer, custodian, enabler, partner and patron.

Brimbank Lifelong Learning Strategy 2024-2029:

This Strategy is a long-term approach to improving social and economic outcomes and recognises learning as a driver for positive change.

Brimbank Youth Jobs Strategy 2018-2023:

The Brimbank Youth Jobs Strategy 2018-2023 was developed by local young people for local young people, providing a framework for considering and responding to high youth unemployment rates in Brimbank. Brimbank Learning Futures (BLF) is a lifelong learning hub with innovative outreach engagement and responsive programming that connects young people and adults to learning and pathways.

Matters for Consideration

A major focus of Council's work right across Brimbank is to support people of all ages and from all backgrounds to learn and develop skills that over time will lead to work, which in turn supports social and economic benefits for individuals and the community. Baseline measures set up to track Council progress showed positive improvements this year. They included an increase in people completing Year 12, an increase in Naplan literacy standards, a drop in youth unemployment, more people attending TAFE, more people with a variety of qualifications and an increase in the number of people aged over 55 working or learning.

Council's efforts to support community to learn and thrive continued to stretch from captivating young residents right through to older adults. Tens of thousands of people attended programs including playgroups and story time in libraries, study support for school students and those sitting important high-school exams and adult learning and employment programs.

Among Council's successes was Vic Kids Eat Well small bite 'Switch to healthier snacks' & Boost veggies and salad' accreditation at West Sunshine Community Centre and Sydenham Neighbourhood House. There has been a number of strategies to increase the availability of fresh fruits and vegetable options across all council Neighbourhood houses, Library and Community Centres including the delivery of 9 seminars with more than 180 attendees on health eating and wellbeing.

Visits to Council's five libraries increased 116 per cent and Brimbank's neighbourhood houses and community centres all achieved Carers Friendly Accreditation. Level 1 Auslan training was provided for 40 staff and level 2 training provide to 10 staff.

Council made a significant investment in psychosocial support programs and activities this year to address the enduring effects of the COVID-19 pandemic on community mental health and wellbeing. Extensive community consultation with over 450 participants informed program development to ensure alignment with community priorities.

Improvements to Council Centers included a Library review that highlighted a benchmark achievement for the Council. Brimbank libraries was ranked first in customer satisfaction among like metropolitan local government libraries in Victoria and achieved a state-wide ranking of twelfth.

More than 157,000 Brimbank residents were welcomed through the doors at STACC, a 20% increase on the previous year. Community events funded through the Festivals and Events category of the community grants program saw over 305,000 people engage with these activities, a 97% increase on last year.

The Bowery Theatre also saw significant increases with 66 performing arts events up from 48 the previous year and in turn an increase in attendance with over 8,500 audience members.

Community Engagement

- Services and programs delivered during 2023-2024 were informed by extensive community engagement, including:
 - Regular feedback from customers, residents, and community groups accessing libraries, neighbourhood houses, arts facilities, and BLF services.
 - Direct feedback from program participants, both in-person and online.
 - Collaborative program development with young people, such as career workshops.
 - Consultation with the Brimbank Arts Advisory Committee on public art and mural commissions.

Resource And Risk Implications

Resource requirements were met within the Annual Budget 2023/2024.

There are no community, environmental, financial, regulatory or safety risk implications identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

- Wellbeing and Belonging - Responsive services that support mental and physical wellbeing

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all

- Earning and Learning - Everyone has access to education, training and lifelong learning to support their aspirations

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- Engaged and Responsive - Community insights are valued to enhance connection and engagement with Council.

This report complies with Library Strategy 2020-2025, Neighbourhood Houses and Community Centres Strategy 2019-2024, Arts and Culture Strategy 2024-2028, Festivals and Events Policy and Strategy 2022-2025, Brimbank Lifelong Learning Strategy 2024-2029 and Brimbank Youth Jobs Strategy 2018 – 2023.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Learning and Youth Jobs

Annual Report Card 2023-2024

Brimbank City Council supports a range of activities that foster better learning and employment outcomes for the community.

The Brimbank Lifelong Learning Strategy provides a long-term approach to improving social and economic outcomes and recognises that learning is a driver for positive change. The 2023-2024 financial year saw the adoption of the fourth Brimbank Lifelong Learning Strategy 2024-2029 in November of 2023, building on the work of previous years.

The Brimbank Youth Jobs Strategy 2018-2023 was developed by local young people for local young people, providing a framework for considering and responding to high youth unemployment rates in Brimbank. Brimbank Learning Futures (BLF) is a lifelong learning hub with innovative outreach engagement and responsive programming that connects young people and adults to learning and pathways. BLF is an integral part of delivering the Local Jobs for Local People - Youth Stream in 2024.

Partnerships to enhance Lifelong Learning and Employment outcomes

Council and Brimbank Learning Futures has continued to build on its strategic partnerships in 2023/2024 developing new partnerships and enhancing and expanding existing partnerships for the benefit of the Brimbank community. Partners including Jobs Victoria providers, Victoria University Skills and Jobs Centre, Department of Education and Training, headspace, Orygen Youth Mental Health, MiCare, Jesuit Community College, Settlement Service International, Djerriwarrh Community & Education, Expression Australia, I CAN Network, RMIT, Good Things Foundation, Lively, NGV, CoHealth, Good Shepherd and Legal Aid, The Youth Junction amongst others.

These services support council to provide a range of programs and activities to the community.

Council works with these and other partners and stakeholders to add value to each other's programs for enhanced learning and education and to offer better learning and career pathway outcomes for our community.



Learning programs and services by life stage:

Early Years

- ✓ Parents supported in their roles in children's lives through the promotion of language, literacy and the value of home languages, through the trial of Dari-English bilingual story times, introducing families to early literacy and wider council services and learning programs.
- ✓ Awarded State Government Multicultural story time grant of \$105,750. Funds will be used to work in partnership with Village Response Collective to deliver 80 sessions of Pasifika languages story times over the next four years and 80 sessions of inclusive story times with Auslan-English story times
- ✓ Piloted a community led Cantonese - English bilingual story time to support local families to foster a connection to their home language and provide social support for isolated new mums
- ✓ Working in partnership with Everyday Independence to build staff capacity in libraries & early years to support families with early years speech development and school readiness.
- ✓ Learning-rich programs for pre-school children met through 27,599 attendances at 885 early years pre-literacy and children's literacy programs in libraries.
- ✓ Over 500 families with children aged between 0-5 participated in Brimbank Smalltalk groups and in-home support. Smalltalk focuses on helping parents increase their knowledge of and participation in local, community-based services, and to access more opportunities for community-based social and personal support.
- ✓ Libraries partnered with Smalltalk to increase literacy opportunities for families in the home via an outreach program for playgroup settings, including playgroup story time sessions and a book borrowing program.



School Years & Young People

- ☒ School aged children were supported through the biannual Schools Exchange Network program, a partnership between Brimbank Council, Good Shepherd, Melbourne City Mission and representatives from the Department of Education and local schools. Two professional development sessions for teachers and services working with young people in Brimbank were delivered on how to support young people through School Refusals and emotional resilience, and Loss and Grief.
- ☒ Partnered with Ardoch foundation to deliver Literacy Buddies, a program to support grade 4 students at Ardeer Primary School with literacy, writing and social skills. Held over six months, school children exchange letters with council staff, enhancing their social and literacy skills and developing positive experiences with adults.
- ☒ Brimbank Council continued its \$30,000 scholarship grant to Western Chances to enable more Brimbank students to be supported to stay at school and continue to tertiary education. Western Chances support students to stay at school with practical assistance such as transportation costs, IT, textbooks and stationery.
- ☒ Strengthened the connection between schools and young people that identify with the LGBTQIA+ community through IDAHOBIT, Wear it Purple Day, Pride Month, and other activities with local schools.
- ☒ Collaborated with Lively.org to facilitate intergenerational digital literacy workshops for seniors in the CALD community, giving young people work experience and employment readiness, confidence and presentation skills and public speaking skills.
- ☒ Brimbank Libraries engaged young community members to deliver workshops on writing, motivation and Study Skills, resulting in confidence building, work readiness and speaking and presenting skills.
- ☒ Brimbank Learning Futures in partnership with Libraries and Ardoch Foundation delivered a council careers session. Twenty-eight students met with twelve council staff to learn more about their role and the pathway they took to get there.
- ☒ Launched a rebrand of the annual update of Homework and Study Clubs in Brimbank with a section on wellbeing for young people resource.
- ☒ Continued subscription to Studiosity, a free online tutoring program which provides study help to all students and community members through subject matter experts, that is provided free of charge to the community. The service also supports job seekers by providing feedback on their resume and cover letter and assists with job search skills.
- ☒ Homework and learning support was delivered through 69 education support programs and activities delivered in Neighborhood Houses, with 134 regular attendees.

Adults & Later Life Learning

- ✓ A partnership was developed with Foundation House and Gen West to support Afghan women through a 10-week mental health workshop series. Additional information on early years support was embedded into the program to support the women's parenting journey in Australia.
- ✓ Workshops delivered to target financial literacy and education to support people to navigate increased cost of living, mortgage stress, and debt. Workshops included Budgeting Basics, Bills and your money and Debt Support.
- ✓ Brimbank Libraries received State Government Digital Literacy funding for older adults to enable increased learning participation online throughout 2023. This assisted library staff in the delivery of a number of initiatives aimed at equipping individuals with the tools and knowledge needed to thrive in today's digital landscape. Over 800 participants attended a variety of programs from basic to advanced skill development.
- ✓ Libraries delivered 1,454 adult programs attended by 5,701 participants in partnership with internal and external stakeholders on varied topics, including financial literacy workshops, wellbeing and mindfulness, art and craft, cultural experiences, author talks, writing workshops, digital literacy, self-awareness and job seeking, amongst other topics.
- ✓ Annual update of English Language programs in Brimbank resource developed.
- ✓ In collaboration with the Learn West Network, launched local learning stories during Adult Learners Week highlighting the learning journeys of community members in Brimbank. Stories were published quarterly in the Celebrating Learning newsletter, online on the Discover Learning in Brimbank website, and on the Learn West webpage.
- ✓ Celebrating Learning newsletter distributed online, sharing local projects, good news stories, information and resources relating to learning in all its forms.
- ✓ 154,675 page views on Discover Learning in Brimbank, an online directory of no charge and low-cost activities, courses and programs available in Brimbank through Council and community service providers. This is a 26.5 % increase from the previous year.



Learning and Employment innovation

- ✓ In partnership with Village Response Collective, four Pasifika women trained in story time delivery to support literacy development in Samoan, Tongan, Tovalu and English. The women will be employed to deliver bilingual story times in Brimbank over four years.
- ✓ In collaboration with Lively.org employed one local young Brimbank community member to deliver intergenerational digital literacy programs
- ✓ Piloted the use of virtual reality (VR) careers exploration and interviews with schools and community groups, including Hester Hornbrook Academy and Western English Language School. VR headsets are loaded with careers experiences and interview skills software to give young people virtual experience of different careers and an opportunity to practice interview skills.
- ✓ In collaboration with Matchworks and Victoria University, participated in the Rainbow Jobs expo aimed at connecting LGBTIQ+ community and others to employment opportunities and supports.



Brimbank Learning Futures - supporting young people and community with their career pathways

- ✓ Weekly one on one Careers Counselling Sessions held in partnership with Victoria University Skills and Jobs Centre's career counsellor. This program assisted 154 residents with careers advice, resumes and job readiness support at Brimbank Learning Futures and St Albans Library.
- ✓ Improved young people's entrepreneurial skills through skill building workshops and events including the Makers Market End of Year event and Showcase attracting 130 participants.
- ✓ Provided paid opportunities for young people to contribute to co-design committees, consultations and supporting a range of community events and programs.
- ✓ Partnered with St John's Ambulance to deliver CPR and First Aid accredited and non-accredit courses in 3021 and 3020 as part of the Defib in your street program.
- ✓ Partnered with Jesuit Community College and Brimbank Neighbourhood House unit to deliver training opportunities for community, including, Food safety, barista training, white card, computer skills and responsible service of alcohol. These low or no cost courses were delivered to 125 community members.
- ✓ Delivered training opportunities for women in trades, including partnering with Women in Trades Australia for information sessions and delivering a Women's White Card - Safety Induction Training. 20 women participated in these sessions.
- ✓ Collaborated with Brimbank Neighbourhood Houses to support education and employment through accredited courses, career counselling, and community engagement, improving connections with local schools and offering tailored support for local residents.
- ✓ Community Learning and Participation units collaborated with Youth Services, Economic Development, and Leisure to deliver National Careers Week activities including employability and youth interview skills workshops and the Brimbank Local Jobs Showcase. Over 300 residents attend seven local activities during careers week.
- ✓ Delivered the 'Your Career Your Way' program for sixteen women aged 45+, providing employment support and skills training through a partnership with Victoria University Skills and Jobs Centre.
- ✓ Worked with young people and Brimbank Youth Services to co-design Linked In Real Life, a monthly networking opportunity for young people to connect them to leaders in different industries and discuss career pathways in a safe and supportive environment.



Brimbank Learning Futures

80B Harvester Road, Sunshine, VIC 3020

Phone: 9249 4116

learning@brimbank.vic.gov.au

www.brimbanklibraries.vic.gov.au

Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

www.facebook.com/brimbankcouncil

x.com/BrimbankCouncil

www.youtube.com/brimbankcitycouncil



Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Brimbank Neighbourhood Houses and Community Centres

Annual Report Card 2023-2024

Brimbank Council Neighbourhood Houses and Community Centres provide opportunities for people to connect and learn, strengthen cultural identities, and build a sense of belonging in individuals and groups across all life stages.

Much was achieved in the fifth year of the Council's Neighbourhood Houses and Community Centers Strategy and Action Plan 2019-2024, and momentum continues to build in evaluating the past 5 years in preparation of the development of the 2025 - 2030 strategy and action plan.

In 2023-2024 in response to community needs and aspirations during tough economic periods and increased cost of living pressures, the focused was on building community resilience and agency through capacity-building and psychosocial support programs, as well as initiatives that improve health, wellbeing, and economic outcomes.

Highlights

Neighbourhood Houses and Community Centres continued to support the community with access to services to improve health and wellbeing outcomes.

- ✓ Developing multi-use outdoor spaces at three Community Centres, fostering community engagement through partnerships, innovative projects and initiatives that transformed street art stereotypes, thereby enhancing social connections and community-led activities.
- ✓ Enhanced young people's entrepreneurial skills through organising events like Makers Showcase, hosting the Makers Market End of Year event and Showcase attracting 130 participants, and facilitating network growth through Linked-In Real Life, alongside impactful entrepreneurial and diversity-focused workshops.
- ✓ Partnered with Brimbank Learning Futures achieved significant outcomes including accredited hospitality courses, micro-credential programs, tax assistance for low-income earners, youth mentoring in music industry skills, VCE study support, extensive career counselling, and successful employment placements.
- ✓ Partnered with St John's Ambulance to deliver CPR and First Aid accredited and non-accredit courses in 3021 and 3020 as part of the Defib in your street program.
- ✓ Implemented a range of programs at Neighbourhood Houses to combat social isolation. Some of these activities' programs including ballroom dancing, gardening, and psychosocial support
- ✓ Engaged with Westvale Men's Shed to expand programming and utilise outdoor spaces effectively, fostering partnerships and intergenerational skills sharing.
- ✓ Partnered with local organisations to deliver psychosocial support programs, offered online parenting support in collaboration with Relationships Australia, and piloted an All-Abilities Health and Wellbeing Program with Inclusion Melbourne and Reclink.
- ✓ Implemented strategies to increase the availability of fresh fruits and vegetable options across all council managed Neighbourhood houses and community canterers. Have delivered 9 seminars with more than 180 attendees on health eating and wellbeing, Achieved the Vic Kids Eat Well small bite 'Switch to healthier snacks' & Boost veggies and salad' accreditation at West Sunshine Community Centre and Sydenham Neighbourhood House.
- ✓ Partnered with VU Skills and Jobs Centre, Maternal & Child Health, and MiCare to successfully implement the 'Your Career Your Way' program, delivering courses in computing and digital skills to 25 women from Culturally and Linguistically Diverse backgrounds aged 45 and over, bilingual first aid information sessions to over 40 parents, and Department of Health-funded first aid training to 60 parents.
- ✓ Partnered with VU Skills and Jobs Centre to launch the 'Your Career Your Way' Return to Paid Employment workshop for women aged 45 and above.
- ✓ Provided volunteers with opportunities to contribute meaningfully to social and community outcomes that align with community needs and strategic goals. Across Neighbourhood Houses, volunteers were engaged for an average of 102 hours per week, with an annual replacement value of \$229,500.



Highlights in Leadership, Partnerships, and Innovation in Programming

Provided leadership to the Brimbank Neighbourhood Houses Strategic Partnership (made up of both Council managed and Community run NH/CCs)

- ✓ The Brimbank Neighbourhood Cluster met quarterly, marked by collaborative engagement, enriching discussions, and strategic planning efforts that highlighted stakeholders' dedication to community development. The session established a strong groundwork for continued collaboration to progress key initiatives and setting a positive path for the 2024-25 year. The Cluster anticipates leveraging these discussions to implement impactful actions that will benefit the entire community in line with the Neighbourhood Houses Strategic Partnership Agreement and Action Plan for 2022-2025.
- ✓ Provided grants totaling \$140,000 to four community managed Neighbourhood Houses. This included \$35,000 per house as part of the Council's annual contribution grant.
- ✓ Partnered with St John of God Ambulance to support the Defib in Your Street CPR training program, facilitated by St John Ambulance. This initiative aims to establish some of the safest locations in Australia by responding to sudden cardiac arrest incidents. Throughout 23/24-year weekly training sessions were held across Council managed Neighbourhood Houses with over 400 residents in 3021 trained and 17 publicly accessible defib's installed. The programs have been able to reach over 3000 community members through informal awareness raising and eLearning courses.
- ✓ Celebrated Neighbourhood House Week. "Stronger Together," was the theme. Range of come and try programs and collaborative initiatives were delivered across all houses and centres. Over 250 people came together for activities such as morning teas, social gatherings, dance, historical and site tours, walks, art and craft workshops, exercise, gardening, and tree giveaway. The week enabled staff and community to strengthen relationships and forge new ones, at the same time create awareness of programming and services.

Support Children and Families to Connect and Learn

- ✓ Organised over 40 sessions of no-to-low-cost school holiday activities, benefiting over 500 families across various locations within the municipality. They fostered positive relationships, strengthen family bonds, promoted health and wellbeing, and improved the skills, independence, resilience, and sense of belonging of children and young people in Brimbank. Activities offered included sports clinics, arts-based activities, robotics, and other interactive play sessions designed to engage and inspire.
- ✓ Delivered more than 150 play group sessions with approximately 500 families reached. The program supports and connects parents, and focuses on promoting children's developmental domains (cognitive, language, physical and social-emotional) of children aged six months to five years and building family relationships.
- ✓ Delivered more than 150 Physical activity sessions for ages 7 to 13 years reaching 200 participants. These sessions offered a range of activities including basketball, soccer, tennis, and catering for a range of abilities.
- ✓ Delivered 153 arts sessions and 69 education-based programs reaching more than 800 participants to increase self-confidence, expression, identity and belonging.
- ✓ Partnered with Relationships Australia Victoria to deliver parenting support programs and Tuning into Kids - Circle of Security for parents & carers.
- ✓ Partnered with Brimbank's Early Years Network to design and deliver engagement activities in Brimbank aimed at increasing awareness amongst vulnerable families of Child Maternal health services and to improve service access.
- ✓ Partnered with several local primary schools in Kings Park to conduct a 6-week Street Art workshop, engaging several students under the guidance of a young local street artist.

Support Young People to Connect and Learn

- ✓ Provided over 15 Youth programs and events, over 150 sessions held with 2,000 young people attending.
- ✓ Delivered several art exhibitions at the Hunt Club Community Arts Centre that attracted over 1000 attendees. These exhibitions explored themes such as mental health, identity, freedom, and agency, with a notable highlight being 'Re Present' highlighting artwork created by local talents.
- ✓ Continued 'The House!' creative arts program for young people, facilitated by young people themselves. The program attracted 43 participants from diverse cultural backgrounds, with sessions held twice weekly.
- ✓ Partnered with Brimbank Youth Services, Sydenham Library and Youth Support + Advocacy Service to deliver 'Chill Out,' a drop-in youth program offering local young people a safe space after school for recreational activities, connection with services, and employment support.
- ✓ Held an end-of-year Makers Market at Sydenham Neighbourhood House. The event highlighted music performances from 'The House' music program, community performances, and displayed art designed by young local entrepreneurs.
- ✓ Provided placement opportunities for secondary and tertiary students to gain practical experience and contribute to community initiatives.
- ✓ Partnered with the Royal Children's Hospital Festival for Healthy Living to organize the Dream BIG Youth Music Festival for R U Ok Day. Over 350 young people aged 8 to 25 from 16 schools in Brimbank, Melton, and Wyndham participated, promoting positive mental health from a youth perspective. The event, held at the Bowery Theatre and livestreamed, reached over 1,000 viewers.



Create a Culture of Race Equity in everything we do

- ✓ The Unit's team represents 19 distinct cultural backgrounds. This diversity is spread across all genders, band levels, including leadership roles.
- ✓ The Unit continued to embed First Nations knowledge and awareness into activities. These include Indigenous Sensory Garden aimed at increasing awareness of Aboriginal culture and educating community about the significance of Indigenous plants. NAIDOC Week programming for all life stages and the embedment of Acknowledgement of Country as standard practice in meetings, programs, and events.
- ✓ Celebrated Cultural Diversity week with three small scale events, where 145 people attended. The Unit hosted a story-sharing event in celebration of Refugee Week attended by 50 people.
- ✓ Partnered with local culturally and linguistically diverse community groups to support with self-determined activities and programs to address self-identified need in their communities.
- ✓ Build Intergenerational Connections and Support Adults and Seniors to Connect and Learn:
- ✓ Delivered a 6-week intergenerational program Future Woodworkers Project in local primary schools. Participants from Westvale Men's shed mentored students equipping them with basic woodworking skills.
- ✓ Implemented Men's Health education programs as part of the Westvale Community Centre Men's Shed Program.
- ✓ Provided support to community members to access the Power Saving Bonus and Tax Help program.
- ✓ Partnered with Brimbank Maternal and Child Health Services and local organisations to deliver support to newly arrived women who are at risk of isolation. This included enrolments into childcare and kindergarten, access to essentials such as prams, car seats, children's clothes and toys and driving lessons.
- ✓ Partnered with local community groups and organisation to deliver women's health and wellbeing initiatives such as arts therapy, physical activity and social sessions including celebrating International Women's Day where local women engaged in a variety of health and art-based workshops and activities to learn strategies to improve mental and wellbeing.
- ✓ Provided 15 in person and online activities and two small scale events for Men's Health Week, concluding with a main event engaging more than 400 people from cross section of the community to learn about men's health and wellbeing.
- ✓ Supported digital inclusion and access by delivering targeted programs and training to vulnerable communities to increase skills to enhance wellbeing and connection. These included computer, device and smartphone classes, drop-in computer access and assistance with online self-learning tools. Attended by more than 350 participants.
- ✓ Provided over 200 community programs through 3000 sessions to enhance learning, improve health and wellbeing, increase physical activity, reduce isolation, support family and social connections and sense of belonging.
- ✓ Provided access to several community gardens across the municipality and delivered sustainable living workshops covering a range of topics including gardening, nutrition, and mitigation of food insecurity. The initiative contributed to improved health and wellbeing through increased social connection, culturally valued activities, and active living.



Working with a wide range of organisations to better serve Brimbank communities

- ✓ Partnered with over 90 community groups to deliver community-led programs supporting health, wellbeing, lifelong learning, and pathways to employment, while enhancing community connection and resilience. This collaboration has facilitated locally tailored and evidence-based solutions to address local needs and issues, promoting better futures for residents.
- ✓ Partnered with local community groups, organisations and schools to provide opportunities for community to connect, learn about local programs, and access services tailored for all life stages.



Case study: Helping to keep a young Sudanese man focused on his creative passion

Neighbourhood Houses provides a variety of safe spaces for community to work, study, meet, and connect. Sydenham Neighbourhood House has a recording studio where a young Sudanese man, D Kuir, or DK as he is known, can often be found laying down tracks, rapping and singing.

'I've been singing and rapping since I was 11 years old. When I was about 17, I decided to take my music seriously and so far, I've written over 400 songs. I try to get to Sydenham every day to get in the zone and record music.'

'I've seen too many people I know go down the wrong path with life. I'm using music to make a better life,' said DK.

Mohammed Isah who is the Neighbourhood House Unit Coordinator is proud of the positive difference DK is making to his life.

'It's great when we see a community member loving what they do and really making the most of the spaces on offer. DK really sticks out in my mind as someone who was dedicated and determined to work at their passion. The resources on offer to the community can make a huge difference in the life course a young person can take.'

Search for D Kuir on YouTube and you'll see slick music videos showing this young man living his best life.



Brimbank Council Managed Neighbourhood Houses and Community Centres

📍 Cairnlea Community Hub

59 Carmody Drive, Cairnlea, VIC 3023

📍 Delahey Community Centre

70 Copperfield Drive, Delahey, VIC 3037

📍 Hunt Club Arts and Community Centre

775 Ballarat Road, Deer Park, VIC 3023

📍 Sydenham Neighbourhood House

Level 1, 1 Station Street, Watergardens Town Centre, Taylors Lakes, VIC 3038

📍 West Sunshine Community Centre

25 Kermeen Street, Sunshine West, VIC 3020

📍 Westvale Community Centre

45 Kings Road, St Albans, VIC 3021

📍 Keilor Community Hub program spaces

704B Old Calder Highway, Keilor, VIC 3036

📍 Brimbank Learning Futures

80B Harvester Road, Sunshine, VIC 3020

For further information contact:

✉ NHCCSocial@brimbank.vic.gov.au

Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Photographed by Carla Gottgens

Creative Brimbank Arts and Culture Unit

Annual Report Card 2023-2024

Attachment 12.7.3

Major Successes

YOUNG, BLAK & DEADLY

Young, Blak and Deadly is an ongoing career development and mentoring program run in partnership with independent artist, Lisa Maza (Meriam/Yidindji/Dutch). Starting in 2021, the program is for Blakfulla, Koori/e, Aboriginal and/or Torres Strait Islander young people who want to connect with passionate Blakfulla Creative Professionals in the arts and media industries. The program provides opportunities to learn new skills, connect with other young, blak and deadly locals, and learn about the creative industry from industry leaders. Young, Blak and Deadly partners with artists and arts organisations to work with Koorie Engagement Support Officers (KESOS) and schools. Our partners include Western Edge Youth Arts, LiveFM and Copperfield College.

In our May 2024 session at Bowery Theatre, the students learnt how to create and produce a radio show which included interviewing professional artists.

"Working in the arts can be an exciting adventure as well as a fulfilling career path. It takes creativity and hard work and is such an important way to ensure our stories continue to be told our way." - Lisa Maza.



Major Successes

BE BOLD FESTIVAL

The Be Bold Festival is Council's community arts festival. Held annually, it celebrates Brimbank's diverse communities through cultural practices, visual art, theatre, music, dance, food and more. In 2023, the festival engaged 2750 audience members and over 80 arts and cultural practitioners.

Programming highlights included the Welcome to Country and boomerang throwing by Uncle Ian Hunter, the inflatable dragon, Giant Lac Long Quan (Vietnamese) which stood as a centrepiece on Errington Reserve. The 20 year celebratory performance of the

Brimbank Multicultural Community Choir, roaming giant puppet seagulls by Snuff Puppets, fluorescent painting in the dark, several multicultural recipes shared in the Cultural Kitchen including one from renowned chef and local, Shane Delia (Middle Eastern), the Resonate youth music showcase, Obang (Korean) a theatre installation in the Bowery Theatre, the ever-popular St Albans Foodie Tours, participatory family fun at the Kooky Karnival and performances by L2R Dance, Tinikling (Philippines) and Kud Dukat (Bosnia).



Attachment 12.7.3



Major Successes

RESONATE - BOWERY MUSIC SERIES

Resonate is a music development program that showcases local musicians alongside internationally renowned acts to build artists' profiles and audiences.

Resonate was a two-part series curated by PBS DJ, MzRizk bringing together a line-up of diverse musicians and headlined by First Nations singer, Ziggy Ramo and soul songstress, THNDO. Supports included nationally renowned bands and MCs including Cool Out Sun, Bilalli, HALO Vocal Ensemble, YARA and Immy Owusu. In 2024 the program included a youth development initiative that enabled five young musicians the chance to perform in this series alongside mentors.

Resonate had a visual design component that saw young people participate to develop neon lighting for the stage design. Several other carefully curated elements came together to build a world of music including foyer lighting and performances, cultural catering, audience outreach, documentation and the gallery exhibitions.

The 2024 program was funded with support from the Victoria State Government's On the Road Again program delivered by Music Victoria to bring live music back across the state.



Photographed by Nam Nguyen



Photographed by Nam Nguyen



Photographed by Nam Nguyen

Major Successes

MURAL PROJECTS

As part of our ongoing mural program to transform public spaces, six new murals have been painted across the municipality. One of the highlights is a vibrant mural added to complement the recently upgraded playground at Monash Pizzey Reserve. These murals help prevent graffiti, create a sense of place, and build community pride.

Artist Stephanie Cartledge, known for using eco-friendly materials and bold geometric illustrations, created three designs centred around the endangered growling grass frog. To engage the local community, residents were invited to vote for their favourite design through Your Say Brimbank.

Stephanie's work emphasises the beauty and significance of the natural world, highlighting the important intersection of art, community, and environmental awareness.



Photo: Stephanie Cartledge, Monash Pizzey Reserve Mural, 2024

Major Successes

PUBLIC ART TRAIL MAPS

Creative Brimbank supports our vibrant, inclusive and thriving arts ecosystem to enrich the lives of community members and contribute to the identity and wellbeing of Brimbank.

To continue the commitment to connecting the arts and community, two Public Art Trail Maps have been created. Using these maps, everyone is invited to explore Brimbank by foot or bike and discover public art in their neighborhood. The map aims to be an accessible physical guide to Council's public art collection, engaging with the community, encouraging participation, and attracting visitors from outside the municipality to visit the area. To promote the maps and the public artwork, a video series has been created that profiles the artists behind the works, which can be viewed on the Creative Brimbank YouTube channel, Instagram, and Facebook profiles.



Arts and Culture Programs – Fast Facts

Bowery Theatre

8,578

Audience attendees
to performances or events

66

Performing arts events
by curated artists and hirers

4

performing artists or groups
supported by a Bowery Residency

Youth Arts Programs

1,128

Attendees
at youth and FreeZa workshops

75

Workshops delivered
For youth and FreeZa

38

Young musicians
Supported as performers

Visual Arts

828

Attendees
to art workshops and public programs

6

New murals
across the municipality

17

Artists
supported through the studio program

St Albans Community Centre

157,219

Visitors
for programs and events

2,378

Bookings
for regular activities, casual use, events and functions

Community Cultural Development

150

Attendees
at Aboriginal and Torres Strait Islander programs and events

306

Workshops in
music, visual arts, circus, creative writing and dance

6120

Attendees
at community arts workshops and events

Community Festivals

305,047

Attendees
at community led events

27

Events
Delivered by community safely

550

Volunteers

66,000

Hours
of volunteer time at events

Creative Brimbank - Online Stats

2,858

Facebook followers

570

YouTube subscribers

546,000+

people reached through social media (Facebook and Instagram)

1,877

Instagram followers

2,874

Creative Brimbank subscribers

254,500+

actions taken on our website

Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



DRAFT

Library Services Report Card

2023-2024

Imagine, Explore, Discover, Connect.

Attachment 12.7.4

Brimbank Libraries

Libraries Change Lives - Building a connected community



Brimbank Writers & Readers Festival 2024

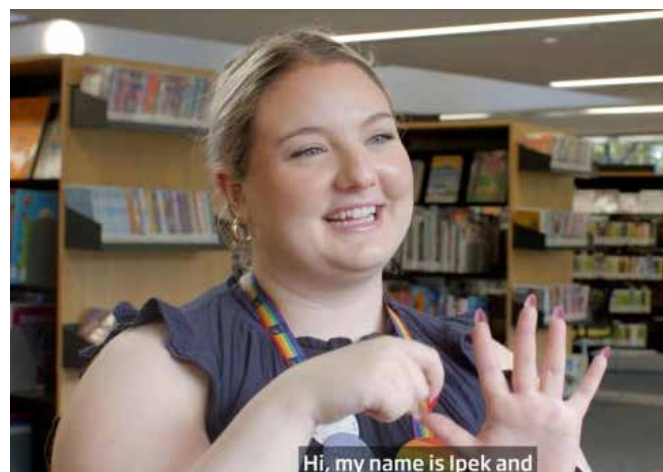
✓ The 2024 Brimbank Writers & Readers Festival had an extremely successful opening night event with Melburnian of the Year Kon Karapanagiotidis, Hamed Allahyari, Norni Bero and Jaclyn Crupi talking about family, heritage, food, and connection. *"Just wanted to congratulate you on an incredible event tonight - wow! I didn't want it to end. What a panel. Such a privilege to hear everyone's experiences; their passion was so inspiring and Paul's facilitation was fantastic. A nice reminder too that everyone has an incredible story to tell and to cherish tradition which can and is so often taken for granted. I and could see many others in the audience were really touched by the event so a huge thank you for your work in pulling it together and having me along tonight"* - Natalie

"Congratulations on a fantastic event this evening - I really enjoyed all the speakers, the interviewer did a great job, and the food was delicious! You hit the trifecta!! You and the team have obviously put in a lot of work and it paid off. I was really touched by the stories and the audience were clearly really moved" - Diane



A focus on Inclusion at Brimbank Libraries

✓ Training of Brimbank Libraries staff in Auslan has continued over the 23/24 year. An additional 17 staff have gone on to complete Level 2 Training. Staff at St Albans Library were able to put their Auslan training into practice during a grade 3 and 4 school visit to the library. After being asked to wear a listening device by the teacher to support one of the students with their hearing, the staff member made eye contact with the young student and in Auslan, introduced herself and asked the students' name. The student's eyes lit up as he signed his name in response. Staff were able to support the student throughout the visit, helping them to browse the collection, borrow items and importantly, feel included. Staff observed that the student, who was noticeably overwhelmed at the beginning of the session, had immediately relaxed when connecting with staff through Auslan, and left the session beaming after waving and giving the thumbs up to staff. Staff at another Brimbank Libraries branch were also able to support a family attending an early year's science program 'Little Scientist Club'. The staff noticed the mother and son signing together and were able to sign with the family through the 4-week program. The Auslan Training initiative was presented at the 2024 National ALIA Conference in Adelaide and inspired many library services to consider Auslan training for their staff.



Staff support customer to get her dream job!

✓ "A couple of weeks ago you (library staff) helped me out by signing me up, booking me a study booth and providing me with headphones so I could do an online interview. You absolutely saved my day and I think you were fabulous. I wanted to follow up and let you know I got the job! It's my DREAM JOB in Darwin! I'm so totally thrilled. It wouldn't have happened without you and I'm so grateful. Librarians bring a lot of joy to the world'. - Jennifer

Library staff really do change lives and are the most invaluable resource in supporting customers. 9,731 room bookings were recorded across Deer Park and Sunshine Libraries highlighting the value of our spaces for library customers, and 960 digital inclusion and job search support programs and sessions were delivered, assisting 2399 individuals.

Accessibility Program for all abilities at Sydenham Library

✓ The inaugural five-week accessibility program for all abilities has concluded. Participants were excited to be involved in the program and learn new things, and it has provided carers the opportunity to network and learn from each other. It allowed carers and participants to meet and make new friends, as well as making participants feel more welcome and comfortable in library spaces.

Engaging with young people at Sydenham Library

✓ At Sydenham Libraries, our recent 'Loud in the Library' event proved to be a resounding success, drawing in a diverse group of young people. Among the attendees were three Year 12 students who discovered the event through their school newsletter. One of these students, a dedicated library enthusiast, shared an inspiring insight. She proudly told our staff that she subscribes to the library's Eventbrite page, keeping her friends informed about youth programs. With a grin, she added, "There's free food, why wouldn't you?"

The event also showcased the thoughtfulness of our younger patrons. A Year 7 student impressed the staff with his consideration for his friends' dietary needs. Before indulging in the provided refreshments, he approached the staff to ensure there were pizza options suitable for his friends - one who couldn't eat pork and another who avoided beef. Once assured of his friends' well-being, this young man's curiosity turned to library memberships, eagerly inquiring about the process and benefits.

The impact of 'Loud in the Library' extended beyond the event itself. The following week, we were delighted to see four young men who had attended the event return, this time bringing adults with them to sign up for library memberships. This heartening turn of events demonstrated the power of engaging youth programs in fostering a love for libraries and reading among our community's younger generation.



Seniors Digital Literacy Project - Supporting Self-Confidence and Skill Development

- ✓ As part of the Victorian government funded Seniors Digital Literacy Project, library staff facilitated weekly eHelp Drop-in sessions at Sunshine Library. Sessions supported community members to grow their skills and self-confidence in using technology. One customer was very eager to learn about iPads and tablets and what kind of device would suit his needs. The customer found a tablet on sale that had the features he was interested in, and he brought it in to the next session. Staff helped him with setup and introduced basics such as how to turn the device on, swiping and tapping and using the on-screen keyboard. The customer soon progressed to email, internet and downloading apps. Over the following weeks, the customer was excited to discover entertainment through streaming TV services, reading eBooks, listening to music, checking cinema websites for current screenings, as well as accessing library mobile print services. Months later the same customer visited the library and staff could see that his understanding and skills had improved greatly. The customer was able to comfortably navigate his tablet and had independently downloaded new apps and customised his device. 800 community members participated in the Seniors Digital Literacy project in 2023.



Creativity in the Maker Space

- ✓ Since its launch in September 2023, the Deer Park Makerspace has become a vibrant hub of creativity and community engagement. With 90 programs hosted and 421 attendees, it has quickly established itself as a popular service. The space has also cultivated a dedicated following, with 185 community members achieving "Super User" status and an impressive 120 booked visits outside of regular class hours.

The impact of the Makerspace extends far beyond numbers. Many participants have reported significant improvements in their mental health. One customer with a disability shared how the space has become a positive outlet, encouraging them to leave home and explore their creativity. Another attendee, visiting from a rehab center at Sunshine Hospital, expressed appreciation for the change of pace and the welcoming library environment during a mug design class.

The Makerspace's appeal has even reached beyond our borders when a visitor from the UK discovered the space while planning her trip via Eventbrite. Intrigued by the offerings, she booked a session for the 'Upcycle Your Clothes' workshop before leaving the UK and brought along one of her grandmother's vintage dresses, which she transformed into a cute scrunchie during the session, creating a unique memento of her visit.

These stories underscore the Makerspace's role not just as a creative outlet, but as a catalyst for personal growth, rehabilitation, and cross-cultural connections. It has quickly become an integral part of the community, offering diverse opportunities for learning, socializing, and self-expression.



Supporting the Community in a Heat Wave - Brimbank Library HeatSafe Packs

✓ Recognizing Brimbank residents' vulnerability to the heat island effect, all Brimbank Library branches served as cooling refuges during extreme heat. To extend support beyond operating hours, Libraries in collaboration with other council units created HeatSafe packs, which included a microfibre neck towel and a postcard with heatwave safety information and emergency contacts. During the project, 327 HeatSafe kits were distributed on days over 30 degrees. Staff walked around the library on hot days offering neck towels and support information to those impacted by the heat. Taxi vouchers were also made available to community members who were walking home or catching public transport in extreme heat. The impact this project had on the community was substantial and noted through several stories captured throughout the project. Many community members of all ages expressed happiness and relief when using the neck towels. Library staff noted that the community were impacted by the heat in various ways, such as walking to the library, waiting for public transport after school, and having no air conditioning at home. The library provided a safe space for them to cool down, access the towels, cool water and obtain important information to support their health in extreme heat. Library staff recorded kit distribution details to evaluate the project and plan future initiatives aimed at supporting the community's health and wellbeing as the community adapts to the effects of the changing climate. Over the Labour Day long weekend, the Library team extended Sunshine Library opening hours to support the community with a cool space on Sunday. Staff also opened both the Sydenham and Sunshine Library on the Monday public holiday to serve as a haven from the heat. The CEO publically thanked the Library Staff in her Staff news update: "Thank you to all the [library] staff who were involved in managing this over the weekend and helped our community throughout the heatwave."

School Holidays

✓ School holiday programs are growing in popularity, with over 1000 participants attending. Each program features a diverse range of engaging activities that cater to various interests and ages, in a safe and welcoming learning environment for all participants. Activities have included Science Shows, Author and Illustrator workshops, STEAM learning and much more.

A record number of participants joined this years BIG Summer Read, a competition designed to keep children reading across the summer holidays to keep up their literacy skills. Nearly a thousand children (989 to be exact) registered for the summer program, with 287 of them actively participating in various literacy support activities. These engaging programs kept families involved in learning throughout the summer break. The diverse offerings included tech taster sessions, live action role-playing games, and STEAM-based activities, providing a rich mix of educational experiences.



Attachment 12.7.4



Reading Buddies Program at St Albans Library

- ✓ St Albans Library is fortunate to partner with St Albans Secondary College for the Reading Buddies program to enable children a safe space to practice their reading. Fourteen high school students volunteered time out of their busy schedules on Tuesday afternoons to listen to local children reading aloud. Throughout 2023/24, a total of 117 children visited the library and practiced their reading 413 times. Over 700 books were enjoyed with one prep child reading 75 individual books, followed closely by a grade 2 child with 74 books. It was a pleasure watching the children's literacy skills improve, as well as their confidence. The program is also an opportunity for the high school students to gain confidence and do some volunteering in their local community. The coordinator at St Albans Secondary College said "THANK YOU! This program is just outstanding and my students write passionately about it when applying for tertiary scholarships. They get as much out of it as the children." One of the students regretfully had to scale back her volunteering because of Year 12 commitments but had this to say "I would like to formally thank you for giving me the opportunity to join the Reading Buddies program last year. It was truly a fantastic journey. It's more than just "helping the kids' enhance their reading skills... During those times, we're able to connect to them, get to know them a bit with their fun little stories when a character in their storybook triggers a memory in their minds. It's also fulfilling to witness their progress as they become more and more confident with reading (especially when they can finally choose any book that catches their eye!) So, thank you. For opening this door for me. For guiding us when the kids are being a bit naughty. And for ensuring a safe space for everyone to grow."



The Sustainability Portal - Sustainability information support for Victorian Communities and Library Staff

- ✓ The Public Libraries Victoria (PLV) Sustainability Portal, launched in February 2024, has been a game-changer for our community, supporting both library professionals and local residents in their sustainability efforts. The portal, which has been featured in respected news and journal articles such as INCITE (Australian Library & Information Association), ALIA Green, Public Libraries Victoria News, and ENSULIB (International Federation of Libraries Association), offers comprehensive resources aligned with the United Nations Sustainable Development Goals (SDGs). Highlighting sustainable initiatives like seed libraries and e-waste bins, the portal has significantly raised environmental awareness and action within our city and has supported library staff to begin having conversations with community about the SDGs. Brimbank Libraries are represented on an interactive map for having the following sustainable initiatives accessible to the community in their spaces: Seed Library, Library of Things, E-Waste Bins and Energy Saver Kits. The website was created by a Brimbank Libraries staff member, who has since been awarded a scholarship through the State Library Victoria. The scholarship will be undertaken during 2024 and focuses on developing a Sustainable Development framework and Sustainable Accreditation program intended for Victorian Public Libraries. The Sustainability Portal was presented at the ALIA 2024 National Conference. By celebrating an industry culture and focus on sustainability, the PLV Sustainability Portal is proving to be an invaluable asset to our community's environmental and social well-being.

 <https://www.plv.org.au/sustainability-home/>



Music at Brimbank Libraries

- ✓ St Albans Library hosted local band 'The Hackets', a music group made up of members with and without disability, with three of them being Brimbank locals. Guitarist and singer Peter is a stalwart regular at our libraries! Initially a cover band, they have branched out into writing their own songs, culminating in their recent album 'So Faar, So Good'.

Locally acclaimed musician Harrie remarked "they've sold more merch tonight than I ever have!" Another listener said "they've got clear roots in Beatles and Creedence Clearwater Revival, but they've totally owned it and made it their own." Staff member Jennifer added, "Peter came into the library on Saturday and we had a good chat about the show, he was stoked." Peter said *"it was great to perform in my home suburb. We all felt so welcome. Thank you."*



Providing better access to eBooks

- ✓ Brimbank Libraries has introduced access to eBooks via cloudLibrary. This new digital lending platform replaces our previous Libby platform, and offers enhanced features allowing the community to discover and access more eBooks than ever before. cloudLibrary allows community members access to over 65,000 eBook titles, compared to around 8,000 we had available via Libby. This increased range of titles is thanks to the platform supporting libraries to share access to their collections, meaning we can offer this increased collection within a similar financial investment to Libby.

Curiosity and Learning

- ✓ Starting in mid-2023 all five branches of Brimbank Libraries improved access to Junior Non-Fiction materials, separating these titles from the Adult collection. Junior Non-Fiction collections have been housed close to other Junior materials, and have enhanced child-friendly signage within the collection.

The move improves the visibility of the collection, encourages children to explore its contents for general curiosity – not just for school projects, and increases exposure to topics that celebrate diversity, and celebrate our cultural heritage.

Since implementing the change, there has been a 35% increase in the number of loans of Junior non-fiction materials.



WELCOMING SPACES

New Shade Sail at Keilor Library Outdoor Lounge

- ✓ In response to community feedback, Keilor Library has had a new shade sail installed in its outdoor learning lounge. The addition of the shade sail not only offers a cool respite for visitors but also opens up exciting possibilities for expanded programs and activities, fostering a dynamic learning environment for all community members. So far the area has been utilised for a children's petting zoo, gardening workshops and bee keeping sessions.



Improved child friendly shelving at Keilor Library

- ✓ The Keilor Library has recently installed enhanced picture book shelving, resulting in a more open and inviting environment for community members to sit and relax. This newly designed space is also utilised for the delivery of children's programs and now features improved accessibility for individuals with prams and wheelchairs.



New gaming area at St Albans Library

- ✓ In response to community feedback, the St Albans library has introduced a new gaming area to better meet the interests and recreational needs of its customers. This initiative reflects the library's commitment to adapting its services based on the evolving preferences of the community.

The gaming area is equipped with various gaming consoles and an array of popular video games, designed to appeal to a wide range of age groups and interests. This addition aims to foster a sense of community, encourage social interaction, and provide a modern recreational space within the library.

The response to the new gaming area has been overwhelmingly positive, with many community members expressing their enthusiasm and appreciation. The introduction of this space is expected to attract a more diverse audience to the library, enhancing its role as a dynamic and inclusive community hub.



Libraries has a strong finish to financial year

- ✓ Brimbank Libraries have recorded a strong finish to the 2023/24 financial year. Loans of the library collection have increased from the same time last year across all 5 library branches.

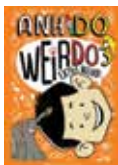
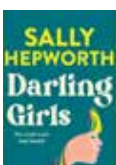
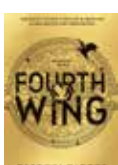
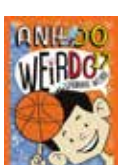
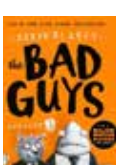
In the last 12 months, libraries have made improvements to increase access to our junior non-fiction collections – this has led to an overall 35% increase in the usage of junior non-fiction across all libraries – with Sydenham Library recording a 62% increase.

The recent introduction of cloudLibrary has seen an increase in usage of eBooks compared to the previous Libby platform – around 87% from April.

Top Circulating Titles for the financial year are dominated by children's authors Aaron Blabey and Anh Do – taking 10 out of the 15 top spots.

Top Charts

Top circulating titles for 2023-2024 financial year

1		2		3	
4		5		6	
7		8		9	
10		11		12	
13		14		15	

Attachment 12.7.4

Supporting Work Experience Students

- ✓ Brimbank Libraries is committed to supporting work experience opportunities for secondary and tertiary students requiring placement to complete their course. In 2023-2024 libraries supported 25 paid and non-paid placements across the five library locations. Library Industry placements provide students an opportunity to put into practice theory learnt in their course, positively support the library profession whilst also offering the libraries unit opportunity to recruit outstanding library professionals when vacancies exist. Placements for Secondary, Victorian Certificate of Applied Learning (VCAL), Duke of Edinburgh and special needs students are designed to build positive relationships and build on student strengths.

A solid start to early years literacy

- ✓ A proud parent visited the library to collect a certificate on behalf of his son who completed the "1000 Books Before School" challenge. The family's joy was palpable as they shared how this program had transformed their young reader. Thanks to the library's initiative, their son had developed a deep love for reading, a gift that will undoubtedly serve him well throughout his life.

To commemorate this milestone, the parents organized a celebration - they threw a literature-space themed party for him, blending his newfound passion for reading with the wonders of outer space. This creative fusion not only marked the child's accomplishment but also highlighted how the library's programs can spark imagination and foster a lifelong love of learning.

The family's gratitude and enthusiasm serve as a heartwarming testament to the profound impact libraries can have on young minds and the communities they serve.



Happy 30th Birthday Deer Park Library!

✓ Deer Park Library celebrated its 30th Birthday on Thursday 28 September 2023 with 1245 people through the library doors. Many VIPs also attended, including past Deer Park Library team members, Brimbank Mayor, Councillors, the Members of Parliament for Kororoit and Western Metropolitan Region, Brimbank Leadership Team and Public Libraries Victoria CEO.

Family fun activities were held across the afternoon including a magic show, sausage sizzle, party games and face painting. Three birthday competitions were held, with 718 entries collected.

The newly developed Maker Space was officially opened and 35 people toured the space, all eager to come back and be inducted as super users.

"What a beautiful show put on for the kids for the b'day celebration. Very honoured, privileged & blessed to be a part of this celebration. Thank You!"



Launch of Aunty Jeanie Mason's Mural "Knowledge and Wisdom" at Sunshine Library

✓ On Wednesday 20 March 2024 Community members, Council staff and Councillors celebrated Bakandji artist and Brimbank local Aunty Jeanie Mason and her latest public artwork 'Knowledge and Wisdom'. The large mural, which was painted over several weeks, depicts a large central figure surrounded by young people, flora, fauna and the river coursing a path across the wall. The artwork, located in the children's area of Sunshine Library, captures the essence of public libraries: spaces for sharing and learning knowledge and wisdom through storytelling and access to reputable information. Aunty Jeanie generously led a hand-printing workshop at the event that saw both young and old pressing their handprint onto the wall in paint. The mural, which is housed in the library storytelling space, will serve as a point of creativity and inspire young families and community members for decades to come.



Sunshine Library Sleeper Lounges - supporting rest and relaxation at Brimbank Libraries

- ✓ In response to community feedback, the library purchased three sleeper lounges designed to provide a safe, comfortable space for rest and relaxation. These lounges have been placed in quiet areas of the library to support people who require a safe space to rest. The initiative was developed to address the immediate needs of those experiencing homelessness. By offering these spaces, the library not only provides temporary relief but also fosters a sense of dignity and belonging. Alongside the sleeper lounges, staff are able to provide information about local support services, including housing advice and mental health resources, to offer a holistic approach to community wellbeing. This initiative underscores the libraries commitment to inclusivity and the libraries role as a sanctuary for all members of the community.



Brimbank Libraries- Koha Update

- ✓ Brimbank Libraries Management System (Koha) upgrade came with several enhancements for community members, including:
- **Digital Barcodes for customers** - Customers are now able to log in to their library accounts to generate a digital library barcode, which can be added to their phones using apps such as Google Wallet, and used at library information desks & self-serve kiosks.
 - **Improved opt-out of automatic renewals** - Customers can now fully opt in or out of automatic renewals.
 - **Improved Holds** - Customers can now go online to change the pickup location of holds of their reservations via their own device.
 - **Improved Online Memberships** - Customers can join online and instantly receive a fully functioning digital membership that allows immediate access to online resources.
 - **Translated Notices** - Customers will now be able to choose their language of choice to receive their notices.

Raising little scientists at Brimbank libraries

- ✓ A delighted mother shared a heartwarming story about her young daughter's love for Sydenham Library. The little girl, captivated by her experience at the library's Little Scientist Club program, now refers to it as the "science library." This early exposure to scientific concepts has sparked a keen interest, making library visits a much-anticipated activity.

The child's enthusiasm doesn't stop at science programs. She's also formed a special bond with the library's plush resident - a stuffed dog that "lives" in the children's area. This cuddly companion has become an integral part of her library experience, adding a touch of comfort to her visits.

This illustrates how early positive experiences in libraries can foster a lasting love for learning and libraries for young customers.

Game On - Karaoke from 5-8 Friday night.

✓ Friday night at the library transformed into a lively scene as "Game On" kicked off with karaoke from 5-8 PM. The space buzzed with energy as over 30 young people gathered, filling the air with music, laughter, and the aroma of pizza.

As the evening progressed, the room became a melting pot of musical genres and generations. Young voices belted out tunes ranging from classic rock to contemporary pop.

The event drew a mix of familiar faces and newcomers. Many Deer Park regulars, excited to stay after hours, made up a large portion of the crowd. Two shy newcomers, who had heard about the event from Copperfield College found their own ways to enjoy the night without stepping up to the microphone. They engaged in spirited Mario Kart battle on the Nintendo Switch, tackled giant Connect 4, and even carved out a quiet corner to watch videos together, taking advantage of the library's WiFi.

The atmosphere was one of inclusivity and encouragement, coupled with a sense of safety and belonging that permeated the space. The young attendees appreciated having a space created just for them, with minimal adult presence.

Watching these young people interact - sweet, hilarious, and genuinely good company - reinforced the value of events like these. It wasn't just about the karaoke or the games; it was about creating a space where they could be themselves, express their passions, and connect with one another in a safe and welcoming environment.

Breakdown of Activity by Library Service Point

Library	New members	Visits	Loans	Help Desk	Program Attendance
Deer Park	2275 ▲ 521	122,574 ▲ 16,363	184,186 ▲ 36,449	45954 ▼ 2,065	15,519
Keilor	997 ▲ 507	36,334 ▲ 3,322	74,702 ▲ 13,526	12,781 ▼ 253	3,931
St Albans	2,045 ▲ 631	132,893 ▲ 7,459	110,867 ▲ 10,177	44,387 ▲ 897	14,012
Sunshine	5,191 ▲ 837	378,158 ▲ 75,308	258,229 ▲ 50,983	44,555 ▼ 11,355	14,516
Sydenham	2,060 ▲ 420	151,954 ▲ 13,903	176,251 ▲ 53,195	30,282 ▼ 149	12,198
Online	1,789 ▲ 195	1620,168 ▼ 141,565	658399 ▲ 122,205	N/A	3,565

Count does not include multiple people in a household

Library collections and loans

		Change from 2022/2023
Physical loans	843,995	▲ 202,090
Digital loans (eBooks, audiobooks and ePress)	624,787	▲ 529,383
Total loans – Physical and Digital	1,468,782	▲ 731,473
Total loans of Community Language Collections	53,539	▲ 8,594
Most popular book and ebook	Fourth Wing by Rebecca Yarros	
Most popular picture book	The Speedy Sloth by Rebecca Young	
New library resources added to the collection	94,535	▲ 38,287
Total Number of physical resources in the collection	178,177	▼ 678
Total Number of electronic resources in the collection	48,185	▲ 12,489
Library collections in community languages	19	0

Library membership

		Change from 2022/2023
New Library members	12,613	▲ 2,954
New Online members	1,789	▲ 195
Total Library members	129,082	▲ 11,079
Facebook subscribers	4351	▲ 205
Instagram Followers	1986	▲ 159
YouTube subscribers	741	▲ 66

Library visits

		Change from 2022/2023
Visits to the five library branches	821,913	▲ 116,355
Visits to the Online Library	1,316,005	▼ 304,163
Visit to Library Catalogue	1,142,897	▲ 141,106
Total visits	3,280,815	▼ 46,702

Customer Support

Help desk support	190,884	▲ +102,209
PC Sessions	85,959	▲ +35,389

Library programs

		Change from 2022/2023
Programs held	3565	▲ 123
Attendance library programs (front facing)	60176	▲ 3070
Early Years 0-5	27599	▲ 1143
Children 6 - 12	16,949	▲ 256
Young People 13 - 25	5518	▲ 305
Adult	5,701	▲ 521
Seniors	1370	▲ 708
Attendance Brimbank Writers & Readers Festival	560	▲ 23
Views of online programs	36,881	▼ 12,280

Brimbank Libraries

Deer Park Library,

4 Neale Road Deer Park

Keilor Library,

704B Old Calder Highway, Keilor

St Albans Library,

71A Alfrieda Street, St Albans

Sunshine Library,

301 Hampshire Road, Sunshine

Sydenham Library,

1 Station Street, Taylors Lakes

Online Library **brimbanklibraries.vic.gov.au**

 facebook.com/BrimbankLibraries

 instagram.com/brimbanklibraries/

 youtube.com/@BrimbankLibrariesAUS

Discover Learning in Brimbank
learning.brimbank.vic.gov.au



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au

12.8	Annual Report Cards Community Strengthening and Social Planning Combined Community
Directorate	Community Wellbeing
Acting Director	Ashley Fleming
Manager	Wambui Thirimu
Attachment(s)	1. Report Card - Diversity and Inclusion - Settlement Action Plan 2024 [12.8.1 - 4 pages] 2. Report Card - Children Strategy 2023-2024 [12.8.2 - 6 pages] 3. Report Card - Disability Action Plan 2022-2026 [12.8.3 - 4 pages] 4. Report Card - Electronic Gambling Policy 2023-2024 [12.8.4 - 3 pages] 5. Report Card - Fairness, Equality and Respect Strategy 2023-2024 [12.8.5 - 5 pages] 6. Report Card - Homelessness Implementation Plan 2022-2024 [12.8.6 - 3 pages] 7. Report Card - Innovate Reconciliation Action Plan 2019-2021 (extended) [12.8.7 - 5 pages] 8. Report Card - LGBTQIA Action Plan 2023-2024 [12.8.8 - 4 pages] 9. Report Card - Mental Wellbeing Plan 2023-2024 [12.8.9 - 6 pages] 10. Report Card - Safe and Inclusive Brimbank Strategy 2023-2024 [12.8.10 - 5 pages] 11. Report Card - Volunteer Strategy 2023-2024 [12.8.11 - 4 pages]

Purpose

For Council to note the below Community Report Cards which are a tool for reporting progress on key annual health and social strategic achievements from July 2023 – June 2024:

- Brimbank Settlement Action Plan 2019 – 2023 (**Attachment 1**)
- Children's Strategy 2022- 2023 (**Attachment 2**)
- Disability Action Plan 2022 – 2026 (**Attachment 3**)
- Electronic Gambling Policy 2022- 2023 (**Attachment 4**)
- Fairness, Equality and Respect Strategy 2019 – 2023 (**Attachment 5**)
- Homelessness Implementation Plan 2022 – 2024 (**Attachment 6**)
- Innovate Reconciliation Action Plan 2019 – 2021 (Extended to December 2023) (**Attachment 7**)
- LGBTQIA+ Action Plan 2024 – 2028 (**Attachment 8**)
- Mental Wellbeing Plan 2022 – 2024 (**Attachment 9**)
- Safe and Inclusive Brimbank Strategy 2022 – 2023 (**Attachment 10**)
- Volunteer Strategy 2022 – 2023 (**Attachment 11**)

Officer Recommendation

That Council notes the 2023-2024 annual Community Report Cards for Brimbank Settlement Action Plan 2019–2023 (Attachment 1), Children's Strategy 2022-2023 (Attachment 2), Disability Action Plan 2022–2026 (Attachment 3), Electronic Gambling Policy 2022-2023 (Attachment 4), Fairness, Equality and Respect Strategy 2019–2023 (Attachment 5), Homelessness Implementation Plan 2022–2024 (Attachment 6), Innovate

Reconciliation Action Plan 2019–2021 (Extended to December 2023) (Attachment 7), LGBTQIA+ Action Plan 2024–2028 (Attachment 8), Mental Wellbeing Plan 2022–2024 (Attachment 9), Safe and Inclusive Brimbank Strategy 2022–2023 (Attachment 10), and Volunteer Strategy 2022–2023 (Attachment 11).

Background

The Together We Are Brimbank Plan outlines Council's commitment to be a welcoming, safe and supported community – an inclusive place for all. The following strategies and plans have helped Council meet community priorities in the 2023-2024 period.

Brimbank Settlement Action plan 2019–2023

- Sets priorities to achieve positive outcomes for people from culturally diverse backgrounds.

Children's Strategy 2020-2024

- Ensures that the built and natural environments in Brimbank enable children to learn, develop, play, connect, feel welcome and safe. Working with partners and services in Brimbank to promote equitable and timely access of children and families to good quality, integrated services.

Disability Action Plan 2022-2026

- Enables full participation by fostering positive attitudes, addressing participation barriers and working in collaboration with other key stakeholders.

Electronic Gambling Policy 2019

- Reduces the economic, social and health harms associated with electronic gambling through research, partnerships and advocacy.

Fairness Equality and Respect Strategy 2019-2023

- Promotes gender equality and respectful relationships and prevent family violence and violence against women.

Homelessness Implementation Plan 2022-2024

- Leads, represents, partners and advocates a series of actions to improve outcomes for individuals at risk of homelessness.

Innovate Reconciliation Action Plan 2019–2021 (Extended to December 2023)

- Supports Council's vision for reconciliation and embraces unity and respect between Aboriginal and Torres Strait Islander people and other Australians.

LGBTQIA+ Action Plan 2024–2028

- Promotes inclusion of the Brimbank LGBTQIA+ community to ensure they are empowered, safe and supported.

Mental Wellbeing Plan 2022-2024

- Supports improved mental wellbeing through a primary prevention approach, social inclusion, strengthened resilience, adaptability, working together and building community capacity.

Safe and Inclusive Brimbank Strategy 2020-2024

- Focuses on building a safe, inclusive, connected and welcoming community through partnerships, programs and advocacy.

Volunteer Strategy 2018-2022

- Responds to emerging trends in volunteering, identify future opportunities for volunteering across Council and ensuring relevant systems and processes are in place to respond to community needs.

Matters for Consideration

Each year Council produces publicly available community report cards that list key achievements of its plans, policies and strategies that contribute to a healthy, safe and inclusive community.

Community Engagement

The policies, strategies and implementation plan that are the subject of this report involved extensive community consultation during the development phase to identify priorities for action. Ongoing community and stakeholder input inform implementation and monitoring of any emerging issues that may arise.

Resource And Risk Implications

Resource requirements were met within the Annual Budget 2023/2024.

Community: potential impact on community, including public trust and customer service impact

- Yes – The report cards keep the community informed on the progress made towards implementing council's policies, strategies and actions plans. They list key achievements, milestones and collaborations.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

- Wellbeing and Belonging - Responsive services that support mental and physical wellbeing
- Pride and Participation - Community and cultural connections built through social and artistic expression.

This report complies with the *Local Government Act 2020*.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Brimbank Settlement Action Plan 2019–2023

12 Month Report Card

Almost 50% of Brimbank's population were born overseas, making it one of the most culturally diverse municipalities in Australia. Recognising that everyone's settlement journey is different, Brimbank City Council is dedicated to supporting and promoting multiculturalism, community harmony and inclusion. As the community continues to grow, Council celebrates diversity, equity and inclusion as integral parts of Brimbank's cultural fabric.

To enhance Council's approach to diversity and inclusion, a review was undertaken to provide a matured framework that considers how social justice, diversity, equity and inclusion creates a thriving place for everyone and strengthens impact, operational effectiveness and sustainability.

Key Achievements

1. Developing support services and systems for our community

- ✓ Council convened six Brimbank Service Providers Network meetings with an average of 25 service partners attending to share service information, identify service gaps and identify opportunities for collaboration and ways to reduce service duplication.
- ✓ Council collaborated with internal/external subject matter specialists to explore priority service needs such as homelessness, gambling harm, employment and education. A directory to support service providers was created.
- ✓ Council assisted CALD communities to access annual community grants by providing information and assisting potential applicants with ideation and project plan compilation.
- ✓ As an executive member of the Local Government Mayoral Taskforce Supporting People Seeking Asylum, through the Back Your Neighbour Campaign, Council continued to mobilise community support to advocate for a fairer Refugee Status Resolution Determination.

2. Building positive connections for community members, including civic participation

- ✓ Council delivered and supported up to 16 events during cultural diversity week to promote positive connections and celebrate our rich diversity.
- ✓ Through symbolic dates such as refugee week, Council promoted events that brought out ordinary members of our community to participate in activities that linked them with others, where they shared their stories and their cultures.
- ✓ Council provided translation and interpreting services that allowed newcomers with limited English or no English and hearing or speech impaired to participate, enjoy and feel included in community activities.
- ✓ Council continued to actively engage with and review Days of Significance in line with the municipality's demographics and considered how these days foster connections and participation.



Attachment 12.8.1



3. Accessing Education, Training and Employment

- ✓ Council worked with several service providers to create an service directory linking education, training and employment services and community to promote better access.
- ✓ Council has referred community members to the Neighbourhood House Pathway and Employment program that links all diverse community members, especially newcomers with education, training and employment needs as these are critical factors in the settlement journey.
- ✓ Council delivered the community leadership and community governance programs that responded to local needs, especially those of the CALD communities and interfaith groups seeking to be incorporated.
- ✓ Through the Mayoral Taskforce and in collaboration with other LGAs, Council advocated for asylum seekers to have access to education, training and employment.



Attachment 12.8.1

4. The challenges of housing and homelessness

- ✓ Council convened a special Brimbank Service Provider Network meeting that brought in the major players in preventing homelessness rather than looking at interventions after the fact. The idea was a multidisciplinary approach which looked at communities especially those at risk of homelessness, thus addressing the underlying factors that caused homelessness in the first instance.
- ✓ Council is collaborating with Vincentcare and its HomeConnect program to take a holistic approach to factors that may lead to homelessness and addressing those before it happens. The program focuses on challenges and opportunities for collaboration were shared approaches by service providers, local and state government representatives combine for collective impact in mitigating factors the lead to homelessness.
- ✓ Council officers and service partners worked together to address complex social issues at selected areas around the municipality related to the challenges of housing, homelessness and substance abuse where required, partnerships were developed with services to provide culturally specific support.
- ✓ Council continues to improve on its homelessness protocol that is intended to provide an integrated, consistent and flexible approach for Council staff to safely engage and support people experiencing homelessness.

Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Brimbank Children's Strategy 2020-2024

Report Card - 2023-2024

The Brimbank Children's Strategy's overarching goal is to create a thriving community where children's rights are respected and supported and where they can grow into capable and healthy individuals.

This report card provides our strategy's outcomes that demonstrates a commitment to strengthen support for all families during the formative years of their children's lives, bolstering parent capacity to be their child's first and most influential educator. We've worked to ensure that the built and natural environments in Brimbank enable children to learn, develop, play, connect, feel welcome and safe. We've worked with our partners and services in Brimbank to promote equitable and timely access for children and families to good quality, integrated services.

Strategy 1 – Support children and families to connect, learn and build wellbeing

EARLY YEARS

Playgroups

- ✓ 500+ families with children between 0-4 years were involved in Playgroups in Brimbank.
- ✓ 80+ home coach sessions have been provided.
- ✓ 30% of supported playgroups are delivered in Vietnamese & Burmese.
- ✓ Ongoing promotion of Brimbank playgroups embody all the elements of social capital: trust, shared values, common goals and a sense of community.
- ✓ Playgroup Leadership training provided the essential tools to support playgroups embed their values into practice.
- ✓ Provided inclusive volunteer family led playgroup programs to support participation of all family members and carers.

Early Years - Kindergartens

- ✓ Case studies introduced to capture authentic, storytelling through the lens of our cultural & linguistically diverse community to support delivery of an agile responsive service.
- ✓ Preschool Field Officers and Early Years Outreach team provide capacity building of early years educators to create welcoming and inclusive space and experiences for all families.
- ✓ Early Years promotion at the Brimbank Seniors & Carers Expo in June 2024.

MATERNAL AND CHILD HEALTH (MCH)

- ✓ Outreach project commenced by Maternal and Child Health Service to connect and streamline services for Aboriginal and Torres Strait Islander families in Brimbank.



Strategy 2 – Work to develop an informed, accessible and responsible suite of child and family services.

EARLY YEARS

Kindergartens

- ✓ Offered 17 community sessions in partnership with libraries, Smalltalk playgroup, Australian Vietnamese Women's Association (AVWA) playgroups and Community Hubs to undertake 2023 Annual Kindergarten policy review survey.
- ✓ Visited 26 kindergarten services in Brimbank over the last 12 months.
- ✓ Offered 7 kindergarten Information sessions in March 2024 connecting with 140 families.
- ✓ Attended events such as Children's Week Picnic, Community Hubs 10 year celebration, Homelessness Week event, Communities for Children Families and Children's Expo.
- ✓ Introduced local priority of access for families in the new Kindergarten Registration Guidelines 2024.
- ✓ Produced Kindergarten Registration video to create awareness and benefit of free sessional kindergartens.
- ✓ Collaborated with Social Ventures Australia (SVA) to participate in Spectrum of Integration Research.
- ✓ Brimbank Melton Early Years Compact worked on a project to increase kindergarten participation for Pasifika community. A forum was hosted by Brimbank in November 2023 inviting stakeholders and professionals which then led to offering 3 Pasifika Fonos (gatherings) in 2024 engaging community members to provide insights about supporting kindergarten participation.



Attachment 12.8.2



Maternal and Child Health (MCH)

- ✓ Outreach Nurses continue to see families finding it difficult to attend Universal MCH sites and those needing increased levels of support.
- ✓ Attendance for opportunistic engagement in MCH at multiple locations including Sunshine Marketplace, Brimbank Aquatic and Wellbeing Centre (BAWC), Building Blocks playgroup, Melbourne City Mission playgroup, Victorian Aboriginal Child Care Agency (VACCA) playgroup.
- ✓ Parenting support groups (INFANT, Sleep and settling, supported play groups, First Steps new parent groups) run across multiple locations including Sunshine, Sydenham, Deer Park, Kings Park and online.
- ✓ Enhanced Team continues to see vulnerable families in their home for parenting support.
- ✓ Attended events such as Children's Week Picnic.
- ✓ Family feedback process embedded into MCH. Families, including children, have provided feedback across the span of the MCH service. Feedback is reported monthly and opportunities for improvement investigated.
- ✓ Partnered with Murdoch Children's Research Institute (MCRI) to recruit Gen V study participants.
- ✓ Partnering with MCRI for study examining impact of COVID-19 on Families in the West.



Strategy 3 – Build partnerships and collaboration to improve service access, increase resources and support advocacy.

EARLY YEARS

- ✓ Facilitated quarterly Educators Network to build their capacity on topics such as Having difficult conversations; Play Move and Improve and Family Violence. We engaged with over 100 educators through these networks.
- ✓ Targeted approach with Outreach activities and Best Start project by partnering with agencies such as Foundation House, VACCA, Victorian Aboriginal Community Services Association (VACSAL) and The Smith Family to raise awareness.
- ✓ State funded programs such as Culturally and Linguistically Diverse (CALD) Outreach, Preschool Field Officers and Smalltalk programs provide data and insights into challenges and opportunities which we have been advocating to our funding body and working with agencies such as West of Melbourne Economic Development Alliance (WOMEDA) and Social Ventures Australia.
- ✓ Co-facilitation of Brimbank Early Years Network with The Smith Family. Membership has increased by 20% since the introduction of Network invite since January 2024, collateral outlining purpose and objectives with session details and having spotlight presentations from agencies.

Attachment 12.8.2

MATERNAL AND CHILD HEALTH

- ✓ Additional Breastfeeding support service (drop in) one day a month leveraging our existing partnership with Tweddle.
- ✓ New partnership established with Dads Group to deliver parenting support and connection opportunities to fathers of Brimbank.
- ✓ Outcomes from MCH families focus group report identified 12 priorities all endorsed by the Clinical Governance working group.



Strategy 4 – Work to develop child and family friendly, safe and welcoming built and natural environments.

EARLY YEARS

- ✓ Annual Children's Week Event – Teddy Bear Picnic in the Park in an all-ability park.
- ✓ Engaged with more than 200 families at the Picnic in the Park event.



CHILD SAFETY AND WELLBEING

- ✓ Conducted a comprehensive review of Brimbank's approach to Child Safety and Wellbeing to explore opportunities, successes and gaps and to develop an implementation plan across all of Council.
- ✓ Child Safety and Wellbeing Training provided to 18 on-deck supervisors in June 2024 at BAWC with a focus specifically on child safety and wellbeing incidents in aquatic centre scenarios.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Brimbank Disability Action Plan 2022-2026

Report Card (Year 2 - 2023-2024)

The Disability Action Plan 2022-2026 was developed with the help from community. It draws on the lived experience from people with disabilities. The plan aims to help reduce barriers for people with a disability in accessing goods, services and facilities and drive change in attitudes and practices where needed.

Key Priority Area One – Improve communication and increase access to information

Increase accessibility of inclusive information and assistive technology

Build community knowledge and awareness about residents living with disability and their carers

- ✓ Four Disability Advisory Committee (DAC) meetings were held to provide feedback on the progress and implementation of the Disability Action Plan.
- ✓ Developed and uploaded the biographies of DAC members onto Council's website for transparency and access.
- ✓ Supported the coordination of five Brimbank Disability Network Group (BDNG) meetings providing an opportunity for service providers and disability allies to come together to discuss disability, access and inclusion supports within the municipality.
- ✓ Council has encouraged disability representation on the Community Voice Panel
- ✓ Supporting the BDNG strengthen their clarity of purpose and community-led management to ensure it continues to meet the needs of members and communities
- ✓ Userway plugin applications have been installed on the Council's website for increased website accessibility.
- ✓ Implemented the signage for the Adult Change Facility at Brimbank Community and Civic Centre has been installed.
- ✓ Received a high commendation for the Brimbank Disability Action Plan co-design work at the LGPro Awards for Excellence, Diversity and Inclusion category.

Key Priority Area Two – Develop employment, education and volunteering opportunities

Support access to local, volunteer, employment and training opportunities

- ✓ Brimbank City Council (BCC) Parks and Gardens created 10 work experience placements for students from Jackson's Special School. Sunshine Special School students are currently participating in a Parks and Gardens work experience placement program. There are seven participants.
- ✓ Delivery of Attendant Support Program position at the Brimbank Aquatic and Wellness Centre. A person with a lived experience is employed for this role.
- ✓ Jobs Expo at Watergardens Shopping Centre highlighting positions available for people with disability.
- ✓ 35 library staff training in Auslan Level 1 continue to assist and support hard of hearing and deaf community.
- ✓ Worked with Inclusion Melbourne and Employment Services on employment and educational opportunities for people with a neuro-diverse disability.
- ✓ Worked with Victoria University to deliver workshops to assist people with disability with job applications and interview skills.
- ✓ Exploring self-advocacy training opportunities for people with an intellectual disability with the Brotherhood of St Laurence.
- ✓ Brimbank Learning Futures delivered the Jobs Showcase as part of National Careers Week that saw disability support services and employment services, training and employment opportunities promoted.
- ✓ Continue to deliver accessible and inclusive programs at Council facilities

Key Priority Area Three – Advocate to improve access to health and wellbeing services and supports

People with disability and their carers can participate, contribute and engage in community life

- ✓ Delivered International Day of People with Disability events across Council. Brimbank Aquatic and Wellness Centre and Community Strengthening delivered a “Let’s all Move” Day with a variety of activities available to try. Keilor Basketball stadium provided an all-abilities sports day in collaboration with Variety Kids Australia.
- ✓ Communication boards have been developed at the Brimbank Aquatic and Wellness Centre and Sunshine Leisure Centre with input from Ability Australia.
- ✓ Coordinated community education sessions on mental health and wellbeing services provided through Brimbank Local.



Attachment 12.8.3

Key Priority Area Four – Improve accessibility to the built environment

Public spaces that are managed by Council are accessible and well maintained

- ✓ Most libraries and leisure centres have recharge points for wheelchairs and scooters. This initiative aims to support greater independence and mobility for people with disabilities, ensuring they can enjoy public amenities without worrying about running out of power.
- ✓ Updated the Community Services and Infrastructure Policy to recognise active community engagement and consultation are essential to ensuring services are responsive to addressing barriers to access and equity.
- ✓ Wayfinding signage changed at the Brimbank Community & Civic Centre to reference the Adult Accessible Change Facility located on the ground floor Customer Service area.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au

Electronic Gambling Policy 2019

Community Report Card 2023-2024

Through its Electronic Gambling Policy 2019, Council seeks to reduce the economic, social and health harm associated with electronic gaming machines (EGMs) and other forms of electronic gambling in Brimbank. This Report Card provides a summary of key achievements during the 2023-2024 year.

Objective One: Advocate to Federal and State Governments for a safer gambling environment and stronger regulatory reforms to prevent and reduce harm.

- ✓ Council made a submission to the Public Accounts and Estimates Committee's 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). The Committee formally accepted Council's submission, and it has been published on the Parliament of Victoria's website as a public document.
- ✓ Council wrote to the Minister for Casino, Gaming and Liquor Regulation requesting that funding remains ongoing for the Victorian Responsible Gambling Foundation for a vital service that counters and supports the harms caused by gambling in Victoria and in particular the City of Brimbank.
- ✓ Council lodged a submission to the Victorian Gambling and Casino Control Commission (VGCCC), opposing the Braybrook Hotel's application to extend the trading hours of their gambling room from 1am to 3am, due to the proximity of the hotel to vulnerable communities in Brimbank. Braybrook Hotel subsequently withdrew their application.
- ✓ Council wrote to the Victorian Minister for Casino, Gaming and Liquor Regulation and Western Metropolitan Region State and Federal Members of Parliament calling on the Federal government to impose tougher regulations around the accessibility of gambling apps, games and promotions to children and to both Federal and State governments to provide support to children and families to treat gambling and gamification apps as health addictions.
- ✓ Participated in workshops with the Alliance for Gambling Reform regarding Victorian landmark reforms to reduce gambling related harm and money laundering.
- ✓ Maintained its status as a Leadership Council with the Alliance for Gambling Reform.

Objective Two: Minimise the impact of electronic gambling and promote alternatives that have positive economic, social and health outcomes

- ✓ Developed a Youth Engagement Resource, 'Start the Conversation' cards, which were piloted in four schools in Brimbank. Data showed that 70% of students received a better understanding about gambling harm. The Youth Engagement Resource will be used as part of the 'Be Ahead of the Game Program'.
- ✓ Delivered programming through libraries that provided alternatives to gambling for the community.
- ✓ Continued to partner with the St Albans Sports Club on a Gambling Harm Reduction Program, as part of the club's lease agreement with Council.

Objective Three: Increase understanding of and take action to prevent and reduce gambling related harm.

- ✓ Gambling-related information was updated on Council's website and social media, including current Electronic Gaming Machines (EGM) expenditure data, Council media releases, and programs that provide alternatives to gambling.
- ✓ Conducted the Resilient Youth Survey with high school students in Brimbank, which asked questions relating to online gaming and gambling, helping to increase understanding of gambling harm for young people.
- ✓ Supported communications and promoted activities during Gambling Harm Awareness Week in October 2023.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Fairness, Equality and Respect: Brimbank Strategy for Gender Equality, Respectful Relationships and the Prevention of Family Violence 2019-2023

Community Report Card 2023-2024

This Report Card provides a summary of key achievements of Brimbank City Council's Fairness, Equality and Respect Strategy 2019-2023 over the past financial year. The strategy aims to promote gender equality and respectful relationships and prevent family violence and violence against women. Council is working internally, and with its partners and the broader community, to advance gender equality and prevent gender-based violence.

Priority 1: Promote gender equality

Council will work to address the underlying determinants and factors that lead to gender inequality.

- ✓ Assisted Brimbank soccer clubs to deliver female participation and leadership programs to help create pathways for women to play, coach, lead, and referee soccer.
- ✓ There were 46 female applications approved for In2Sport in 2023 to 2024, encouraging greater participation.
- ✓ Partnered with Victoria University Skills and Jobs Centre and MiCare to deliver the 'Your Career Your Way' program, aimed at supporting women re-entering the workforce. The initiative included providing tailored computing, digital devices, and shopping courses to 25 women aged 45 and over from Culturally and Linguistically Diverse (CALD) backgrounds.
- ✓ Funded by the Department of Health, the 'More Help for Mums and Dads' program offered first aid training to 60 parents. In addition, first aid information sessions were conducted in English, Vietnamese, and Burmese, benefiting over 40 parents all of whom successfully completed the course.
- ✓ An International Women's Day event was held in March 2024 in partnership with Watergardens Shopping Centre. The event featured Maria Dimopoulos as the keynote speaker along with a panel of local women from a range of backgrounds and perspectives on what embracing gender equality in the workplace means to them.
- ✓ On International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) in May 2024, Council conducted a ceremony raising the Pride Flag at the front of the Civic Centre for a week. Council also held an internal event which featured a panel of speakers discussing the importance of our continued efforts in promoting inclusivity and understanding within our workplace and community.
- ✓ Council's Early Years Team provided eight sessions of Playgroup Leadership Training to over 25 women, enhancing their knowledge and skills in managing playgroups.
- ✓ Council has successfully established a Rainbow Playgroup, offering a safe and welcoming space for gender-diverse communities and their families.



Attachment 12.8.5



Priority 2: Primary prevention of family violence and violence against women

Council will develop, implement and support initiatives - such as campaigns, projects and programs - to prevent family violence and violence against women before it occurs.

- ✓ Council continues to strengthen and support activities of community partners through the Brimbank Primary Prevention Community Network. The network aims to strengthen collaborative action to address primary prevention of gender-based violence in Brimbank.
- ✓ On 25 November 2023, Council unveiled the Reekiah O'Donnell Memorial Mural at West Sunshine Community Centre to mark the International Day for the Elimination of Violence Against Women and the start of the 16 Days of Activism Against Gender-Based Violence. The event honoured Reekiah O'Donnell's legacy with support from family, friends, and Safe Steps advocates, promoting gender equity and violence prevention.
- ✓ Council highlighted key campaign messages during 16 Days of Activism through visible messaging around key Council facilities, staff communications led by the Executive Leadership Team and a barbeque at the Operations Centre.
- ✓ Council implemented the Daughters of the West and Sons of the West programs with 40 Participants attending Sons of the West Programs and 40 participants attending Daughters of the West.
- ✓ Brimbank Youth Services supported Sexual Health Month initiatives delivered by the Department of Health, 16 Days of Activism delivered by Respect Victoria, and promoted Body Kind Youth Survey delivered by the Butterfly Foundation.
- ✓ A series of videos were developed by Brimbank Youth Services for Men's Mental Health Week, promoting positive coping strategies.

- ✓ Concepts regarding women's health and the menstrual cycle have been incorporated into the Body Image program, delivered by Brimbank Youth Services.
- ✓ Council was a partner in an LGBTQIA+ Safety Round Table in October 2023 and attended the webinar launch of the Safe Spaces report and toolkit, which included presentations and discussions about experiences creating safe spaces for women.
- ✓ Brimbank Libraries hold an overall collection of around 153,855 titles. Within this, 34,776 (22.6%) of the collection is identified as relating to Diversity, Equity and Inclusion. This includes 2,529 titles relating to First Nations Peoples of Australia, 3,402 titles relating to LGBTQIA+, 6,678 titles relating to Equity and Society issues.
- ✓ Libraries in Brimbank offered diverse programming throughout the year to celebrate inclusivity. Highlights included an LGBTQIA+ Trivia night hosted by local Drag Queen Gloss. The Brimbank Writers & Readers Festival featured discussions on migrant women, LGBTQIA+ history, and accessible reading formats for people with vision impairment. Five events were Auslan interpreted to enhance accessibility. Additionally, two libraries provided weekly programs catering to individuals with high needs, offering activities such as crafts, arts, storytelling, and special events with external facilitators.

Priority 3: Early intervention of family violence and violence against women

Council will work closely with family violence services to support victims of violence.

- ✓ Council's Family Violence Practitioner conducted 194 family violence assessments to support community members exposed to or experiencing family violence.
- ✓ Council continued to support staff experiencing family violence by providing access to support services, special leave and developing safety plans.

Priority 4: Advocate and partner

Council will undertake strategic advocacy at the local, state and commonwealth levels to lead, support and promote gender equality and prevention of family violence and violence against women.

Council will also partner with external agencies, community leaders and the community in planning, implementing and evaluating actions to promote gender equality, and prevent family violence and violence against women.

- ☒ Council continues to be represented on a range of networks, including the Municipal Association of Victoria Gender Equality and Preventing Violence Against Women and all forms of Gender-Based Violence Network, the Western Integrated Family Violence Committee, the Preventing Violence Together Partnership, the Action for Equity Partnership, and the Partners in Prevention state-wide network.
- ☒ Council is a co-chair of the 'Engaging Men Working Group', which includes representatives from service providers, community organisations and councils in Melbourne's west through the Preventing Violence Together Partnership.

Priority 5: Organisational and workforce development

Council will create and support training opportunities to build the skills and knowledge of staff in:

- understanding gender inequality, family violence and violence against women
- applying a "gender lens" to our work
- identifying and responding to family violence and violence against women.

Council will promote an organisational culture that is welcoming, inclusive and respectful to women and supports women's leadership at all levels.

Council will collect, analyse and report on sex-disaggregated data (where possible) to ensure continuous improvement of services and programs.

- ☒ Council continued to implement its workplace Gender Equality Action Plan as per the requirements of the Gender Equality Act 2020.
- ☒ Council delivered 57 training sessions to 970 staff from across the organisation on Gender Equality in the Workplace in partnership with local women's health network GenWest.
- ☒ Council undertook 21 Gender Impact Assessments on policies, programs and services that directly and significantly impact the community. Some of the policies, programs and services that had a Gender Impact Assessments included the Arts and Culture Strategy and the Epalock Crescent Kindergarten Redevelopment.
- ☒ Council partnered with Gender Works to undertake engagement with two departments to develop the Gender Balance Teams Research Project. The recommendations of this project will be used to strengthen gender equitable and inclusive workplace practice across the entire workforce.

Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Homelessness Implementation Plan 2022-2024

Community Report Card 2023 - 2024

Council's Homelessness Implementation Plan (the Plan) reflects Council's commitment to support people in Brimbank without a home, following recommendations of the Homelessness Research Report. This Report Card provides a summary of key achievements over the financial year period.

Key Achievements

- ✓ The Homelessness Protocol continued to be implemented, providing an integrated, consistent and flexible process for Council officers to safely engage and support people experiencing homelessness. Between 1 July 2023 and 30 June 2024, Council received 105 homelessness notifications, and where suitable, referred people to homelessness services.
- ✓ Convened six bi-monthly Hotspots Group meetings, providing a forum for Council, police and service providers to support improved health, safety, amenity and wellbeing outcomes for communities in identified hotspots in Brimbank, using a holistic human rights-based approach.
- ✓ Attended Monthly drop-in emergency relief sessions at the Tin Shed to make Council services including libraries and early years accessible through outreach.
- ✓ Identified housing and homelessness as an advocacy priority in the Brimbank Advocacy Plan 2023-2025.
- ✓ Council libraries provided resources to people experiencing homelessness. As it is recognised that people without a fixed address have limited borrowing rights; access to computers, charging stations and library cards were provided to community members at four locations across Brimbank.
- ✓ Participated in monthly Assertive Outreach Network Meetings in the Western region to connect with homelessness and AOD support services.
- ✓ Lodged a submission to the Federal Government's forthcoming National Housing and Homelessness Plan, advocating for a Housing First model, assertive outreach and additional funding to the service system to end homelessness.
- ✓ Participated in the Inter-Council Affordable Housing Forum with representatives from State and local government and relevant agencies.
- ✓ Engaged with Homes Victoria, the Community Housing Industry Association (CHIA) and community housing providers to discuss opportunities to increase the supply of community housing in Brimbank.
- ✓ Promoted Homelessness Week on Council social media platforms to raise awareness.
- ✓ Supported the Salvation Army Western Metro Services Homelessness Week event for people experiencing or at risk of homelessness. Various Council and external services were in attendance and attendees were provided with free lunch, food parcels, hygiene packs, children's clothing and live music.
- ✓ Joined the Western Victorian Local Area Service Network as an associate member to support collaboration with local services.
- ✓ Libraries supported the Victorian Homelessness Network's 'Houses for Parliament' Campaign, to raise awareness about the urgent need for more social housing in the lead up to Homelessness Week in August 2024.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Innovate Reconciliation Action Plan 2019-2021 – Extended to December 2023

Community Report Card – Summary of Key Achievements from June 2023 to July 2024

The Innovate Reconciliation Action Plan 2019-2021 (extended to December 2023) is Council's second Reconciliation Action Plan (RAP). It was developed in consultation with the Brimbank Aboriginal and Torres Strait Islander Consultative Committee, Traditional Custodians, local Aboriginal and Torres Strait Islander peoples. It builds on the strengths and achievements of our first Reconciliation Action Plan 2013-2017.

The RAP outlines priority actions around key three themes:
Relationships, Respect and Opportunities.

Key Achievements

Relationships

Council builds and maintains strong, meaningful and respectful relationships with Aboriginal and Torres Strait Islander community and network groups.

- ✓ Provided a range of “Now More Than Ever” themed activities for National Reconciliation Week 2024 that included:

First Nations craft activities and story time sessions.

Cultural Stories and Performance with Uncle Shane Charles

In partnership with the Islamic Museum Australia council hosted 2 art workshops with First Nations artist Aimee McCartney.

Simultaneous Film Screening- Wash My Soul in the Rivers Flow.



- ✓ Hosted the Brimbank Aboriginal and Torres Strait Islander Consultative Committee providing Council with advice on Aboriginal and Torres Strait Islander issues and supporting the ongoing implementation of the RAP.

- ✓ Hosted Brimbank Aboriginal and Torres Strait Islander Consultative Committee Ask Aunty/ Ask Uncle Q&A session for Council staff which focused on Mabo Day.
- ✓ Developed process for Brimbank City Council work areas to engage with Traditional Custodians and Brimbank Aboriginal and Torres Strait Islander Consultative Committee.
- ✓ Hosted monthly meeting with Brimbank Traditional Custodians, Wurundjeri Council and quarterly meeting with Bunurong Land Council - seeking to build relationships and provide guidance to Council on engaging Traditional Custodians.
- ✓ Continued to work in partnership with local Aboriginal organisations such as Victoria University Moondani Balluk, Western Region Local Government Reconciliation network, First Nation Local Government Network.
- ✓ Continued to work with West Melbourne Councils and IPC Health to maintain the Deadly Western Connections website which serves as a meeting place for the diverse Aboriginal and Torres Strait Islander peoples living in western Melbourne, to share stories, pay respect to Country and build community.

Key Achievements

Respect

Council demonstrates respect to the people and culture of Aboriginal and Torres Strait Islanders as a commitment towards reconciliation.

- ✓ Council announced a local Aboriginal Elder Aunty Jean Mason as the Brimbank Citizen of the Year in May 2024.
- ✓ Facilitated five Reconciliation Working Group meetings that champions and embeds reconciliation across Council.
- ✓ Facilitated Reconciliation Week and NAIDOC Week meetings in preparation of Reconciliation Week and NAIDOC Week.
- ✓ Continued to fly the Aboriginal and Torres Strait Islander flags at the Brimbank Community and Civic Centre.
- ✓ Ongoing acknowledgement of Brimbank Aboriginal and Torres Strait Islander Consultative Committee members meeting outcomes and achievements at Council Meetings.
- ✓ Developed media releases and social media posts to help the wider Brimbank community to learn more about Aboriginal and Torres Strait Islander cultures and contribute to achieving reconciliation in Brimbank.



Mural project honouring local Indigenous elders Aunty Joyce and Uncle Boots Cooper



NAIDOC Week celebrations

Key Achievements

Opportunities

Council advocates, in partnership with other relevant stakeholders, that Aboriginal and Torres Strait Islander people have equal access to local opportunities.



Cooinda, the first dedicated Aboriginal and Torres Strait Islander Community Centre in Brimbank

- ✓ Continued to work with an Aboriginal cultural advisor who is a respected Elder to provide guidance and cultural insight into supporting Cooinda's establishment.
- ✓ Continues to support Cooinda set up its governance structures.
- ✓ Successfully recruited Cooinda Coordinator.
- ✓ Approved a First Nations Lead designated position. This strategic leadership position, this strategic leadership position is an opportunity to lead and support the development of our brand-new First Nations unit while supporting the implementation of our Reconciliation Action Plan.

- ✓ Continued to program and deliver Aboriginal and Torres Strait Islander programs at the St Albans Community Centre and Cooinda Centre.
- ✓ Engaged Victorian-based Aboriginal-run businesses listed on the Council's social procurement database available to Council Officers.
- ✓ Engaged Narrap ('Country') Team - the Wurundjeri natural resource land management.
- ✓ Consulted with Traditional Custodians and Brimbank Aboriginal and Torres Strait Islander Consultative Committee to raise awareness of what January 26 means for Aboriginal and Torres Strait Islander people.
- ✓ Engaged Evolve Communities to deliver online Aboriginal Cultural Awareness Training for Council staff.
- ✓ Respectfully consulted with Aboriginal Elders and Traditional Custodians on matters related to cultural heritage management.



Community art project at St Albans Community Centre

Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



LGBTQIA+ Action Plan 2024 - 2028

Report Card November 2023 - June 2024

Brimbank City Council is committed to creating a safe and inclusive community that values ALL people and the diversity they bring through their sexualities, genders, ages, ethnicities, cultures and abilities.

Following the adoption of the LGBTQIA+ Action Plan 2024 - 2028 in November 2023, an implementation plan was developed covering the period to June 2024. This Report Card provides a snapshot of Council's work to achieve the goal of building a more welcoming and empowering community for those who identify as LGBTQIA+.

Focus Area 1: Health and Wellbeing

Aim: To strengthen social cohesion and connectedness and enable greater understanding and awareness of the LGBTQIA+ community.

- ✓ Brimbank City Council implemented its first ever Rainbow Play Group which allows LGBTQIA+ parents to meet other likeminded parents in a social support program
- ✓ Brimbank Youth Services has continued to:
 - host their LGBTQIA+ youth program, Crystal Queer
 - provide ongoing LGBTQIA+ support to local schools and their standout groups
- ✓ Brimbank Youth Services in collaboration with Maribyrnong Youth Services hosted their first LGBTQIA+ Youth Soiree in December 2023. The Soiree saw 54 young people attend from across Victoria. Local businesses supported the event and there was attendance by the Youth Service's teams from Hobsons Bay, Melton and Wyndham
- ✓ Brimbank Youth Services released their 4th iteration of their 'Bold Source' youth magazine which focused on the theme of 'Solidarity'. This edition saw a number of stories focus on LGBTQIA+ voices and experiences.

Focus Area 2: Safety and Safe Spaces

Aim: To ensure that Brimbank is safe for all communities. Our community infrastructure, programs and planning will be responsive to the needs of the LGBTQIA+ community and we will build strong systems and partnerships to ensure ongoing safety.

- ✓ Brimbank City Council hosted a number IDAHOBIT events such as a badge making session, Rainbow families morning tea and a film screening. An Intersectional Human Library event, allowed people to engage, learn and better understand how intersectional leaders have managed to use their identity in the workforce and still be successful in their own right. This event was a partnership with MatchWorks, GLOBE Victoria, Brimbank Learning Futures and Council
- ✓ Ongoing collaboration with Duke Street Community House on the 'Ida the Hobit and the Crystal Queer Deers' Podcast through the Crystal Queer program



Attachment 12.8.8

Focus Area 3: Inclusion and Empowerment

Aim: To ensure inclusion and empowerment of our LGBTQIA+ community, by encouraging leadership and partnership opportunities in our council, workplace and community and recognising and celebrating the contributions that LGBTQIA+ people make to Brimbank.

- ✓ The Brimbank Community Voice continues to have representation and a voice for LGBTQIA+ people within Brimbank with 7% of members identifying as LGBTQIA+.
- ✓ Brimbank City Council continues to celebrate and acknowledge a number of LGBTQIA+ awareness days:
 - Midsumma 2024 - saw over 300 people attend a Council run Midsumma events, including the annual Pride Pool Party.
- ✓ Brimbank City Council also marched as part of the Midsumma Pride March.
 - IDAHOBIT Day 2024 - Brimbank hosted a number of key IDAHOBIT events across multiple different departments. The events saw over 400 people attend.
- ✓ In addition, Brimbank City Council raised the LGBTQIA+ Progress Pride Flag event followed by a panel discussion including Kween Kong, Mitch Nivalis and hosted by Nathan McGlynn (Darling Boy Art).
 - Pride Month 2024 - Brimbank coordinated a Drag Trivia event in the Sunshine Library, which was hosted by local Transgender personality, Gloss. The event was attended by around 40 people in total.
 - Trans Awareness Week - Council ran an awareness campaign through various social media channels and networks and asked community members to suggest how to celebrate future awareness weeks.
- ✓ Brimbank City Council hosted other events, program and opportunities for a number of LGBTQIA+ performers and authors such as Brimbank Readers and Writers Fest 2024, Crystal Queer and more.

Focus Area 4: Organisational Leadership and Policy

Aim: To embed strong organisational leadership and advocacy, making sure we have sound data to back up our actions, initiatives and decisions and fostering a diverse, respectful and inclusive organisational culture.

- ✓ Brimbank City Council undertook a review of the inclusive and accessible LGBTQIA+ data collection questions regarding programs and services. This work is ongoing.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Mental Wellbeing Plan 2022-2024

Community Report Card 2023-2024

This Report Card provides a summary of key achievements of Brimbank City Council's Mental Wellbeing Plan 2022-2024 over the past financial year. The plan aims to support improved mental wellbeing in the Brimbank community. The Victorian Department of Health defines mental wellbeing as 'a dynamic state of complete physical, mental, social, and spiritual wellbeing in which a person can develop to their potential, cope with the normal stresses of life, work productively and creatively, build strong and positive relationships with others and contribute to the community'.

'Supporting improved mental wellbeing' is a health and wellbeing priority for Brimbank City Council, and Council is working internally, and with its partners and the broader community, to achieve this goal.

Priority 1: Council as Advocate

These actions are focused on advocating for and influencing the delivery of new services and supports and building Council's knowledge-base and evidence of community need.

- ✓ Council developed the Brimbank Advocacy Plan 2023-2025, with Mental Health once again identified as a gold priority. Mental Health is also a priority for LeadWest, focussing on early intervention and youth mental health.
- ✓ Council welcomed the opening of a new Sunshine Mental Health and Wellbeing Centre, the new centre gives people experiencing acute mental illness access to urgent treatment in a specified and safe setting.
- ✓ The State Government committed \$10.2m to expand the Westside Lodge public residential rehabilitation facility, enabling staff to treat an additional 40 patients per year.
- ✓ Council submitted a MAV motion in May 2024, calling on the Victorian Government to accelerate the rollout of Mental Health Social Inclusion Action Groups across all Victorian LGAs.
- ✓ Council, in partnership with LeadWest, is advocating for \$200,000 from the State Government for a dedicated mental health program co-designed with and for young people. This project aims to work with service providers, health professionals and young adults to design a program tailored to their needs.



Attachment 12.8.9

Priority 2: Council as Enabler

Council is in a unique position to use multiple touch points to enable improved mental wellbeing including raising awareness of services and supports to help people navigate the system, promoting good mental health and wellbeing, building capacity to support mental wellbeing and by undertaking social inclusion initiatives aimed at vulnerable groups.

- ✓ Mental health directory resources which have emerged from stakeholder consultation are promoted to the community through publication on Council website to support a more centralised directory system in Brimbank.
- ✓ Council delivered the Tuning into Teens program, a six-session parenting program for parents of teens to help teens develop emotional intelligence.
- ✓ Council delivered Youth Mental Health First Aid (YMHFA) Training to teachers in schools that support young people aged between 12 and 18 years. The YMHFA program was delivered at Keilor Downs Secondary College.
- ✓ Council is a member of the Social Prescribing Project Control Group which is overseeing the implementation of social prescribing trials in the new Mental Health and Wellbeing Local services, including Brimbank.
- ✓ Digital literacy programs aimed at connecting community members at risk of isolation and loneliness were conducted in collaboration with Services Australia. Delahey Community Centre oversaw a Digital Literacy initiative in partnership with Jesuit Community College, while other Cyber Safety programming were offered across Council's neighbourhood houses.
- ✓ Council implemented a range of technological approaches to connecting community members at risk of isolation and loneliness. Library Services conducted digital literacy sessions for Burmese women and other marginalised ethnic communities. Council also established an iPad Learning Group which rotated through library branches. The program allows community members to loan an iPad from the library and attend six weekly sessions.
- ✓ Council has established a Mental Health and Wellbeing category as part of its Community Grants program. There were seven projects that were supported under the Mental Health and Wellbeing category totalling \$50,550 in 2023.
- ✓ During Mental Health Week 2023, Council hosted events focusing on social connection and staff wellbeing with activities and a panel discussion on upcoming mental health initiatives.
- ✓ Council ensured that the LGBTIQ+ Action Plan integrated inclusive practices into key services and programs to support positive mental wellbeing outcomes through social inclusion.
- ✓ Council continued to deliver a number of accessible, inclusive capacity-building intergenerational programs co-designed with community members to support mental wellbeing. The Young@Heart program supported young people to train adults and seniors on using social media and digital devices, while the Future Wood Workers Program supported Men and Women Shed participants to teach primary school students how to use tools and create woodwork items.
- ✓ Council enhanced community and staff awareness of volunteering opportunities and their health benefits during National Volunteer Week, 'Something for Everyone'. Training was provided to volunteers including an Online Wellbeing Workshop and The Resilience Project. The workshop focused on resilience strategies like gratitude, empathy, and mindfulness to support positive mental health and personal development.



- ✓ Council enhanced accessibility and inclusion in leisure, sport, and recreation facilities for those facing barriers to physical activity. This includes partnering with Live Life Get Active to offer no-cost beginner exercise sessions through In2Active, investing \$25,000 in Light Up Errington for nighttime access to sport grounds, and allocating \$40,000 for In2sport to subsidize children's sports participation. Council's KBNS Social Sports programs provided daytime activities like pickleball and walking basketball for seniors and shift workers, while the Ladies Daytime Basketball and Netball program included childcare services. In addition, Council supported DSA Ability's Unleashed Juniors and Adults program for individuals with disabilities to try local sports and invested \$20,000 in the Sons and Daughters of the West health program.
- ✓ Council conducted youth-oriented activities at two Sunshine CBD locations to enhance young people's community connections. At Visy Cares Hub, ten activations included performances, games, and food, engaging 145 young people with support from Youth Junction Inc. At Victoria University Sunshine Trades Campus, four holiday program days offered activities like outdoor soccer and pickleball, benefiting 53 young participants through partnerships with the Western Bulldogs Community Foundation and Football Empowerment. These initiatives aimed to foster belonging and community among young people.
- ✓ As part of Men's Health Week, Council offered several mental health-focused activities including healthy eating and cooking workshops, exercise, a woodwork session for father figures to connect with their children and other men, a sensory modulation workshop and a Yarning Circle.



Priority 3: Council as Facilitator

Council's unique cross-sectoral position can help create linkages and networks among service providers and with people with lived experiences. These actions are focused on engaging with stakeholders around partnerships that are based on new local services and networks.

- ✓ Continued the delivery of 'Inclusive Communities' collective impact program at the Brimbank Aquatic and Wellness Centre (BAWC) in partnership with tenant partners. The program engages different cohorts of people who are at risk of social isolation and poor mental wellbeing and has focused on carers and single parents.
- ✓ Through a partnership with cohealth, Council obtained 12-month funding to appoint a Mental Health and Wellbeing Partnerships Officer to identify opportunities to enable and improve access to mental health services for adults and older adults living in Brimbank.
- ✓ Council participated in a Western Metro Mental Health and Wellbeing Interim Regional Body Workshop and is a member of the Mid-West Alliance Network for Mental Health.
- ✓ Council implemented the Mental Health and Wellbeing Partnerships Project, through engagement with 11 teams across five different Council departments and ten external stakeholders across various community and clinical mental health settings in Brimbank. A strong working relationship has been developed with cohealth and linkages between Council, cohealth, and key mental health organisations in the municipality have been established.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Safe and Inclusive Brimbank Strategy 2020–24

Implementation Plan Progress Report (July 2023 to June 2024)

This Report Card provides a snapshot of actions covering the period July 2023 to June 2024 that contribute to the goal of building a more welcoming and diverse community where people feel safe, included and able to contribute and participate.



Priority Area 1: Stronger Communities

This priority area focuses on building a community where people feel safer, crime is reduced, and residents are supported to feel included and actively contribute to the community.

- ✓ Delivered quarterly newsletters for Sunshine and St Albans town centres and conducted two Business Breakfasts, including information to help businesses and the community to prevent crime.
- ✓ Held over 40 activations throughout Sunshine and St Albans as part of the 'Enjoy Local' program, including Mother's Day, Easter, Christmas and regular Fridays in summer.
- ✓ Held story times at Brimbank Libraries for 227 children and families that focussed on health and safety, including a story time with Police on how to stay safe, two water safety sessions, one road safety session, and two sessions with a GP.
- ✓ Built capacity to keep our community safe online by:
 - Training 100 library staff on the psychology of scams.
 - Supporting 56 seniors to attend Scam Spotters and What is Artificial Intelligence (AI)? sessions, co-designed with seniors, designed to explore emerging technology and how to identify and avoid scams.
 - Supporting 33 young people to attend a session with cyber-safety expert, The Honest Conman, who used a combination of magic and comedy to teach young people about the many scams and threats circulating online.
- ✓ Delivered LGBTQIA+ inclusive programs at Brimbank Libraries, including an LGBTQIA+ Trivia night hosted by Brimbank local drag queen Gloss, and an 'In Conversation' on LGBTQIA+ history in the armed forces as part of the Brimbank Writers & Readers Festival.
- ✓ Implemented the 'Resilient Youth Australia Survey' to approximately 8,500 students across 13 primary and 10 secondary schools in Brimbank.
- ✓ Delivered the 'Unpacking Safety' program to 80 year eight boys in a Brimbank secondary school, helping them to identify areas they felt unsafe and develop positive personal safety plans.
- ✓ Partnered with the Department of Education to explore their 'Think Twice' life skills program, its relationship to the unpacking safety program and the potential to link key messages of both initiatives.
- ✓ Conducted youth activations at two locations in the Sunshine CBD:
 1. Visy Cares Hub - 10 activations occurred with young performers, games and food provided to 145 young people through a partnership with Youth Junction Inc.
 2. Victoria University Sunshine Trades Campus - 4 holiday program days occurred with outdoor soccer, pickle-ball and an indoor drop-in program provided to 53 young people through a partnership with the Western Bulldogs Community Foundation and Football Empowerment.
- ✓ Conducted two joint operations with police and city compliance officers to engage with local traders and improve community perceptions of safety in activity centres.

Priority Area 2: Safer Streets and Public Spaces

This priority area focuses on the design and maintenance of public places to enhance perceptions of safety and reduce opportunistic crime.

- ✓ Conducted 'Light Up Errington' two nights a week at Errington Reserve during winter, to activate the space after dark.
- ✓ Established a Youth Drop-In program at Errington Reserve to engage with local young people, in partnership with Victoria Police and St Albans Secondary College.
- ✓ Commenced a review of the CCTV Policy.
- ✓ Officially launched the Sunshine CCTV Project through a Ministerial event, to acknowledge the work and partnerships with Victoria Police and local traders.
- ✓ Delivered high-quality cleansing and waste services to the community, including the proactive collection and inspection of discarded syringes.
- ✓ Maintained all parks and gardens according to a high standard, through an ongoing maintenance and audit regime.
- ✓ Delivered lighting installations in Sunshine Library and St Albans Library windows along with street furniture and laneway lights.
- ✓ Maintained a safety focus in St Albans and Sunshine Town Centres through regular safety audits to reduce the risk of crime, in partnership with police.
- ✓ Completed landscape designs for Odessa Avenue Reserve, Noble Court, St Andrews Park, Station Waters Reserve and Kevin Flint memorial reserve, incorporating Crime Prevention Through Environmental Design (CPTED) principles, to ensure a high quality, safe design of public spaces across the municipality.
- ✓ Completed the East Esplanade Redesign and Rehabilitation Plan to reinvigorate St Albans Town Centre and introduced a proposal for two raised pedestrian crossings to encourage community use and safety.
- ✓ Commenced construction of the Princess Lane lighting project, to be completed by November 2024, to increase safety and amenity of the area.
- ✓ Prepared concept designs for Glengala Village Shopping Strip and Devonshire Road Sunshine that will improve pedestrian safety and improved amenity for all abilities.
- ✓ Installed wider footpaths along part of Glengala Road, Sunshine West to improve pedestrian safety.
- ✓ Installed raised thresholds in George Street Sunshine, to improve pedestrian safety and amenity for all abilities.

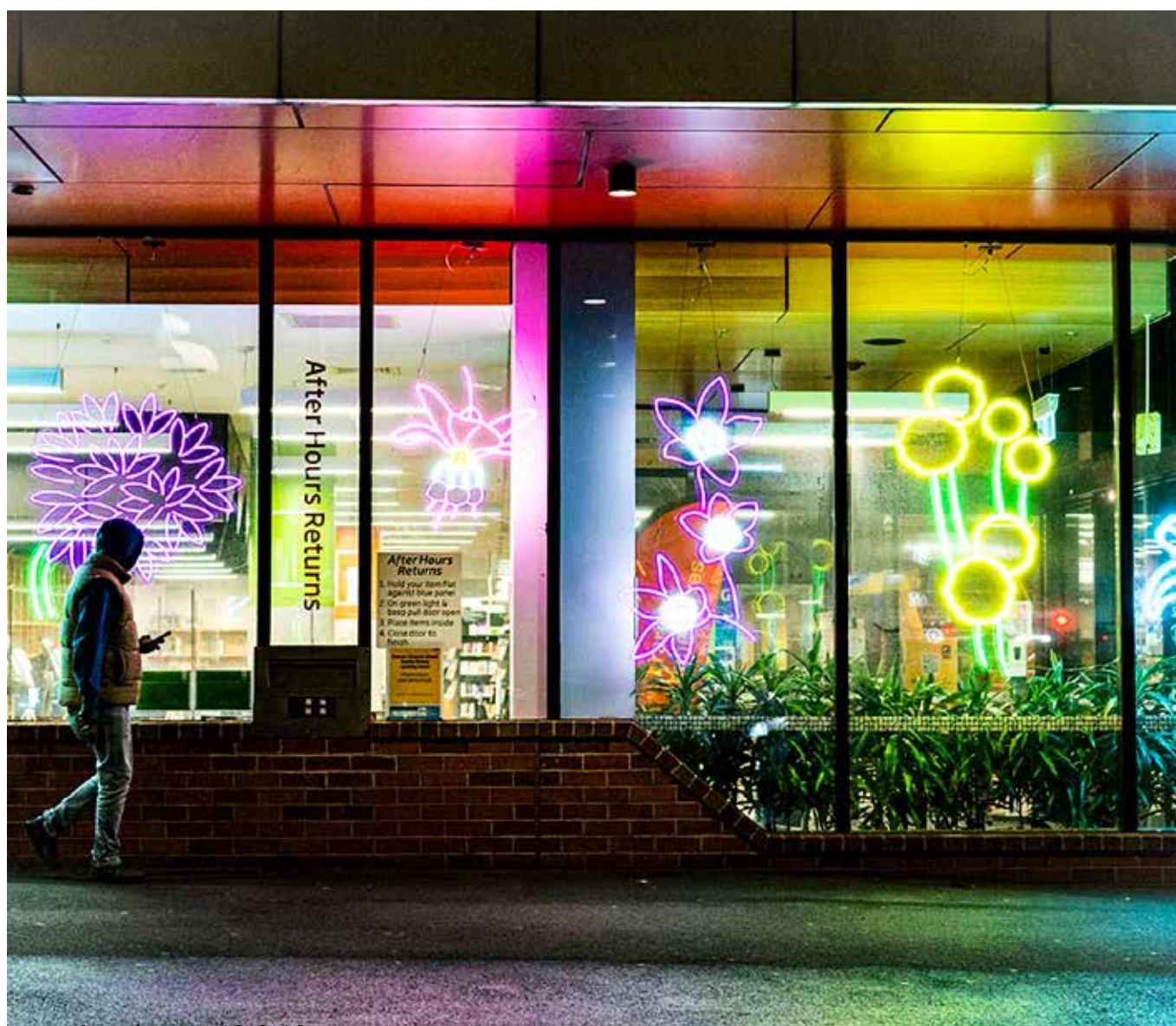


Attachment 12.8.10

Priority Area 3: Strategic Partnerships

This priority area focuses on formal structures and partnerships, with Victoria Police, service providers and other stakeholders, as well as building community capacity to prevent crime.

- ✓ Convened quarterly meetings of the strategic Safety and Wellbeing Partnership co-convened by Council and Victoria Police. Partners include State Government, local service providers and stakeholders.
- ✓ Convened the Hotspot Working Group of police, service providers and stakeholders, to monitor and address community safety issues at identified 'hotspot' areas across Brimbank.
- ✓ Maintained strong partnerships with the Sunshine and St Albans Business Associations, through regular engagement and quarterly meetings of the Sunshine Rising and Go St Albans Partnership Groups
- ✓ Strengthened relationships between Council and Victoria Police, by establishing regular briefings and updates, sharing information, and cross-attendance at committees and events.
- ✓ Monitored publicly available crime and safety-related data, updating public community indicator Fact Sheets on crime, alcohol and other drugs, and family violence.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au



Brimbank Volunteer Strategy

Report Card 2023-2024

Volunteering is recognised as a valuable part of life in Australia and is defined as 'time willingly given, for the common good and without financial gain'.

During this reporting period the central role of volunteering continues to foster identity and community connectedness. It highlights Brimbank's support for a socially inclusive community by providing opportunities for individuals to enrich their own and others' lives through their time and expertise. Despite significant changes in the volunteer landscape affecting services, programs, and retention, there is a continued commitment to responding to emerging trends and future opportunities. The goal is to maintain relevant systems and processes to mitigate isolation and loneliness, ensure social connectedness, and encourage civic and economic participation.



Focus Area 1

Ongoing commitment to volunteer participation, support and development

- ✓ 225 registered Brimbank City Council (BCC) volunteers across council programs. These include but not limited to, social support programs, home library service and neighbourhood houses.
- ✓ Ongoing delivery of Brimbank Community Register for vulnerable residents over the age of 50 and/or people with disability, enabling volunteers to connect with some of Brimbank's most vulnerable community members. Currently four volunteers make 60 calls per week. This program is currently under review.
- ✓ As part of National Volunteer Week (20 - 26 May), Council successfully delivered an online wellbeing workshop - Looking After Ourselves and a Small Acts Have a Big Impact training. Twenty-seven volunteers attended these sessions.

Focus Area 2

Volunteers are appreciated and celebrated

- ✓ 28 per cent of BCC volunteers speak more than one language which raises cultural awareness, strengthens community connections and fosters inclusivity across Brimbank's diverse community,
- ✓ To acknowledge International Volunteer Day in December, Council highlighted the altruistic efforts of volunteers by sharing their stories on its social media platforms.
- ✓ Annual Volunteer Rewards and Recognition luncheon held to celebrate and recognise the valuable contribution volunteers continue to give to the Brimbank municipality. This event recognised 63 volunteers, including two who achieved 25 years of continuous volunteering service.



Focus Area 3

Strengthen relationships with local and Regional Partners

- ✓ Volunteering Australia attended consultation of the refresh of 'The National Strategy' - Something for Everyone: charting a new course for volunteering. The need to be refreshed is to ensure the strategy is contemporary and inclusive of the diversity of volunteering and volunteers.
- ✓ Strengthening relationships and partnerships through key regional and metropolitan networks which include Volunteering Victoria Network Group, LGPRO Special Interest Group - Volunteering, neighbouring LGA's to further enhance collaborations and partnerships.
- ✓ Ongoing development and collaborations which strengthen connections and best practice with key local, regional and metropolitan networks that include Volunteering Victoria Network Group, LGPRO Special Interest Group - Volunteering, Western region LGA Volunteer Network Group, Volunteer West and Brimbank Disability Network Group.
- ✓ Attendance of Volunteering Victoria State Conference - Shake it up: Bold Change! 19 - 20 June 2024 The conference theme challenged the status quo, pushed the boundaries, and considered new possibilities in all things volunteering.



Focus Area 4

Service excellence through effective management practices

- ✓ Following the evaluation of Council's Volunteer Program, Council is progressing the recommendation to implement a volunteer framework and implementation plan.
- ✓ Ongoing utilisation of the Better Impact Online Volunteer Management Database as an intuitive and effective engagement tool for volunteers.
- ✓ 500+ residents have engaged in informal/ spontaneous volunteering across the organisation and municipality in the last financial year. The roles included environmental/climate change programs, participation in Friends of groups, civic/community events, advisory committee representation and community engagement panels.
- ✓ Over this reporting time, 30-35 active L2P volunteers contributed over 5,000 hours of driving time. 87 Learners received driving assistance and 19 Learners gained their P's. There is a current waitlist of between 40-50 learners.
- ✓ Brimbank's Environment Department have had 175+ dedicated volunteers. They planted in excess of 3,000 grasses and shrubs across the municipality.



Brimbank City Council

Telephone 9249 4000

Email info@brimbank.vic.gov.au

Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000



Find us on Facebook, X and YouTube

 www.facebook.com/brimbankcouncil

 x.com/BrimbankCouncil

 www.youtube.com/brimbankcitycouncil



131 450

Local call costs apply



Use Brimby, the online virtual assistant
brimbank.vic.gov.au

13 Notices Of Motion

Nil.

14 Notices Of Rescission

Nil.

15 Urgent Business

16 Confidential Business

17 Meeting Closure