

# **COUNCIL MEETING**

## **TUESDAY 25 MAY 2021**

### **AGENDA**

#### ***VISION***

*Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.*

#### ***COUNCILLOR COMMITMENT***

*We'll be truthful, represent the community's needs, be positive and responsive and always strive to do better.*

## NOTES FOR QUESTIONS AND SUBMISSIONS FROM THE PUBLIC

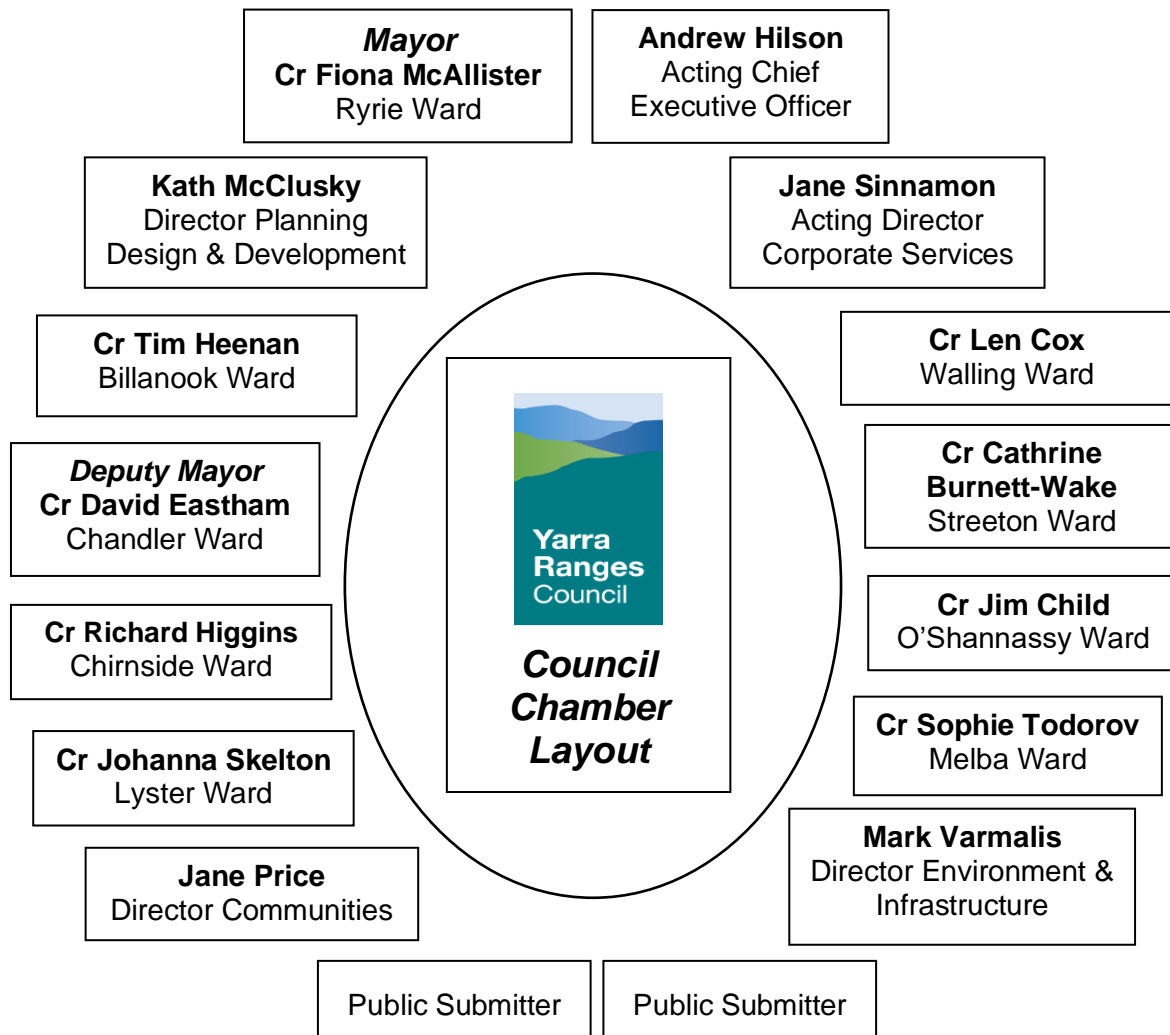
The public is invited to submit questions to the Council Meeting by completing [the form on the Council's website](#); or via [email](#). Your question must be received **no later than 5.00pm on the day before the Council meeting date**. Questions relating to items on the agenda, or which are the same as previous questions, will not be considered.

A question will not be accepted if, in the opinion of the Chief Executive Officer, it appears to be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public. A limit of one question per person per meeting will apply. Multiple parts to a question will be treated as multiple questions. A maximum of 15 minutes will be allocated to 'Question Time' at each meeting. As far as practicable, questions will be considered in the order they were received. Your question will be read out on the night and if possible will be answered by the appropriate officer. If a question cannot be answered on the night or if time constraints restrict the ability to read out a question, it will be answered in writing in accordance with Council's normal correspondence procedures. You are welcome to attend the meeting and hear the answer to your question, but it is not a requirement. If your question is addressed on the night, we will provide a copy of the answer to you in writing in the days following the meeting.

**Submissions to Council on matters not listed on the Council Meeting agenda** will generally be heard before the items listed on the agenda. The subject should not relate to matters on the agenda for the meeting, or matters that have been already considered by Council or to operational issues. You must provide the required information at least eleven **(11) days before the meeting** you wish to attend to the Governance Team, to allow for consideration of your request and appropriate arrangements to be made.

You should provide sufficient copies of any supporting information you want to be distributed to all Councillors and this will be circulated upon request. A copy of any supporting electronic presentation needs to be given to Governance Team **by midday** of the date of the meeting to ensure compatibility with Council's computer system.

**Submissions in relation to a specific item on the agenda** for consideration will be invited to come forward by the Chair in the order items are listed. For planning applications and policy issues, the Chair will invite one person to speak on behalf of any objectors and one person to speak on behalf of the applicant. For other matters on the agenda, only one person will be invited to address Council, unless there are opposing views. At the discretion of the Chair, additional speakers may be invited for items of large interest. Submissions must be made in a way that is respectful of Councillors and staff. You should make sure that you are present at the meeting when the item you wish to speak about is considered, as there will no opportunity for you to speak after the Chair has invited speakers and councillors have begun to consider the item.



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# YARRA RANGES COUNCIL

## AGENDA FOR THE 536<sup>TH</sup> COUNCIL MEETING TO BE HELD ON TUESDAY 25 MAY 2021 COMMENCING AT 7.00PM VIA VIDEO CONFERENCE

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1. COUNCIL MEETING OPENED
2. INTRODUCTION OF MEMBERS PRESENT
3. APOLOGIES AND LEAVE OF ABSENCE
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### RECOMMENDATION

*That the Minutes of the Council Meeting held 11 May 2021, as circulated, be confirmed.*

### 5. DISCLOSURE OF CONFLICTS OF INTEREST

*In accordance with section 130 of the Local Government Act 2020.*

### 6. QUESTIONS AND SUBMISSIONS FROM THE PUBLIC

*In accordance with Chapter 3 Rules 57 and 59 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

There were no Questions to Council or Submissions from the Public received prior to the Agenda being printed.

## 7. BUSINESS PAPER

### PLANNING, DESIGN AND DEVELOPMENT

No. of Pages – 9

#### 7.1 Lilydale Revitalisation Project - Phase 2 Projects

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RESPONSIBLE OFFICER	Director Planning Design & Development
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#### SUMMARY

In August 2020 the Office of Suburban Development confirmed Lilydale had been selected as one of six centres in the next stage of their revitalisation program and allocated \$500,000 through the Building Works Stimulus (BWS) fund towards associated projects and initiatives.

Recently Council was advised that an additional \$2m funding was to be allocated to the program and that Council would be responsible for selection and delivery of all projects from the full initial pool of \$500,000, as well as \$1.2m of the additional funds. This required Council to co-contribute funding and In Kind.

Officers developed projects based on known community priorities, the Lilydale Place Plan, and Ward Councillor discussions. These were validated with the Department of Jobs Precincts and Regions (DJPR) and presented to the Lilydale Revitalisation Board.

The Board has unanimously supported the projects In Principle pending confirmation of co-contribution of funding by Council. A Briefing was subsequently sent by DJPR and the Office for Suburban Development to Shaune Leane MP.

The Council contribution for the State Budget projects can be held off until the 2022/2023 Capital Works Program while using the upfront DJPR funding throughout 2021/2022.

#### RECOMMENDATION

*That*

- 1. Council support the nominated projects as listed.***
- 2. Council commit to the co-contribution of funding of \$250,000 in the 2022/2023 Capital Works Program towards the State Budget projects, and allocation of \$199,000 from Township funding towards the Building Works Stimulus projects.***
- 3. Officers advise representatives of the Department of Jobs Precincts and Region of Council's support and the details of the planned Council meeting seeking formal resolution of financial commitment.***

## DISCLOSURE OF CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

The Director of Planning, Design and Development is required from time to time to represent the CEO on the Board if they are unavailable.

## PROPOSAL

It is proposed that Council support the projects and associated funding as outlined in this report, including the co-contribution of funding of \$250,000 in the 2022/2023 Capital Works Program towards the State Budget projects, and allocation of \$199,000 Township funding towards the Building Works Stimulus projects.

Officers will advise representatives of the Department of Jobs Precincts and Region of Council's support and the details of the planned Council meeting seeking formal resolution of financial commitment.

## RELATED COUNCIL DECISIONS

*Council Meeting – 24 September 2019*

Council resolved to “*adopt the Lilydale Place Plan to guide decision making for Lilydale’s future Liveability*”.

## BACKGROUND

The Office of Suburban Development has selected six town centres in metropolitan Melbourne to receive a revitalisation boost as part of the Victorian Government's Suburban Revitalisation Program.

As part of the Building Works Stimulus Package, the Program is funding shovel-ready projects in Boronia, Melton, Noble Park, Reservoir, Lilydale and Tarneit.

Each site will receive \$500,000 from the State Government for local infrastructure projects to improve public space and amenity while supporting local jobs and stimulating local business and community activity.

This investment will play an important role in the coronavirus (COVID-19) recovery.

Categories to focus on with these projects include:

- Community Infrastructure – Place Making & Activation;
- Trader Assistance & Trader Relationships;
- Community Groups or Private Development for Local Stakeholders; and
- Government Infrastructure Revitalisation.

The Office of Suburban Development has highlighted its desire to include community driven programming into the selected projects. Council officers will be working with community groups during planning and delivery to encourage opportunities of supporting community initiatives.

In August 2020 the Office of Suburban Development confirmed Lilydale had been selected as one of six centres in the next stage of their Revitalisation Program and allocated \$500,000 towards associated projects and initiatives. Initial advice was for Council to deliver a quick project outcome to start the program, and the remainder of funding to be allocated by a Board of community representatives.

From a substantial list of options Council selected the Community Garden proposal, which is now well progressed towards delivery, as follows:

1. Lilydale Community Garden Project

- This project came as a result of the Lilydale Community Garden Group (LCGG) working with Council officers for several years to locate an appropriate space for a community garden. This modular street garden will be used to activate a long section of blank built form at Bunnings as well as educate the community on healthy eating and sustainability. Fabrication is almost complete and installation to site has commenced and will conclude mid to late May 2021, with an onsite launch anticipated with the Minister Suburban Development soon after.

Recently Council was advised that an additional \$2m funding was to be allocated to the program, and that Council would now be responsible for selection and delivery of all projects from the full initial pool of \$500,000, as well as \$1.2m of additional funds.

Officers rapidly developed a suite of projects based on a previous list presented to Council, known community priorities, the Lilydale Place Plan, Ward Councillor discussions and Executive guidance, tested these with the DJPR, and presented to the Lilydale Revitalisation Board which is chaired by Harriet Shing MP.

The Board has unanimously supported the projects In Principle pending confirmation of co-contribution of funding by Council. On 29 April 2021 a Briefing was sent by DJPR and the Office for Suburban Development to Shaune Leane MP outlining these projects, noting that Council had not yet had the opportunity to review and confirm financial commitments.

While there was a requirement for a co-contribution of funding to these projects, officers have negotiated for a reduced proportion of funds to be allocated from Council due to the progressed status of budgeting and the need to balance against other existing Council priorities that have already been committed to.

The resultant proportion of funding is as follows:

- Building Works Stimulus projects: \$1 Council funds for \$2.50 DJPR funds
- State Budget projects: \$1 Council funds for \$4.80 DJPR funds

Due to State Government budget timelines an expedited Council decision is being sought to confirm commitment to the co-contribution of funds and in-kind to projects in both the BWS and State Budget funding streams.

A summary of the remaining BWS Fund projects and associated contribution is as follows:

2. Lions Park Masterplan and Implementation Stage 1

- Identified by the Lilydale Community Reference Group, the Beautification Committee and the Place Plan as an area of concern for anti-social behaviour and poor amenity, the Lions Park project proposes enhancements to landscaping, address accessibility issues, increase the role and appeal of Olinda Creek, built form interface improvements, and modification of the bridge structure to improve connections and access. It will deliver an appealing public resting place including possible nature play opportunities and pedestrian thoroughfare.

There is an immediate need to resolve early concepts for the precinct due to updated flood modelling by LXRP and Melbourne Water which is requiring the levee walls to be reconstructed to a higher level and additional levee walls in the creek corridor.

3. Castella St Streetscape Masterplan and Implementation Stage 1

- There have been community complaints and Beautification Committee requests regarding the visual clutter and poor appearance of scattered bins along Castella Street. Currently bins for adjacent businesses are stored on Council road reserve land between parking bays. The space has been disorderly and unappealing, which directly reflects on businesses in the Main Street.

Preliminary discussions with Waste Management have identified possible solutions. This project proposes to develop bin enclosures and deliver amenity improvements to the streetscape which will benefit local businesses and support outdoor dining.

4. Lilydale Street Art

- Lilydale Main Street has several unused or derelict buildings along with large expanses of inactive blank walls which have become graffiti hot spots. This project proposes to employ local artists to produce street art in these locations which is expected to develop positive activity and community ownership of these areas, decreasing the appeal for vandals and incidents graffiti.

No specific buildings have been identified at this stage and a Planning Permit may be required, however the projects will be readily deliverable.

Council's In Kind contribution will be in the form of Landscape Architecture, with design being carried out in house within the newly established Design and Place team, rather than engaging consultants. There will still be a need for technical expert consultants to inform design and produce tender documentation, which will be commissioned on an as-needs basis. Other In Kind will be Project Management, Drainage and Traffic advice and other internal expertise.

Of the \$2m funding from the State Budget, DJPR has requested that Council also lead the delivery of the first \$1.2m due to Council's deep knowledge of the centre and ability to initiate delivery.

1. Lions Park – Stage 2

- This project extends the Lions Park masterplan north along the creek corridor to take into account the extended footprint of levees and flood management proposed by Melbourne Water. It also seeks to deliver the next phase of construction of relevant sections of the masterplan and addresses significant pedestrian safety issues and poor connectivity.

It will also commence unifying the existing public areas into an integrated space and more pleasant experience for the community.

2. 'Cycle Centre' nodes

- This is a Pilot project for a concept that creates a recognisable Cycle Centre branding icon for activity centres in Yarra Ranges, as well as delivery of associated infrastructure. These activity centres would support cycling through the provision of cycle repair and maintenance stations, drinking fountains, shelter, toilets, bike parking, charging points for electric bikes and mobile devices.

Three nodes have been identified in Lilydale, including at the new Rail Head near the old Station (part of LXR), at Beresford Road crossing, and at the toilets on Maroondah Hwy adjacent Olinda Creek.

3. Beresford Road, Trails Crossing

- The site is the convergence of the Yarra Valley Trail with the Warburton Rail Trail as they approach Lilydale activity centre. The Trails require a dangerous crossing of Beresford Road, conflicting with vehicles from nearby industrial estates and residential areas.

This project proposes traffic calming pavement treatments, lighting, signage and landscaping to better signify the crossing point. Discussions with Infrastructure team have identified that Beresford Road is listed for major rehabilitation in 2022, hence a rapid design exercise would enable inclusion of the trail crossing in these works. Safety measures such as lighting, signage, material treatments and possibly signalisation will be explored.

Works will not be able to commence until LXR has reopened Maroondah Hwy after using Beresford Rd as a temporary bypass. This is anticipated for January 2022

4. Rail Station Building Heritage Precinct

- While there has been a successful protection of the Old Station building and LXR has committed to repairing termite and other damage, there still needs to be detailed drawings developed of the building and architectural concepts developed to assist in negotiating a use. This project seeks to establish these baseline requirements and test ideas to help facilitate a successful community focused service out of the building.

## 5. Integrated Community Facility Options Study

- There is a strong need to understand current and future community demand for services in Lilydale and regionally, as well as understand what Council assets are available and what condition they are in. This project seeks to establish a social planning assessment of what these future community needs will be in order to shape up a clear programmatic brief that will inform architectural design and costings for a new integrated community facility in Lilydale.

### **STRATEGIC LINKS**

There is currently a strong suite of strategic work that has been completed or is currently being prepared focusing on Lilydale including:

- The Lilydale Place Plan (adopted by Council);
- Lilydale Structure Plan (underway);
- Level Crossing Removal Project (in construction); and
- Melba Recreation Reserve Master Plan (commenced).

The chosen projects align with current works in Council's program, are quick wins, complement and support other strategic planning, and meet the objectives of the Revitalisation project.

### **CONSULTATION**

Extensive consultation has taken place as part of the Lilydale Place Plan process. Feedback regarding community priorities has been considered in developing the above list of proposed projects.

Each individual project proposal has had varying degrees of consultation with internal stakeholders and community groups, however further project-specific consultation will be required.

The full program of projects has been presented to the Lilydale Revitalisation Board and received unanimous support.

Once funding is confirmed for specific projects, officers will engage in a more focused consultation focusing on those projects.

### **FINANCIAL IMPLICATIONS**

For Council to participate in the Lilydale Revitalisation Program, there is a requirement for co-contribution, some of which must be financial, while there is also capacity to offer In Kind contribution. The table below outlines what officers have proposed to DJPR as a reasonable co-contribution for each project.

The \$199,000 contribution for the BWS is proposed to be funded from existing available Township funding. This equates to \$2.50 from DJPR for every \$1 Council contribution.

The \$250,000 contribution for the State Budget projects is proposed to be funded from the 2022/2023 Capital Works Program, with DJPR funding being used upfront for expenses incurred throughout 2021/2022. This equates to \$4.80 from DJPR for every \$1 Council contribution.

	Project Name	Proposed total budget	DJPR Contribution	Council Contribution	Council In Kind Contribution
<b>Building Works Stimulus</b>					
1	Lilydale Community Garden Pop Up	\$130,000	\$55,000	\$30,000 (Council) \$45,000 (TOD)	
2	Lions Park Masterplan and Implementation Stage 1	\$408,000	\$325,000	\$83,000	\$62,000
3	Castella Street Streetscape Masterplan and Implementation Stage 1	\$88,000	\$65,000	\$23,000	\$12,000
4	Street Art	\$73,000	\$55,000	\$18,000	\$7,000
<b>TOTAL</b>		<b>\$699,000</b>	<b>\$500,000</b>	<b>\$199,000</b>	<b>\$81,000</b>
<b>State Budget</b>					
1	Lions Park – Stage 2	\$350,000	\$260,000	\$90,000.00	\$10,000.00
2	'Cycle Centre' nodes	\$450,000	\$390,000	\$60,000.00	\$15,000.00
3	Beresford Road Cycle crossing	\$300,000	\$250,000	\$50,000.00	\$10,000.00
4	Rail Station Building Heritage Precinct upgrade	\$200,000	\$170,000	\$30,000.00	\$10,000.00
5	Integrated Community Facility Options Study	\$150,000	\$130,000	\$20,000.00	\$5,000.00
<b>TOTAL</b>		<b>\$1,450,000</b>	<b>\$1,200,000</b>	<b>\$250,000</b>	<b>\$50,000</b>

The Office for Suburban Development will execute the Funding Agreement and transfer the associated funds once Council has confirmed its commitment to this.

The remaining \$800,000 in the State Budget pool of funds will be determined by the Lilydale Revitalisation Board.

## **KEY ISSUES**

Council's budget process for 2021/2022 is now well advanced and does not provide capacity for early financial contribution without adversely affecting other projects and initiatives.

The projects identified are all in early stages of development and will require rapid engagement and concept development to progress them sufficiently to meet funding timelines.

Staff resources will need to be allocated to deliver each of these projects, which may prove difficult given the large number of projects already underway within the Design and Place department.

The recently updated flood modelling from Melbourne Water will have implications on the design intent for the Olinda Creek corridor.

### ***Environmental Impacts***

Environmental impacts will be assessed as part of project development for each project.

Some projects will make a positive contribution to supporting sustainable active transport and healthy lifestyles and will assist in adaptation to climate change impacts through addressing altered flood patterns.

### ***Social Impacts***

The projects selected all focus on improving public space, community connection, healthy lifestyles and public safety. Areas of Lilydale that have been identified as experiencing ongoing negative social behaviours are being focussed on for positive activation, such as Lion's Park and street interfaces experiencing graffiti.

Other projects such as the Beresford Road crossing have been initiated due to direct safety risks highlighted by LTAG.

Castella Streetscape Improvements will address the health and amenity impacts of poorly managed waste and increase amenity and aesthetic which will in turn have a positive reflection on the community and encourage pride of place.

### ***Economic Impacts***

All these projects will provide opportunity for short term local job opportunities during the construction and installation stages. Improvements achieved throughout the Lilydale town centre will assist in attracting investment and development and aims to achieve improved local employment and support existing businesses by increasing the sense of place and inclusion.

Further details are outlined above under Financial Impacts.

### ***Risk Assessment***

A risk assessment will be complete as part of the project development for each project.

**CONCLUSION**

Lilydale has been selected to receive \$2.5m as part of the Office of Suburban Development's Suburban Revitalisation project. The first of a series of projects to come out of this funding stream is the Lilydale Community Garden project which is currently under construction, due for completion May 2021.

Council is required to co-contribute funding to meet the funding requirements, however the amount of contribution has been significantly reduced due to existing budget commitments. A commitment will be needed in order to proceed with these projects, including \$199,000 existing Township funding for the BWS projects, and \$250,000 in the 2022/2023 Capital Works Program for the State Budget projects.

**ATTACHMENTS**

Nil

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## CORPORATE SERVICES

No. of Pages – 3

### 7.2 Additional Council Meeting on 29 June 2021

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RESPONSIBLE OFFICER	Director Corporate Services
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#### SUMMARY

Council meetings are fixed by Council resolution and unscheduled meetings may also be called as required in accordance with Council's Governance Rules.

An additional meeting of Council is required on 29 June 2021 to ensure the timely consideration of several items of business.

#### RECOMMENDATION

***That***

- 1. An additional Council meeting be held on Tuesday 29 June 2021.***
- 2. In accordance with Rules 12 and 17 of the Governance Rules, the Acting Chief Executive Officer make all arrangements for a meeting of Council to commence at 7.00pm on Tuesday 29 June 2021.***

#### DISCLOSURE OF CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

#### PROPOSAL

To approve an additional Council meeting to be held on Tuesday 29 June 2021.

#### RELATED COUNCIL DECISIONS

The dates of all Council meetings to be held during 2021 were approved by Council at the meeting held on 17 November 2020.

#### BACKGROUND

The Governance Rules require the date, time and place of Council meetings to be fixed by Council.

Rule 13 enables the Chief Executive Officer to change the date, time and place of, or cancel, any Council meeting which has been fixed by Council after consultation has been undertaken with the Mayor and Councillors. However, this power does not extend to calling a Council meeting, except in the case of an emergency.

Accordingly, the approval of Council is required for an additional Council meeting to be held outside of the approved schedule of meetings for 2021.

## **STRATEGIC LINKS**

The additional Council meeting will enable the adoption of key strategic documents, including the Council Action Plan and Budget.

## **CONSULTATION**

There has been no community consultation undertaken in respect of the recommendation in this report.

## **FINANCIAL IMPLICATIONS**

The cost of supporting an additional meeting of Council can be met from within the current approved budget for Governance.

## **KEY ISSUES**

An additional meeting of Council is required to ensure the timely consideration of several items of business which, at the time of writing, include:

- Council Action Plan & Budget (Final Adoption)
- Public use of the laneway abutting 3375 & 3377 Warburton Hwy, Warburton (Story Lane)

Council reserves the right to change details of the specific items of business to be considered, until such time as the Agenda for the meeting is published on Wednesday 23 June 2021.

The meeting will be held by videoconference and broadcast live to Council's website.

### ***Environmental Impacts***

There are no significant environmental impacts associated with the calling of an additional Council meeting. The production of paper copies of required documentation is kept to a minimum and meetings held via videoconference and broadcast live to Council's website reduces the requirement to travel to attend the meeting.

### ***Social Impacts***

As with all Council meetings, members of the community can participate in this meeting by making a submission on a matter not listed on the Agenda, submitting a question, petition

or joint letter, or, speaking to items of business listed on the Agenda. Public participation at meetings must follow the requirements of the Governance Rules, specifically, Rules 57, 58, 59, 60 and 73.

### ***Economic Impacts***

There are no economic impacts associated with the calling of an additional Council meeting.

### ***Risk Assessment***

Rules 13, 14, 15 and 16 outline the provisions that enable the date, time and place of all Council meetings to be fixed, cancelled or altered. Section 60(6) of the *Local Government Act 2020* states that Council must comply with its Governance Rules.

## **CONCLUSION**

Council is asked to approve the recommendations to ensure the meeting on 29 June 2021 is fixed in accordance with the Governance Rules.

## **ATTACHMENTS**

There are no attachments to this report.

### 7.3 Review of Mayoral and Councillor Allowances

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RESPONSIBLE OFFICER      Director Corporate Services

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#### SUMMARY

At the Council Meeting held on 23 March 2021, Council resolved to give public notice of its intention to retain the current level of allowances payable to the Mayor and Councillors for the next four years, or until such time as the Victorian Independent Remuneration Tribunal (the Tribunal) makes its first determination of mayoral and councillor allowances.

Consultation with the community was undertaken in accordance with section 223 of the *Local Government Act 1989* (the LGA 1989), with this commencing on Wednesday 24 March and closing at 5:00pm on Monday 26 April. One submission was received during this time, with the submitter not requesting to speak to their submission.

Following the review process and in accordance with section 74(1) of the LGA 1989, Council are required to set the level of mayoral and councillor allowances with this being the base rate for the term of this Council (four years), or until such time as the Tribunal makes its first determination.

#### RECOMMENDATION

##### *That Council*

1. ***Having given public notice pursuant to section 223 of the Local Government Act 1989 and in accordance with section 39 of the Local Government Act 2020 and section 74 of the Local Government Act 1989, Council set the annual allowance for the Mayor and Councillors for the term of this Council as follows:***
  - (a) ***a mayoral allowance of \$100,434 per annum (plus a superannuation contribution of \$9,541).***
  - (b) ***a councillor allowance of \$31,444 per annum (plus a superannuation contribution of \$2,987).***
2. ***Note that the level of allowance set for the Mayor and Councillors will apply until such time as the Victorian Independent Remuneration Tribunal makes its first determination of mayoral and councillor allowances.***

#### DISCLOSURE OF CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## PROPOSAL

Council to set the level of mayoral and councillor allowances in accordance with section 74(1) of the LGA 1989.

## RELATED COUNCIL DECISIONS

On 23 March 2021, Council resolved to give notice of its intention to retain the annual allowances for the Mayor and Councillors for the next four years and commence public consultation in accordance with section 223 of the LGA 1989.

## BACKGROUND

Under the *Local Government Act 2020* (the LGA 2020), the responsibility for determining the level of allowances payable to the Mayor, Deputy Mayor and Councillors will transfer to the Tribunal. Until such time as the Tribunal makes its first determination, section 74 of the LGA 1989 will continue to apply despite its repeal.

Section 74(1) of the LGA 1989 requires Council to review and determine the level of mayoral and councillor allowances within a period of six months after a general election, or by 30 June in the year following the election, whichever is later.

Councils are currently divided into three categories, based on the income and population of each, with the upper and lower levels for allowances paid within each category being set by the Victorian Government.

Yarra Ranges Council has been placed in Category 3, where the range of allowance payable per annum is:

- Mayor - up to \$100,434.
- Councillors - \$13,123 to \$31,444.

This review did not include an allowance for the Deputy Mayor, as this is not provided for in the LGA 1989 or the current system of mayoral and councillor allowances.

Mayoral and councillor allowances are also subject to the addition of the equivalent of the superannuation guarantee (which currently stands at 9.5% but is scheduled to increase to 10% on 1 July 2021) that is to be paid in addition to the allowance.

At the Council Meeting held on 23 March 2021, it was resolved to endorse in principle retaining a mayoral annual allowance of \$100,434 (plus a superannuation contribution of \$9,541) and a councillor annual allowance of \$31,444 (plus a superannuation contribution of \$2,987).

Consultation was undertaken in accordance with section 223 of the LGA 1989.

## STRATEGIC LINKS

The provision of allowances supports the Mayor and Councillors to perform their respective roles, which enables them to contribute to the strategic direction of Council

through the development and review of key strategic documents, including the Council Plan.

## CONSULTATION

Council commenced community consultation on 24 March 2021, with a public notice published on Council's website inviting submissions from the community on the proposed allowances. A public notice also appeared in The Herald Sun newspaper.

Submissions closed at 5.00pm on Monday 26 April 2021. During this period there were 20 unique visitors to Council's website to view the information about the review and the determination of allowances.

At the conclusion of the submissions process, one submission had been received and the submitter did not request to be heard in support of their submission. Details of the submission received is set out in the table below:

Submitter	Details of Submission	Requested to be heard
1	<p>"Dear Chief Executive Officer,</p> <p>Regarding Review of Mayor and Councillor Allowances.</p> <p>I believe that the Mayor and Councillors remuneration be at very least be held at current levels, or where possible increase with CPI.</p> <p>Further to this review, as a rate payer I would like to see:</p> <p>A review into Allowances and Expenses for the Shire of Yarra Ranges executive team.</p> <p>A Breakdown of expenses for the executive team, with the same level of transparency that is required of councillors and their expenses.</p> <p>Thank you."</p>	No

## FINANCIAL IMPLICATIONS

Provision is currently made within Council's budget for mayoral and councillor allowances to be paid at the maximum level for a Category 3 Council, with the current total annual cost of all allowances paid (one Mayor and 8 Councillors) being \$351,986 (\$385,425 including superannuation).

Council should note that the superannuation guarantee currently stands at 9.5% but is scheduled to increase to 10% on 1 July 2021, so this will need to be accounted for in the 2021/22 budget process.

## **KEY ISSUES**

As no submitter requested to speak to their submission, a meeting of the Hearing of Submissions Committee was not required.

Council are asked to consider the submission received, noting that while it is not possible to implement a CPI increase as part of this review, the LGA 1989 did provide for an annual increase to be made by the Minister for Local Government by giving notice under section 73B(4). Furthermore, under section 73B(5), all councils must increase their current mayoral and councillor allowances in accordance with this notice. On 27 October 2020, Council received notice that the Minister had conducted their annual review and determined that, this year, no adjustment to allowances will be made in respect of all councils.

The request for a breakdown of expenses for the executive team has been referred to the Director Corporate Services for consideration.

In determining the level of allowance payable, Council has taken into consideration that the Mayor and Councillors have a significant representative role and regularly participate in a range of local and regional consultation and decision-making forums. It should also be noted that under the 2020 Act, the role of Mayor has been enhanced and now carries additional responsibilities.

Over the past 12 months the Mayor and Councillors have adapted to new ways of working and engaging with their community in light of COVID restrictions. Physical Council meetings have been replaced by virtual meetings and Councillors have continued to engage and support their communities in new ways.

As a conservative estimate, the role of a Councillor requires an average commitment of 20 to 30 hours a week in reading papers, attending Council meetings and other meetings of bodies/committees to which they have been appointed, meeting with community organisations, and meeting residents and ratepayers.

The duties of a Councillor therefore require time, energy and commitment, and many Councillors reduce their time in paid employment to meet the demands of the role. For some Councillors, becoming Mayor can involve a full-time commitment to the role and the sacrifice of income if they take unpaid leave / reduced income from their employment.

### ***Environmental Impacts***

There are no environmental impacts arising from this report.

### ***Social Impacts***

There are no social impacts arising from this report.

### ***Economic Impacts***

There are no economic impacts arising from this report.

***Risk Assessment***

The review of allowances has been undertaken in accordance with section 39 of the LGA 2020 and sections 74 and 223 of the LGA 1989.

It is not considered that there are any risks arising from the recommendation in the report as the review has followed the statutory process and will be completed prior to the deadline of 30 June 2021.

In developing this report, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006* and it is considered that the subject matter does not raise any human rights issues.

**CONCLUSION**

Councillors are asked to consider the submissions received and determine the level of mayoral and councillor allowances in accordance with section 74(1) of the LGA 1989.

**ATTACHMENTS**

Nil

## 7.4 Finance Report 1 July 2020 to 31 March 2021

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RESPONSIBLE OFFICER      Director Corporate Services

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### SUMMARY

The attached finance report has been prepared as at 31 March 2021. The report includes financial year-to-date data for the third quarter of the 2020-21 financial year and is compared to the annual budget and the forecast projections for the full year to 30 June 2021.

### RECOMMENDATION

#### *That Council*

1. ***Receives and notes the Finance Report for the nine months from 1 July 2020 to 31 March 2021 for the purpose of Section 97 of the Local Government Act 2020.***
2. ***Approves and adopts the Capital Works Transfers as outlined in the March Quarterly Capital Works Report.***

### DISCLOSURE OF CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

### PROPOSAL

That Council receives and notes the Finance Report and Capital Works Report for the nine months from 1 July 2020 to 31 March 2021.

### RELATED COUNCIL DECISIONS

Not applicable

### BACKGROUND

Section 101 of the *Local Government Act 2020* outlines the financial management principles that Council needs to adhere to. Monthly reporting to the Executive Leadership Team (ELT) and quarterly reporting to Council and the Audit & Risk Management Committee (ARMC) on the operational financial results fulfils this requirement.

Section 97 requires Council to prepare and present a quarterly finance report that compares annual budgeted revenue and expenditure with actual year to date revenue and expenditure, at a Council meeting which is open to the public.

The quarterly financial update presents summary financial statements and a series of other progress reports on matters that will inform both Council and the Community on the performance for the relevant quarter.

## **STRATEGIC LINKS**

Sound financial management and reporting of Council's activities forms part of Council's commitment to be a High Performing Organisation, one of Council's five Strategic Objectives outlined in its Council Plan.

## **CONSULTATION**

This report will be tabled for review and noting by the ARMC on 31 May 2021.

## **FINANCIAL IMPLICATIONS**

The attached report outlines the financial performance and position of Council's activities as at the end of the third quarter of the 2020-21 financial year as well as a forecast of performance for the full year.

## **KEY ISSUES**

### **Summary of year to date results**

#### **Income Statement**

The Income Statement in the attached report shows that an operating surplus of \$40.3m was recorded for the nine months to 31 March 2021. In accordance with the accounting standards, annual rates income has been recognised at the start of the financial year when the rates were struck. This results in Council reporting a large surplus in the first quarter of the financial year, which will reduce as the year progresses as expenditure is incurred more evenly throughout the year.

Overall, the year-to-date operating surplus for the third quarter is \$691k favourable to budget – operating income is \$211k lower than budget and operating expenses are \$902k below budget. Capital works expenditure totalled \$31.3m for the first three quarters.

Please see the attached financial report for full information on Council's financial performance.

#### Approved Budget compared to the Annual Forecast

Council performs a monthly exercise to review current year performance and known changes to its operations to inform an updated forecast of full year results. As of 31 March 2021, Council is expecting the year end result (at 30 June 2021) to be \$7.7m higher than the approved budget.

**Balance Sheet**

Council's balance sheet indicates a satisfactory position as at 31 March 2021.

**Cash Flow Statement**

The available balance of cash and cash equivalents at the end of March 2021 is \$72.3m. This is held across five (5) financial institutions, of which \$64.8m is held in operating accounts, \$7.5m is held in at-call investment accounts.

**Capital Works Statement**

Capital Works – currently forecasting spending of \$60.9m for the full year which includes carry forwards of \$8.2m from 2019-20. It has been identified that \$17.4m will be carried forward to 2021-22. Further details are included in the attached Capital Works Quarterly Report.

**Environmental Upgrade Agreements (EUA)**

There were no new EUAs entered into during the quarter ending March 2021.

At the end of March 2021, there were seven (7) EUA charges in operation and no outstanding EUAs that had fallen due and not paid.

**Environmental Impacts**

There are no environmental impacts associated with this report.

**Social Impacts**

There are no social impacts associated with this report.

**Economic Impacts**

There are no economic impacts associated with this report.

**Risk Assessment**

A risk assessment has been considered in relation to the financial reports and deemed an acceptable level of risk.

**CONCLUSION**

Council's financial position remains sound for this reporting period. The organisation will continue to monitor financial performance and ensure any issues are identified and addressed as necessary.

**ATTACHMENTS**

- 1 March 2021 quarterly finance report [↓](#)
- 2 Capital works program quarterly report December 2020 [↓](#)
- 3 Capital works program quarterly report March 2021 [↓](#)



# Financial Report

for the period July 2020 to March 2021

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## Executive Summary

Council continues to remain in a strong financial position for the financial year to 31 March 2021. It must be noted that accurate forecasting across the business must continue to be maintained to ensure the year end result is an accurate representation of the full year position. This is particularly crucial with large expenditure predicted for the last remaining quarter of 2020/21. This must be monitored both in relation to staying within budget and the cash implications. Current expectations are that borrowings will not be required before the end of the financial year, but accurate forecasts are critical to ensure borrowings are only acquired for what is needed and isn't taken out too early or too late.

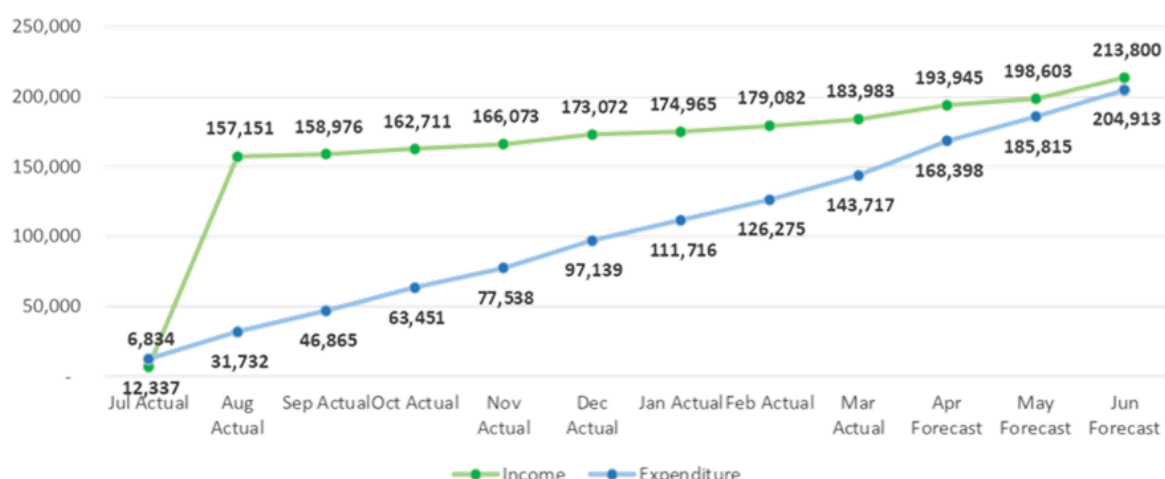
All references to budget in this Management report refer to the budget revised by ELT which accounts for material changes not factored into the Council approved budget – this is referred to as the “working budget”. Details of the permanent variances between the Council approved budget and the current working budget are included at Appendix C.

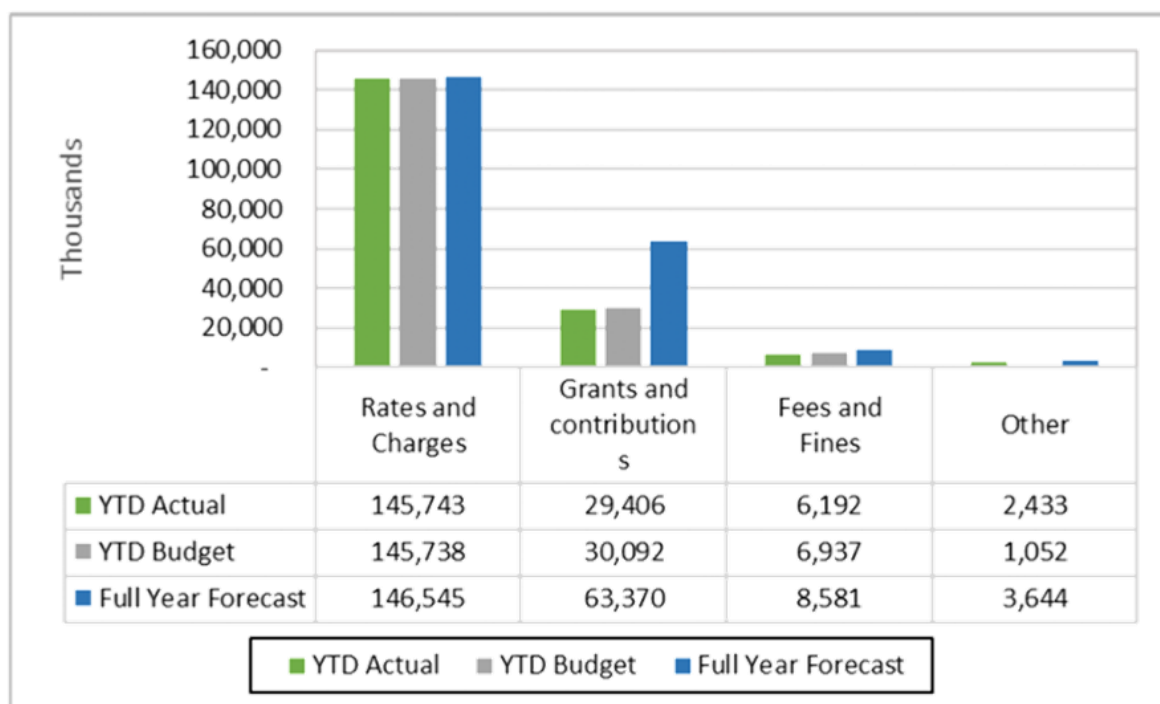
Overall, the operating surplus at the end of March is \$40.3m, which is \$691k favourable compared to the Working Budget Surplus of \$39.6m.

The full year Forecast is a surplus of \$17.4m, an increase of \$8.3m on the Working Budget and \$7.7m favourable on the Approved Budget. The forecast surplus is significantly higher than it was in February 2021. The key drivers for this are a funding adjustment to reflect 50% of Grant Commission funding for 2021-22 received in 2020-21 (\$7.9m) and increasing interest income (\$1.4m) as a result of a higher than expected cash balance due to additional funding received.

	YTD VARIANCE			ANNUAL VARIANCE				
	YTD Budget	YTD Actuals	YTD Variance	Approved Budget	Working Budget	Forecast to Year end	Variance - Forecast to Working Budget	Carry fws. to 2020-21
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>	184,195	183,984	(211) UF	202,733	212,694	222,511	9,817 F	3,853
<b>Expenditure</b>	144,619	143,717	902 F	193,104	203,673	205,160	(1,487) UF	170
<b>Net Surplus / (Deficit)</b>	39,576	40,267	691 F	9,629	9,021	17,351	8,330 F	3,683

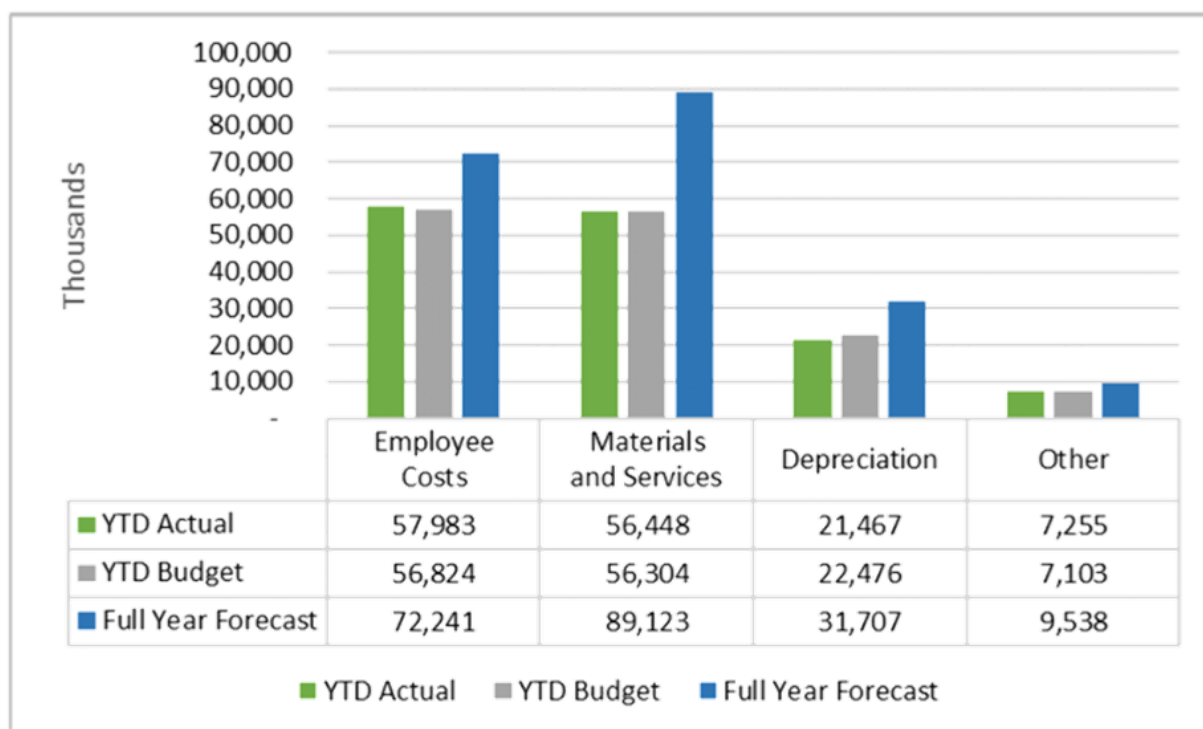
### Year to Date Actuals and Forecast



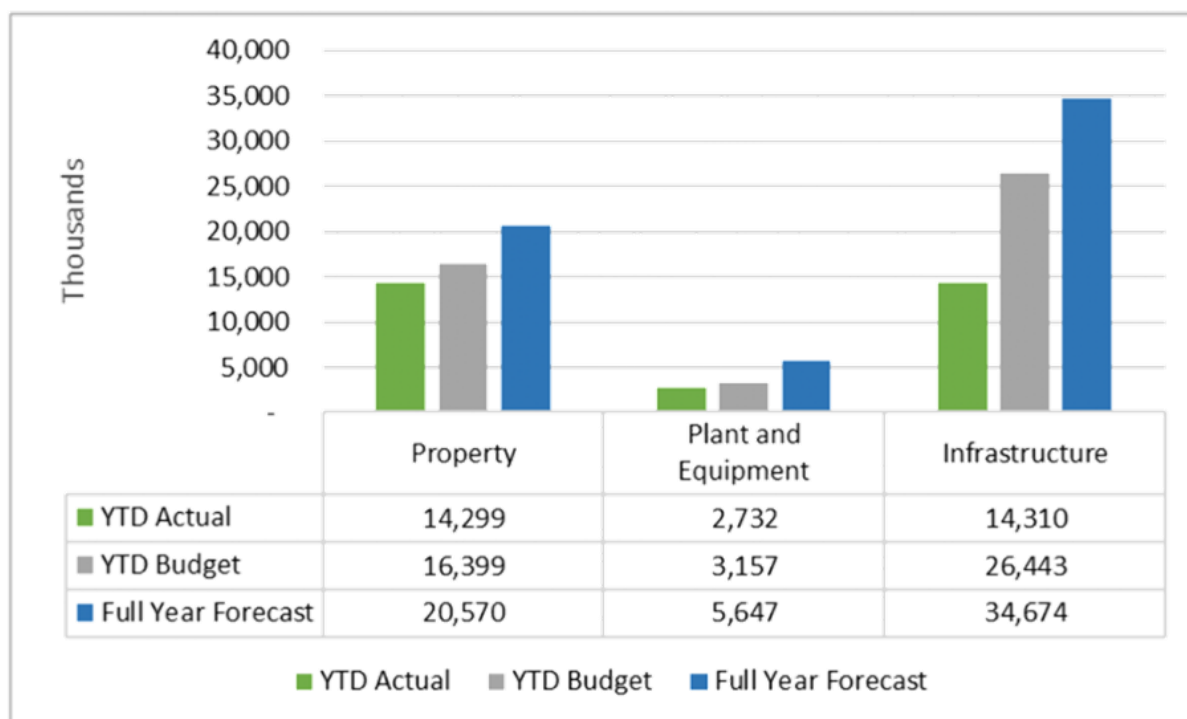
**Operational Revenue**

In accordance with accounting standards, all rates income is recognised at the start of the financial year when rates are struck. It must be noted that currently council has been tracking behind (approximately 15%) in its rate receipts compared to last year, with the related impact to be included in lower cash flow forecasts.

It is also important to note that where unexpected grant income is received, it is initially recorded as income and then generally matched off by the equivalent amount of expenditure over time, and thus a nil impact on the organisation's net financial position (however not always within the same financial year).

**Operational Expenditure**

Year to date performance for overall expenditure is tracking slightly above budget, being influenced by both timing and permanent variances, and being offset in part by lower depreciation charges.

**Capital expenditure**

## ATTACHMENT 1. March 2021 quarterly finance report

Expenditure in all categories are lower than YTD budget due to timing of project expenditure. It is anticipated forecast spend at year end will be approximately \$16.8m less than what had been budgeted (Working Budget), with \$17.4m projected to be carried forward into FY22 (2021-22).

### Financial Performance for the period ending 31 March 2021

## Comprehensive Income Statement

	YTD VARIANCE			ANNUAL VARIANCE				Carry fwrds. to 2020-21 \$'000
	YTD Budget	YTD Actuals	YTD Variance	Approved Budget	Working Budget	Forecast to Year end	Variance - Forecast to Working Budget	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
<b>Income</b>								
Contributions - Cash	1,504	1,677	173 F	1,977	2,117	2,118	1 F	-
Contributions - Non monetary assets	1,875	82	(1,793) UF	2,500	2,500	2,500	-	-
Grants - Non Recurrent	12,440	13,347	907 F	22,380	31,983	31,889	(114) UF	3,535
Grants - Recurrent	14,273	14,300	27 F	18,960	18,960	26,884	7,924 F	-
Interest	151	1,089	938 F	201	201	1,629	1,428 F	-
Other Revenue	901	1,343	442 F	1,239	1,312	2,015	703 F	-
Rates - General	145,342	145,743	401 F	145,524	145,524	146,334	810 F	-
Rates - Special Rates and Charges	397	0	(397) UF	529	529	211	(318) UF	318
Reimbursements	-	-	-	-	-	-	-	-
Statutory Fees and Fines	2,228	1,636	(592) UF	3,051	3,051	3,082	31 F	-
User fees	4,709	4,555	(154) UF	5,874	6,018	5,499	(519) UF	-
	183,820	183,772	(48) UF	202,235	212,195	222,141	9,946 F	3,853
<b>Expenditure</b>								
Bad and Doubtful Debts	45	197	(152) UF	312	312	311	1 F	-
Depreciation and Amortisation	22,476	21,467	1,009 F	31,707	31,707	31,707	0	-
Employee Benefits	56,824	57,983	(1,159) UF	69,266	76,265	72,241	4,024 F	-
Finance Costs (Interest)	815	450	365 F	1,203	1,203	1,203	0	-
Materials and Services	56,304	56,448	(144) UF	80,209	83,299	89,123	(5,824) UF	170
Other Expenses	6,242	6,605	(363) UF	7,859	8,338	8,026	312 F	-
	142,706	143,150	(444) UF	190,556	201,124	202,611	(1,487) UF	170
Net gain (loss) on disposal of property, infrastructure, plant and equipment	(1,538)	(355)	1,183 F	(2,050)	(2,050)	(2,179)	(129) UF	-
<b>Net Surplus (Deficit)</b>	39,576	40,267	691 F	9,629	9,021	17,351	8,330 F	3,683

## Variances and Insights

### Year to Date March 2021 – Actuals vs Working Budget

Significant variances to the year to date budget are outlined below:

**Income – Unfavourable by \$48k**

**Grants – both Recurrent and Non-Current – Favourable \$0.9m**

This favourable variance is driven largely by:

- The additional income relating to the Working for Victoria program (\$6.7m) which will cease by 30 June 2021. It is anticipated that this will be fully expended by the conclusion of the program. Other additional unbudgeted grant income includes the Outdoor Eating and Entertainment Package (\$0.5m) income.

These are considered permanent differences and have been included in the forecast.

Offsetting these favourable additions is the timing difference impact of various Capital Grants (\$6.0m) including local roads and community infrastructure, Roads for the Community Initiative and building improvements.

Several capital grants have now been identified as carry forward with the expenditure and income to be recognised in FY22.

**Other Revenue – Favourable \$0.4m**

This is driven by unbudgeted income on the Level Crossing Removal Project.

**Rates – On target**

**Interest – Favourable \$0.9m**

This is driven by the charge made in December of interest on unpaid rates relating to 2019-20. This was not included in the budget and has been added to the forecast as it is a permanent variance. The updated forecast has been reflected in the March Report.

**Contributions Non-Monetary Assets– Unfavourable \$1.8m**

This unfavourable variance is only a timing difference in relation to the recognition of gifted assets or assets acquired through developments and sub-divisions.

These will be recognised when assets are handed over to Council, and no change to the year-end forecast is needed at this stage.

**Statutory Fees and Fines – Unfavourable \$0.6m**

The lower than anticipated revenue to budget is largely driven by the following activities:

- Decreased income for legal cost recoveries on rates as per Council's Rate Recovery and Financial Hardship Policy Addendum endorsed in May 2020 (\$386k)
- Decreased income for parking infringements as a result of Covid-19 (\$200k)

**User Fees – Unfavourable \$0.2m**

The lower than anticipated revenue to budget is largely driven by the following activities impacted by Covid-19 and restricted operations:

- Less Community Support income (\$108k)

- Fewer Food and Health Premises Registrations (\$248k)
- Fewer Facility Programs (\$105k)
- Lower Facility and Equipment Hire (\$94k)

These variances are offset in part by higher revenue compared to budget within:

- Biodiversity projects (\$251k)
- Planning and building fees due increased activity in applications, processing fees and permits (\$214k)

**Expenditure – Unfavourable by \$444k**

**Employee Benefits – Unfavourable \$1.2m**

Employee Benefits have an unfavourable variance against budget due to the salary costs associated with the employment of the Working for Victoria staff. These salaries (\$6.7m) were not included in the budget but come from the additional funding outlined above.

Offsetting this variance to budget is lower staffing levels associated with service delivery (\$5.5m), due to vacancies and temporary work arrangements (outlined further in Appendix A).

These reduced costs are generally considered permanent savings and are largely used to meet the organisations savings target of \$1,060k that was included in the budget, as well as help cover additional operating costs of the Covid-19 community recovery activities and other unexpected higher operating costs (eg: reactive tree maintenance, waste services, etc).

**Depreciation and Amortisation – Favourable \$1.0m**

This is a timing difference due to the delay in some capital works projects and the capitalisation of some assets, which is expected to occur over the last quarter and thus no change to the forecast has been adjusted yet.

## Full Year Forecast vs Working Budget

At present, the forecast for year-end is projected to be a surplus of \$17.35m. This is an increase of \$8.33m on the Working Budget of \$9.02m, and an increase of \$7.72m on the Approved Budget surplus of \$9.6m.

### **Income – Favourable by \$9.95m**

#### **Grants – both Recurrent and Non-Current – Favourable \$7.81m**

This increase in funding including in the forecast largely relates to:

- Grants Commission funding (\$5.64m) expected to be received before 30 June 2021 in relation to 2021-22 grant funding.
- Additional local roads funding (\$1.69m).
- Additional Community Support funding (\$0.62m).

#### **Rates and Charges – Favourable \$0.49m**

This is driven by the impact of the supplementary rates levied throughout the year.

#### **Interest – Favourable \$1.43m**

This is driven by the charge made in December of interest on unpaid rates relating to 2019-20. This was not included in the budget and has been added to the forecast as it is a permanent variance.

#### **User Fees – Unfavourable \$0.52m**

Permanent lost revenue in relation to Facilities, Sports Reserves and Public Hall Hire and Rental Income from Council Managed Facilities.

### **Expenditure – Unfavourable by \$1.49m**

#### **Materials and Services – Unfavourable \$5.82m**

The below permanent costs were not included in the Working Budget and have been added to the forecast:

- Specific consultancy fees for reactive trees due to increased Recreation and Park works associated with storms (\$1.5m)
- Higher spend for waste collection and disposal due to increased tonnage with more residents being at home due to COVID-19 (\$0.6m)
- Higher spend on Shire after-hours service (\$0.3m)
- Spending on COVID related programs (\$1.3m) which were unbudgeted
- Increased spend on managing the effects of storm damage (\$1.4m)

#### **Employee Benefits – Favourable \$4.02m**

Lower staffing levels associated with service delivery due to vacancies and temporary work arrangements (outlined further in Appendix A). The majority of these have now been considered permanent and are therefore now booked to the full year forecast.

## Approved Budget vs Working Budget

*Figures shown in 000s*

	Approved Budget	Working Budget	Variance	Notes
<b>Income</b>				
Rates - General	145,524	145,524	-	
Rates - Special Rates and Charges	529	529	-	
Grants - Non Recurrent	22,380	31,983	9,603	1, 2
Grants - Recurrent	18,960	18,960	-	
Statutory Fees and Fines	3,051	3,051	-	
User Fees	5,874	6,018	145	
Contributions - Cash	1,977	2,117	140	
Contributions - Non Monetary Assets	2,500	2,500	-	
Interest	201	201	-	
Other Revenue	1,239	1,312	73	
<b>Total Income</b>	<b>202,234</b>	<b>212,195</b>	<b>9,961</b>	
<b>Expenditure</b>				
Materials and Services	80,209	83,299	(3,090)	3
Employee Benefits	69,266	76,265	(6,999)	4
Depreciation and Amortisation	31,707	31,707	-	
Other Expenses	7,857	8,337	(480)	
Finance Costs (Interest)	1,203	1,203	-	
Bad and Doubtful Debts	312	312	-	
			-	
<b>Total Expenditure</b>	<b>190,554</b>	<b>201,123</b>	<b>(10,569)</b>	
Net Gain/(Loss) on Disposal	(2,050)	(2,050)	-	
<b>Net Result</b>	<b>9,630</b>	<b>9,022</b>	<b>(608)</b>	

Following the approval of the budget by Council in August 2020, changes to funding and approvals occurred requiring the Executive Leadership Team (ELT) to undertake a review which accounted for material changes not factored into the Council approved budget.

Overall, the Net Surplus decreased by \$0.61m, to a total surplus of \$9.02m.

The significant variances between the Working Budget and the Approved Budget are made up of the following:

1. Additional \$8.5m funding for the Working for Victoria Program, employing approximately an additional 160 staff members throughout the 2020/21 Financial Year.
2. Additional \$0.3m for other Infrastructure projects including Footpaths, Sports Reserves and Men's Shed.
3. The Materials and Services includes COVID expenses (\$5.5m) additional Community Support costs for programmes (\$0.6m) and additional Waste Management costs (\$0.8m). Offset in part by the COVID Recovery Fund (\$4.1m) and other minor cost reductions.
4. Working for Victoria funding is offset with Employee Benefits related expenditure covering the wages and on-costs for new staff and includes anticipated operational salary savings.

## Balance Sheet

	YTD Actual 31 March 2021 \$'000	Approved Budget 30 June 2021 \$'000	Annual Forecast 30 June 2021 \$'000	Favourable / (unfavourable) Variance - Budget to Forecast \$'000	Notes
<b>Current assets</b>					
Cash and cash equivalents	72,262	15,710	46,584	30,874	1
Trade and other receivables	56,834	34,532	33,385	(1,147)	2
Assets held for sale	-	-	-	-	
Other assets	3,634	2,787	2,872	85	
<b>Total current assets</b>	<b>132,730</b>	<b>53,029</b>	<b>82,841</b>	<b>29,812</b>	
<b>Non-current assets</b>					
Trade and other receivables	1,348	1,711	1,711	0	
Investments in associates	5,139	5,503	5,447	(56)	
Intangible assets	186	2,076	967	(1,109)	3
Right of use assets	1,593	964	1,106	142	
Property, infrastructure, plant and equipment	1,094,819	1,174,179	1,143,404	(30,775)	4
<b>Total non current-assets</b>	<b>1,103,085</b>	<b>1,184,433</b>	<b>1,152,635</b>	<b>(31,798)</b>	
<b>Total assets</b>	<b>1,235,815</b>	<b>1,237,462</b>	<b>1,235,476</b>	<b>(1,986)</b>	
<b>Current liabilities</b>					
Trade and other payables	35,703	21,964	27,875	(5,911)	5
Trust funds and deposits	11,628	1,933	1,940	(7)	
Lease Liabilities	470	602	336	266	
Interest-bearing loans and borrowings	929	5,802	5,802	0	
Provisions	18,179	17,711	17,713	(2)	
<b>Total current liabilities</b>	<b>66,909</b>	<b>48,012</b>	<b>53,666</b>	<b>(5,654)</b>	
<b>Non-current liabilities</b>					
Interest-bearing loans and borrowings	10,133	24,945	24,945	0	
Lease Liabilities	1,177	417	841	(424)	
Provisions	4,547	4,361	4,361	0	
<b>Total non-current liabilities</b>	<b>15,857</b>	<b>29,723</b>	<b>30,147</b>	<b>(424)</b>	
<b>Total liabilities</b>	<b>82,766</b>	<b>77,735</b>	<b>83,813</b>	<b>(6,078)</b>	
<b>Net assets</b>	<b>1,153,049</b>	<b>1,159,727</b>	<b>1,151,663</b>	<b>(8,064)</b>	
<b>Equity</b>					
Accumulated surplus	586,141	565,783	555,539	(10,244)	
Asset revaluation reserve	555,925	585,058	587,267	2,209	
Other reserves	10,983	8,886	8,857	(29)	
<b>Total equity</b>	<b>1,153,049</b>	<b>1,159,727</b>	<b>1,151,663</b>	<b>(8,064)</b>	

### Notes

1. Higher than anticipated cash balances in June 2021 mainly due to favourable opening balance cash position at 1 July 2020 compared to budget.
2. Lower than anticipated net GST receivables.
3. Lower than anticipated intangible assets due to the delay in the delivery of the Enterprise Systems project.
4. Lower than anticipated property, infrastructure, plant and equipment due to delay in project completion and carried forward works to be delivered in 2020-21 in line with current forecast.
5. Higher than anticipated payables due to increased prepaid income.

## Statement of Cash Flows

	YTD Actual 31 March 2021	Approved Budget 30 June 2021	Annual Forecast 30 June 2021	Favourable / (unfavourable) Variance - Budget to Forecast
	Inflows (Outflows) \$'000	Inflows (Outflows) \$'000	Inflows (Outflows) \$'000	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Rates and charges	124,271	151,919	143,621	(8,298)
Statutory fees and fines	486	3,051	3,077	26
User fees (inclusive of GST)	3,630	6,064	5,715	(349)
Grants - operating (inclusive of GST)	24,290	19,595	19,626	31
Grants - capital (inclusive of GST)	17,876	21,984	32,023	10,039
Contributions (inclusive of GST)	1,694	1,998	2,140	142
Interest received	1,102	199	292	93
Trust funds and deposits	(193)	1,304	5,534	4,230
Fire services property levy	5,376	15,015	14,297	(718)
Other receipts (inclusive of GST)	1,423			
Net GST refund	8,435			
Materials and Services (inclusive of GST)	(68,013)	(95,428)	(104,318)	(8,890)
Employee costs	(57,200)	(67,623)	(70,302)	(2,679)
Other payments	(7,174)	(8,828)	(11,029)	(2,201)
<b>Net cash provided by operating activities</b>	<b>56,003</b>	<b>49,250</b>	<b>40,676</b>	<b>(8,574)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for property, infrastructure, plant and equipment	(31,419)	(75,526)	(60,408)	15,118
Proceeds from sale of property, infrastructure, plant and equipment	210	500	397	(103)
<b>Net cash used in investing activities</b>	<b>(31,209)</b>	<b>(75,026)</b>	<b>(60,011)</b>	<b>15,015</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Finance costs	(467)	(1,086)	(1,087)	(1)
Proceeds from interest bearing loans and borrowings	-	22,050	22,050	-
Repayment of interest bearing loans and borrowings	(2,725)	(5,089)	(5,089)	-
Interest paid - lease liability	-	(116)	(116)	-
Repayment of lease liabilities	-	(1,753)	(498)	1,255
<b>Net cash provided by (used in) financing activities</b>	<b>(3,192)</b>	<b>14,006</b>	<b>15,260</b>	<b>1,254</b>
<b>Net decrease in cash and cash equivalents</b>	<b>21,602</b>	<b>(11,770)</b>	<b>(4,075)</b>	<b>7,695</b>
Cash and cash equivalents at beginning of the financial year	50,660	27,480	50,659	23,179
<b>Cash and cash equivalents at the end of financial year</b>	<b>72,262</b>	<b>15,710</b>	<b>46,584</b>	<b>30,874</b>

Cash flow is monitored to enable completion of scheduled works and meet recurrent obligations, as well as ensuring surplus funds are invested to generate maximum interest revenue.

Cash at bank for the period ending 31 March 2021 is \$72.3m with a net inflow for the period of \$21.6m. The breakdown of the Cash and Cash Equivalents can be found below under "Investments".

The forecast closing cash at bank for the year ending 30 June 2021 is \$46.6m which is \$30.9m more than the budgeted closing cash at bank of \$15.7m. This is due to:

- Higher than anticipated forecast cash balances in June 2021 mainly due to favourable opening balance cash position at 1 July 2020.

## ATTACHMENT 1. March 2021 quarterly finance report

- Outflows in investing activities were favourable from a cash perspective mainly due to less spent on the capital works program to date.
- The forecast closing cash at bank balance of \$46.6m includes additional borrowings of \$22m that were anticipated to be required during 2020-21. Further information on borrowings can be found in Organisational Performance – Borrowings on page 18.
- The forecast closing cash balance includes an allowance for rates not collected during the financial year.

## Statement of Capital Works

	YTD VARIANCE			ANNUAL VARIANCE					
	YTD Budget	YTD Actuals	YTD Variance	Approved Budget 30 June 2021	Working Budget	Forecast to Year end	YTD actual spend to forecast	Carry fwrds. to 2020-21	Variance - (forecast plus carry forwards) to Working Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%	\$'000	\$'000
<b>Expenditure</b>									
Infrastructure - Asset Management	1,985	-	1,985 F	2,646	1,321	-	0%	-	1,321 F
Infrastructure - Bridges	209	-	209 F	279	442	415	0%	-	27 F
Infrastructure - Community & Recreation	2,878	2,611	267 F	3,837	5,982	5,652	46%	421	(91) UF
Infrastructure - Drainage	815	392	423 F	1,086	1,241	962	41%	148	131 F
Infrastructure - Footpaths & Cycleways	2,341	2,085	256 F	3,121	5,107	4,373	48%	-	734 F
Infrastructure - Off-street Carparks	485	191	294 F	647	880	1,021	19%	-	141 UF
Infrastructure - Open Space	7,398	2,306	5,092 F	9,864	10,029	7,629	30%	4,588	(2,188) UF
Infrastructure - Roads	10,333	6,725	3,608 F	13,585	15,244	14,621	46%	335.00	288 F
P&E - Computers & Comms	1,091	1,734	(643) UF	1,455	2,842	2,842	61%	-	0 -
P&E - Fixtures & Fittings & Furniture	18	-	18 F	24	24	24	0%	-	0 -
P&E - Plant, Machinery & Equipment	2,048	998	1,050 F	2,730	2,812	2,782	36%	96	126 F
Property - Buildings	16,399	12,327	4,072 F	21,865	29,759	18,599	66%	11,982	(822) UF
Property - Land	-	1,971	-1,971.00 UF	-	1,960	1,971	100%	-	11 UF
	46,000	31,340	14,660 F	61,139	77,643	60,891	51.5%	17,378	(626) UF

The graph below shows the YTD and forecast Capital Works expenditure for 2020-21 in comparison to previous years and carry forwards. Capital Works are currently forecasting spend of \$60.9m for the year which includes carry forwards of \$17.4m from 2019-20, compared to a Working Budget spend of \$77.6m.

Note the below spend as at March 2021 as a percentage of the following:

*Figures shown in 000s*

**Actual Spend YTD**

**\$ 31,340**

**%**

**Working Budget YTD**

**46,000**

**68%**

**Full Year Working Budget**

**77,643**

**40%**

**Full Year Approved Budget**

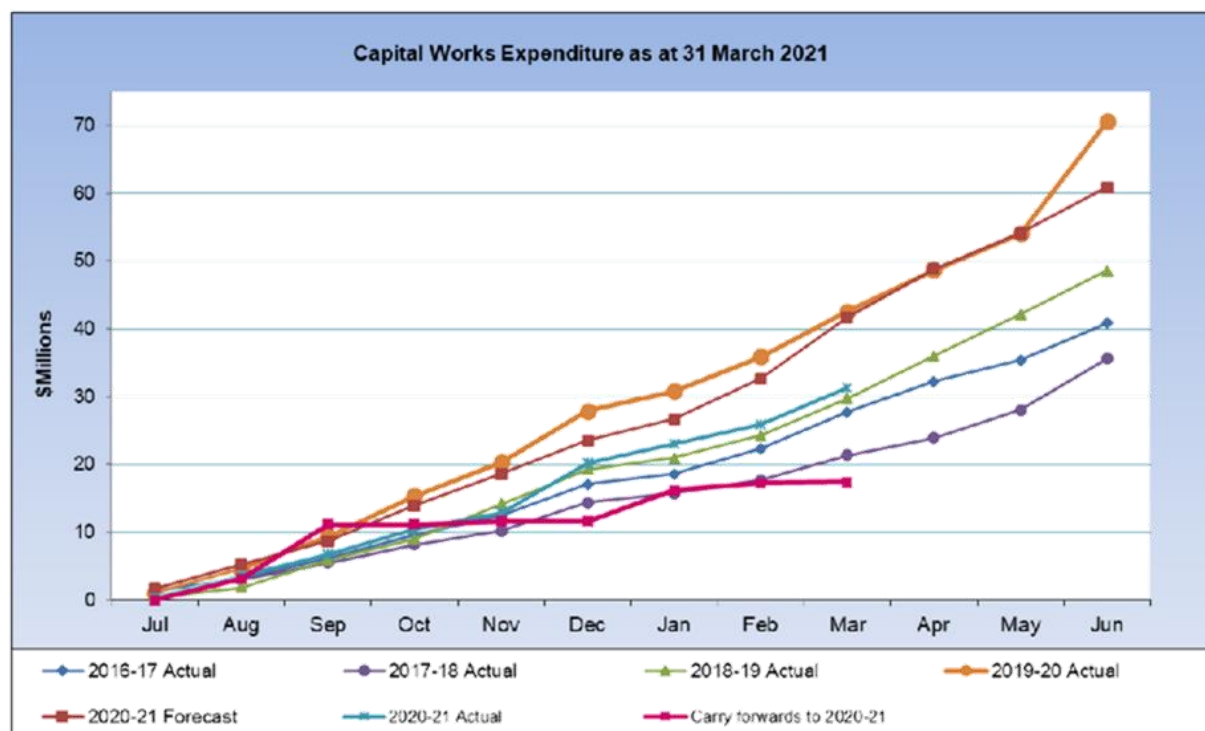
**61,139**

**51%**

**Full Year Forecast**

**60,891**

**51%**



It has been identified that \$17.4m will be carried forward to 2021-22.

The projects to be carried forward to 2021-22 include:

- Civic Centre Redevelopment – \$7.18m
- Yarra Valley Trail (\$3.1m)
- Pinks Reserve Netball Court Covers and Stadium improvements (\$2.9m)
- Community Sports Pavilion Milgrove (\$825k)
- Warburton Community Recreation Precinct - \$880k
- Forest Street, Yarra Glen road upgrade (\$638k)
- Lilydale Operations Centre Amenities renewal (\$509k)
- Warburton Community Recreation Precinct Road Upgrade - \$500k

## COVID Specific Impacts

### Additional 2020-21 expenditure incurred due to COVID-19

Further analysis is currently being undertaken to understand full impact, including opportunity costs not already captured.

Cost Category	2020-21	2019-20	Grand Total
Advertising / Printing /Stationery	66,486	31,143	97,629
Cleaning	532,124	193,912	726,035
Cleaning Consumables	11,652	26,671	38,323
Computer Software	81,888	41,698	123,585
Consultant Reports	7,000	5,500	12,500
Electrical Equipment		2,664	2,664
Equipment Hire	80,950	2,270	83,220
Legal Fees	-	2,590	2,590
Meals On Wheels	1,368	6,505	7,874
Medical Equipment	391	1,204	1,595
Mobile Phone Charges	27,938	5,436	33,374
Other Equipment	21,001	10,731	31,732
Postage	25,719		25,719
PPE	95,225	93,066	188,290
Refreshments	73		73
Rough Sleeper Support		4,545	4,545
Signage	6,841	3,129	9,970
Staff Costs	345,137	246,785	591,922
Taxi		192	192
Testing	91		91
Trading Permit Refund	528	248	776
Training	21,267	1,260	22,527
Vaccine Fridge		13,477	13,477
Vehicle Costs	68,823	22,595	91,418
Venue Hire	2,015	1,927	3,942
<b>Grand Total</b>	<b>1,396,515</b>	<b>717,549</b>	<b>2,114,064</b>

## Working for Victoria

Council was successful in its application to have 164 temporary support roles created through the Victorian Government program, which matches jobseekers, including those who lost work as a result of the coronavirus' economic impact, with employers who need staff. The Working for Victoria initiative is funding \$9.5m for these roles up to a six-month basis, including all supporting costs such as personal protective equipment (PPE).

Following recent discussions with the State Government department responsible for administering the program and with approval for extension of several roles, it is anticipated that the current under spend will be utilised and the funding fully exhausted by the end of the program. In-kind costs incurred by Council have been costed and included for this report.

	LIFE TO DATE	FULL PROGRAM		
	Actuals	Forecast	WfV Submission	Under / (Over) Spend
Funding	7,601,032	9,450,000	9,495,994	45,994
Salaries & direct oncosts	6,564,006	7,900,000	7,824,544	(75,456)
IT costs	307,816	320,000	379,700	59,700
Material costs	351,843	820,000	378,800	(441,200)
Vehicle costs	328,269	300,000	847,800	547,800
PPE & other costs	108,726	110,000	65,150	(44,850)
Total Expenditure	7,660,660	9,450,000	9,495,994	45,994
Net Position	(59,628)	0	0	0

## Organisational Performance

### Investments

Account Name	Balance \$'000	Applicable interest rate
<b>Operating Cash Accounts</b>		
Cash Management (Westpac Operating Account)	1,671	0.10%
Cash Management (Westpac Investment Account)	62,696	0.20%
Cash Management (Commonwealth)	395	0.01%
<b>Term Deposits</b>		
BOQ Term Deposit (matures 30/04/2021)	2,000	0.29%
ME Bank Term Deposit (matures 15/06/2021)	3,000	0.40%
NAB Term Deposit (matures 31/05/2021)	2,500	0.30%
<b>Total Cash &amp; Cash Equivalents</b>	<b>72,262</b>	

### Borrowings

Council had anticipated additional borrowings of \$22m would be required in 2020-21. There is not an immediate need for borrowings considering current cash reserves, capital works carry forward position, and current forecast of expenditure. A forecast of borrowing needs for 2020-21 Quarter 4 and 2021-22 Quarter 1 is being prepared. Whilst we may not need new borrowings, we may look to refinance existing loans to secure better rates.

Account Name	Original Loan Amount	Applicable interest rate	Current Liability	Non Current Liability
<b>Loan</b>				
NAB (end 01/12/2022)	13,000,000	5.35%	382,952	2,409,502
NAB (end 04/08/2024)	21,000,000	4.65%	546,339	7,723,191
<b>Loan Balance</b>			<b>929,292</b>	<b>10,132,693</b>

### Debtor Management

#### Trade & Other Receivables – Balance of \$56.8m

The Balance Sheet shows an amount of \$56.8m for Trade and Other Receivables. Of this, \$45.5m represents 'Receivables – Property' which is comprised of the following:

- Rates and Charges - \$45.4m
- Resident contributions for Street and Road Schemes - \$0.1m

The following table details the total rates outstanding at 31 March 2021

Total Rates and Charges outstanding as at 31 March 2021		
	\$	\$
Current 20/21: Rates	28,626,983	
Interest	126,787	
Legal Costs on Current		28,753,770
Outstanding: Arrears	14,432,434	
Interest	1,881,155	
Legal Costs on Arrears	358,282	16,671,871
<b>Total Rates and Charges Outstanding</b>		<b>45,425,641</b>

Key statistics relating to rates hardship assessments and arrangements are listed below:

Reference	31-Mar-21	28-Feb-21	31-Mar-20
Number of hardship assessments	1,225	1,251	623
Outstanding hardship debtors	\$4.31m	\$4.34m	\$4.21m
Assessments on payment arrangements	1,174	1,200	1,924
Outstanding arrangements debtors	\$2.88m	\$3.62m	\$4.13m

Refer to **Appendix B** for further information.

Ward	Assessments by Ward	Arrangements by Ward	Hardships by Ward	% Arrangements by Ward	% Hardship by Ward
Billanook	7,848	151	137	1.9%	1.7%
Chandler	6,715	132	138	2.0%	2.1%
Chirnside	7,033	119	104	1.7%	1.5%
Lyster	6,545	154	143	2.4%	2.2%
Melba	7,958	101	99	1.3%	1.2%
O'Shannassy	8,279	178	202	2.2%	2.4%
Ryrie	8,362	118	152	1.4%	1.8%
Streeton	6,634	136	166	2.1%	2.5%
Walling	7,236	108	84	1.5%	1.2%
<b>Total</b>	<b>66,610</b>	<b>1,197</b>	<b>1,225</b>	<b>1.8%</b>	<b>1.8%</b>

## Significant Capital Expenditure Transfers – March 2021 and December 2020

### March 2021

## 2. Consideration for Approval

### 2.1. Significant Capital Expenditure Transfers

From time to time, it is necessary to transfer all or part of a budget from one project to another. Reasons could include *block funded* budgets being distributed to programmed projects or newly created, previously unanticipated projects being funded.

All budget transfers valued \$250,000 and over require the approval of the Chief Executive Officer. If the value is \$500,000 or over and is transferred from one distinct project to another they require Council approval.

Any budget transfers that represent a significant change to the *CWP Budget* also require Council approval. Such changes may include the reassignment of budgets for cancelled projects published in the *Capital Works Program*, the transfer of project funds *carried forward* from the previous year to a different project, or the transfer of funds allocated for renewal works to non-renewal projects.

1) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Burwood Hwy, Belgrave	\$193,200	-\$186,000	\$7,200
<b>To:</b> Walhalla Crt, Mooroolbark - ARR footpath		\$15,000	\$15,000
<b>To:</b> Switchback Rd, Chirnside Park - ARR Footpath		\$109,000	\$109,000
<b>To:</b> Lockwood Rd, Belgrave Heights - ARR Footpath		\$62,000	\$62,000

Due to a change in priorities previously requested footpath renewals were not processed. These have been reinstated in the draft 2021-22 CEP and replaced with the projects above.

2) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Township Improvements (Belgrave)	\$173,747	-\$100,000	\$73,747
<b>To:</b> Business Bounce Back Project	\$0	\$100,000	\$100,000

A budget transfer is required to support grant funding for Business Bounce Back. Funds for Belgrave Township will be reinstated in the 2021-22 CEP from the Township Renewal and Improvements fund.

3) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Income allocation to Blackspot projects	\$787,150	-\$787,150	\$0
<b>To:</b> Black Springs Rd & Stanley St, Chirnside Park		\$254,800	\$254,800
<b>To:</b> Coldstream West Rd, Coldstream		\$237,510	\$237,510
<b>To:</b> Paynes Rd, Chirnside Park		\$294,840	\$294,840

Budget transfer required to allocate Federal funding to Blackspot projects.

2) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Warburton Community Recreation Precinct Road Upgrade	\$1,000,000	-\$1,000,000	\$0
<b>To:</b> Asset Renewal Reserve	\$0	\$1,000,000	\$1,000,000

In the December report a transfer was requested from the Asset Renewal Reserve to fund the Warburton Community Recreation Precinct Road upgrade. This will now be funded using funds from the Local Roads and Community Infrastructure Program. This budget will be returned to Asset Renewal Reserve and be utilised to fund other projects.

4) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Drainage Improvements	\$276,000	-\$276,000	\$0
<b>To:</b> Unsealed Local and Collector	\$0	\$276,000	\$276,000

A portion of these works are not accounted for as capital and therefore the budget will be moved to the operational account

5) Roads to Recovery budget update	Original R2R budget	Transfer amount	New R2R budget
<b>Update</b> Birmingham Road, Mount Evelyn Turn Lane	\$346,000	-\$117,262	\$228,738
<b>Update</b> Sheffield Road, Montrose Road Improvements	\$500,000	\$378,627	\$878,627
<b>Update</b> Smith Street, Healesville Road Improvements	\$1,000,000	-\$1,000,000	\$0
<b>Update</b> Settlement Road, Yarra Junction	\$300,000	\$379,637	\$679,637
<b>Update</b> Gruyere Rd, Gruyere	\$0	\$358,998	\$358,998

The mix of projects funded from Roads to Recovery (R2R) was revised to accommodate the new Local Roads and Community Infrastructure (LRCI) Program Phase 2 funding allocation. LRCI has very short delivery timelines so Smith St, Healesville has been nominated to be delivered via that rather than R2R. The other projects added were previously funded from Council Asset Renewal Reserve. Funding from R2R will generate savings for Council.

## ATTACHMENT 1. March 2021 quarterly finance report

Local Roads and Community Infrastructure Program (LRCI) - Phase 1 funding update.					
Two projects proposed for delivery in Phase 1 of the LRCI Program have been delayed due to the significant community consultation required on these projects. Due to the short delivery timeframes of the LRCI Program Phase 1, this has required several projects identified for delivery in the 2021-22 Capital Expenditure Program to be brought forward to 2020-21. The two delayed projects have been added to the 2021-22 Capital Expenditure Program.					
Approved Projects	Total LRCI	Updated Construction	Updated Construction	Project Note	
Warburton Hwy, Wandin North Footpath	-\$238,000	Jul-22	Jun-22	Project delayed by extended community consultation - to be delivered in 2021-22	
Upwey Men's Shed, Upwey Glenfern Rd	-\$238,000	Jul-22	Jun-22	Project delayed by extended community consultation - to be delivered in 2021-22	
Station Street, Coldstream Footpath	\$35,980	Mar-21	Jun-21	Project budget increased	
Anthony Drive, Chirnside Park Footpath	\$148,060	Apr-21	Jun-21	Project brought forward from 2021-22	
Poyner Avenue, Lilydale Footpath	\$46,420	Apr-21	Jun-21	Project brought forward from 2021-22	
Parklands Avenue, Chirnside Park Footpath	\$58,740	Apr-21	Jun-21	Project brought forward from 2021-22	
Acacia Avenue, Kilsyth Footpath	\$52,800	Apr-21	Jun-21	Project brought forward from 2021-22	
Ryrie Street, Healesville Footpath	\$99,000	Apr-21	Jun-21	Project brought forward from 2021-22	
Claire Street, Coldstream Footpath	\$35,000	Apr-21	Jun-21	Project brought forward from 2021-22	
Local Roads and Community Infrastructure Program (LRCI) - Phase 2 funding allocation.					
Through the 2020-21 Budget, the Australian Government announced a \$1 billion extension of the LRCI Program, following strong community and local government support (Phase 2). The following projects have been nominated for delivery under Phase 2 with funding captured in the 2021-22 Capital Expenditure Program.					
Project Name	LRCI Phase 2 Funding Required (\$)	Construction Start Date	Construction End Date	Estimated jobs supported Council	Estimated jobs supported Contractor
Upwey South Tennis Court Renewal	\$384,400	May-21	Dec-21	3	15
Green Spine Path Lighting	\$152,190	Sep-21	Nov-21	1	3
Lilydale to Warburton Rail Trail Improvements	\$45,000	Aug-21	Dec-21	1	1
Morrison Sports Complex Fence Upgrade	\$70,000	Jul-21	Dec-21	1	1
Morrison Sports Complex - Shelters and Synthetic Turf	\$200,000	Sep-21	Dec-21	2	10
Black Springs Rd, Chirnside Park (Stanley Street to Bushy Creek Bridge)	\$441,375	Jul-21	Nov-21	1	5
Community Solar Program	\$250,000	May-21	Dec-21	1	12
Community Sports Pavilion, Kimberley Reserve	\$600,000	Jul-21	Jul-22 (LRCI amount by 12/21)	3	12
Community Sports Pavilion, Milgrove	\$429,695	Jun-21	Apr-22 (LRCI amount by 12/21)	1	12
Lilydale Rd, Healesville	\$1,150,000	Aug-21	Dec-21	1	6
Woods Point Rd Upgrade, Warburton	\$400,000	May-21	Jul-21	1	7
Old Melbourne Road, Chirnside Park	\$500,000	Jul-21	Nov-21	1	10
Smith Street, Healesville	\$1,000,000	Jul-21	Nov-21	1	6
Total	\$5,622,660			18	100
2.2. Bring Forward 2021-22 Capital Expenditure Budget					
Statesman Crescent, Mooroolbark - This project has \$66K Council funds listed for 2021-22. Due to contractor availability works are able to commence in the 2020-21 financial year. Approval is sought to bring forward the 2021-22 allocation.					

December 2020**2. Consideration for Approval****2.1. Significant Capital Expenditure Transfers**

From time to time, it is necessary to transfer all or part of a budget from one project to another. Reasons could include *block funded* budgets being distributed to programmed projects or newly created, previously unanticipated projects being funded.

All budget transfers valued \$250,000 and over require the approval of the Chief Executive Officer. If the value is \$500,000 or over and is transferred from one distinct project to another they require Council approval.

Any budget transfers that represent a significant change to the *CWP Budget* also require Council approval. Such changes may include the reassignment of budgets for cancelled projects published in the *Capital Works Program*, the transfer of project funds *carried forward* from the previous year to a different project, or the transfer of funds allocated for renewal works to non-renewal projects.

1) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Waste Management Carry Forward	\$480,000	-\$480,000	\$0
<b>To:</b> Biochar Facility	\$0	\$480,000	\$480,000

Council was successful in securing a Growing Suburbs Fund grant for this project. The funds to match the project were available in the Waste Management operational budget. The project will be delivered over 2020-21 and 2021-22.

2) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Asset Renewal Reserve - 21-22 allocation	\$150,000	-\$150,000	\$0
<b>To:</b> Upwey Skate	\$0	\$150,000	\$150,000

Council was successful in securing a Growing Suburbs Fund grant for this project. The funds to match the project were available in the Asset Renewal Reserve. The project will be delivered in 2021-22.

3) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Asset Renewal Reserve	\$1,030,000	-\$1,000,000	\$30,000
<b>To:</b> Warburton Community Recreation Precinct Road Upgrade	\$0	\$1,000,000	\$1,000,000

Warburton Community Recreation Precinct Stage 2 carpark triggered Department of Transport planning conditions including a dedicated turning lane. To achieve this, road widening and drainage improvement works to Woods Point Rd are required. The project will also provide a much needed pedestrian footpath to help better connect the township to the Water World. The road works need to be undertaken prior to the Stage 2 works to satisfy the planning permit conditions. This type of work would have been delivered from Roads to Recovery (R2R) however those funds are fully allocated. Therefore, available Asset Renewal Reserve (ARR) funds are being used to deliver these works with a reciprocal adjustment between R2R and ARR being made in the 2021-22 Capital Expenditure Program.

4) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Burwood Hwy, Belgrave Footpath Rehabilitation	\$193,200	-\$193,200	\$0
<b>To:</b> Mt Morton Road, Belgrave South Footpath Rehabilitation	\$0	\$87,000	\$87,000
<b>To:</b> Turella Crt, Mooroolbark Footpath Rehabilitation	\$0	\$36,000	\$36,000
<b>To:</b> Walhalla Crt, Mooroolbark Footpath Rehabilitation	\$0	\$15,000	\$15,000
<b>To:</b> Yates Crt, Mooroolbark Footpath Rehabilitation	\$0	\$35,000	\$35,000
<b>To:</b> Asset Renewal Reserve	\$1,030,251	\$20,200	\$1,050,451

The footpath rehabilitation at Burwood Hwy, Belgrave has been delayed as traders do not want further disruption given the significant business impact of COVID-19. Works have been rescheduled as reflected in the 2021-22 Capital Expenditure Program.

## Appendices

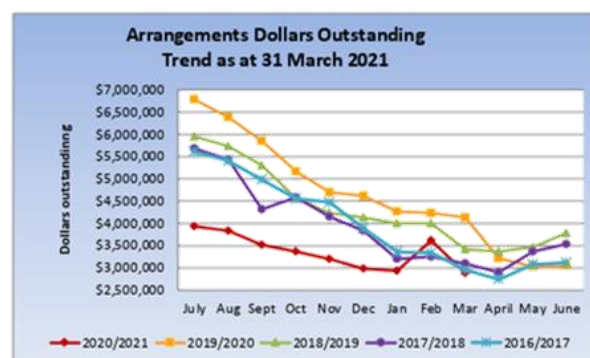
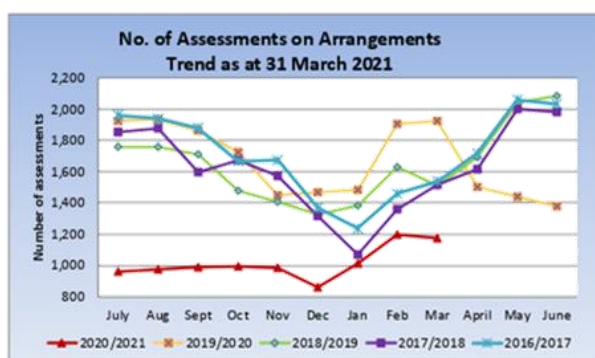
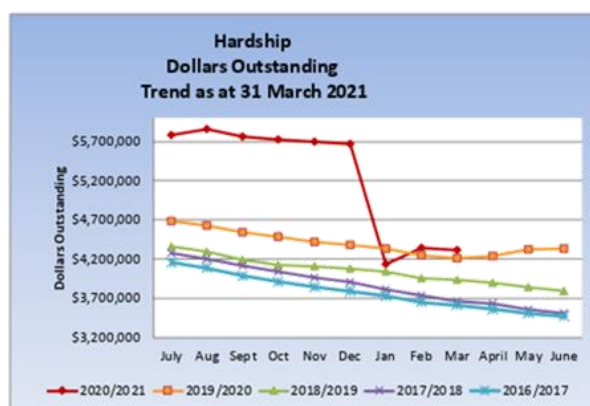
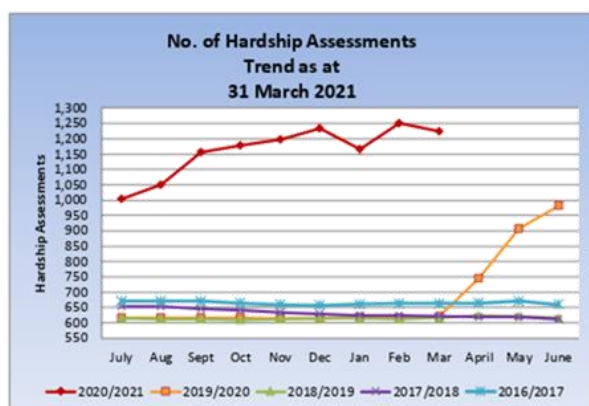
### Appendix A – Savings in salaries and wages (net of Agency costs) by department

Excluding the Salaries and Wages under the COVID-19 department which contains staffing costs for the Working for Victoria Staff, the total salaries and wages underspend against the budget (year to date) is \$5.8m.

This is driven by position vacancies and temporary work arrangements.

Department	YTD VARIANCE				ANNUAL VARIANCE			
	YTD Budget	YTD	YTD Variance		Approved	Working	Forecast	Variance -
	\$'000	Actuals	(excl com)		Budget	Budget	Budget	Forecast to
			\$'000		\$'000	\$'000	\$'000	Working
Assets and Capital Programming	715	686	29	F	948	917	964	(47) UF
CEO	357	357	-	-	476	476	476	- -
Communities Management	239	286	(47)	UF	319	367	367	- -
Community Support	10,920	9,408	1,512	F	14,487	14,183	12,911	1,272 F
Community Wellbeing	5,156	4,482	674	F	6,852	6,721	6,542	179 F
Corporate Services Management	271	287	(16)	UF	362	362	362	- -
Creative Communities	2,236	2,135	101	F	2,971	2,888	2,809	89 F
Covid-19	-	6,458	(6,458)	UF	-	7,834	7,911	(77) UF
Customer & Communications	3,543	3,568	(25)	UF	4,708	4,807	4,764	43 F
Design and Place	790	625	165	F	1,050	1,239	1,080	159 F
Economic Development and Attractions	470	415	55	F	625	610	595	15 F
Environment & Infrastructure Management	284	288	(4)	UF	378	378	378	- -
Financial Services	3,001	2,719	282	F	3,984	3,886	3,696	190 F
Information Services	1,843	1,782	61	F	2,448	2,272	2,290	(18) UF
Infrastructure - Open Space	-	-	-	-	-	-	-	- -
Infrastructure Services	5,966	5,756	210	F	7,927	7,746	7,793	(47) UF
Organisational Finance	704	353	351	F	(5,287)	(4,570)	(5,595)	1,025 F
P&E - Computers & Comms	-	-	-	-	-	-	-	- -
People & Culture	2,067	1,473	594	F	2,710	2,797	2,397	400 F
Planning and Building	5,006	4,562	444	F	6,649	6,488	6,366	122 F
Planning, Design and Development Management	242	223	19	F	322	275	275	- -
Recreation, Projects & Parks	7,347	6,789	558	F	9,765	9,299	9,306	(7) UF
Stomms	-	13	(13)	UF	-	-	13	(13) UF
Strategic Projects	252	253	(1)	UF	335	327	335	(8) UF
Strategy and Transformation	2,194	1,435	759	F	2,848	2,564	2,018	546 F
Sustainable Environment & Facilities	2,098	1,963	135	F	2,788	2,674	2,659	15 F
<b>Net Salaries, Wages and Oncosts</b>	<b>55,701</b>	<b>56,316</b>	<b>(615)</b>	<b>UF</b>	<b>67,665</b>	<b>74,550</b>	<b>70,712</b>	<b>3,838 F</b>
<b>Net Salaries, Wages and OnCosts (excl COVID-19)</b>	<b>55,701</b>	<b>49,858</b>	<b>5,843</b>	<b>F</b>	<b>67,665</b>	<b>66,716</b>	<b>62,801</b>	<b>3,915 F</b>

## Appendix B – Rates and hardship assessments and arrangements



Ward	Assessments by Ward	Arrangements by Ward	Hardships by Ward	% Arrangements by Ward	% Hardship by Ward
Billanook	7,848	151	137	1.9%	1.7%
Chandler	6,715	132	138	2.0%	2.1%
Chirnside	7,033	119	104	1.7%	1.5%
Lyster	6,545	154	143	2.4%	2.2%
Melba	7,958	101	99	1.3%	1.2%
O'Shannassy	8,279	178	202	2.2%	2.4%
Ryrie	8,362	118	152	1.4%	1.8%
Streeton	6,634	136	166	2.1%	2.5%
Walling	7,236	108	84	1.5%	1.2%
<b>Total</b>	<b>66,610</b>	<b>1,197</b>	<b>1,225</b>	<b>1.8%</b>	<b>1.8%</b>

## Capital Works Program Monthly Report For the period 1 July 2020 to 31 December 2020

### 1. Executive Summary

#### 1.1. Financial Summary

This report covers the *Capital Works Program (CWP)*, which includes the published 2020-21 *Capital Expenditure Program (CEP)* and funds *carried forward* from 2019-20. As per State Government reporting guidelines, the published 2020-21 *Capital Expenditure Program* excludes the *non-capital components* of projects, such as funding for maintenance works carried out during the delivery of a Capital Works project, and includes only those funds *carried forward* from 2019-20 that were expected at the time the budget was set. Therefore, the total *Capital Works Program* reflected in this report is higher than that published in the adopted 2020-21 *Capital Expenditure Program*. In previous years there was a mixture of capital and non-capital amounts included in this report. A review has been conducted and the majority of non-capital funding has been moved to operational accounts but there is still small amounts captured in this report.

Throughout the financial year, occasional approved changes to the CWP Budget are made, moving funds between projects or adding funds from various funding sources.

Approved 2020-21 Capital Works Program (CWP) Budget		\$'000
Published Capital Budget Allocation: Council contribution		44,805
Published Capital Budget Allocation: external income		22,559
Carried forward from 2019-20 to 2020-21		10,177
<b>Capital Works Program budget at 1 July 2020</b>		<b>77,541</b>
Mid-year adjustments, including additional income <i>expected</i>		6,335
Add: YTD approved changes to externally funded Budget component	-	514
<b>Capital Works Program Budget (Revised Expenditure Budget)</b>		<b>83,362</b>
<b>Expected to be spent by the end of the financial year</b>		<b>71,915</b>
Expected to be carried forward to 2021-22		12,158
Savings/(overspend) expected at the end of 2020-21 financial year		176
<b>Actual spend end December 2020</b>		<b>21,534</b>
<b>Percentage of the Revised Expenditure Budget Expected to be Spent<sup>1</sup></b>		<b>86%</b>

<sup>1</sup> Status:

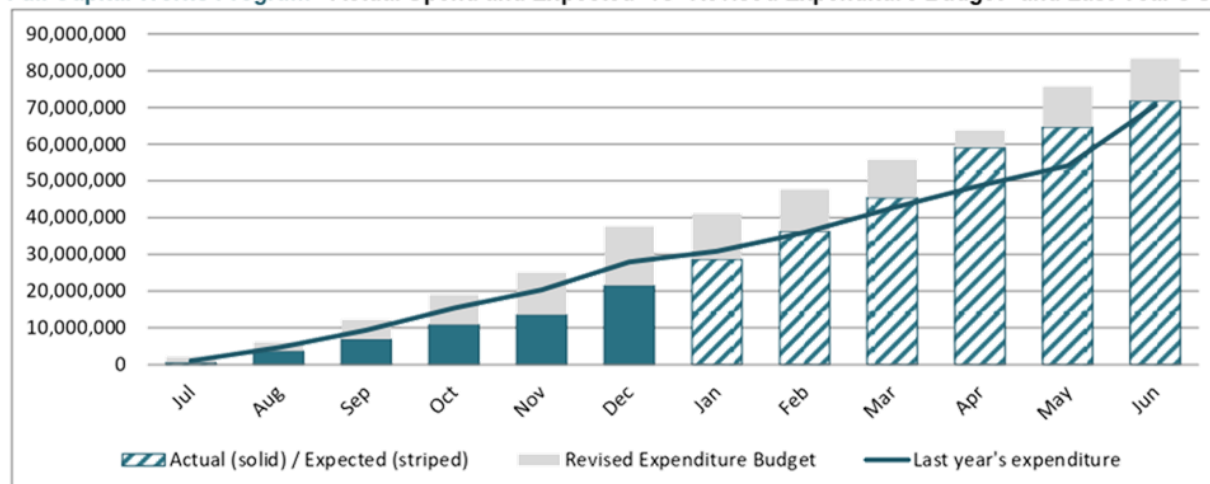
- ✓ 90% or more of the revised budget is expected to be spent
- ! Between 80% and 90% of the revised budget is expected to be spent
- ✗ Less than 80% of the revised budget is expected to be spent

Key differences between Revised Expenditure Budget and amount Expected to be Spent
<b>Expected to be carried forward to next financial year</b>
Refer to Section 3 for further information.
<b>Savings/Overspend at the end of 2020-21 financial year</b>
Small savings indicated may be transferred if projects require additional funding. This would be reported via the transfers section of this report.
<b>Impact of Stage 4 restrictions on Capital Works Delivery</b>
The Stage 4 restrictions that were in place as a response to COVID-19 delayed delivery of some capital works projects. This is evident with the year to date spend being \$6.4 million lower than at the same time last year. The biggest impact has been on the largest capital project – the Civic Centre Redevelopment. The site was required to be closed for the duration of Stage 4 restrictions resulting in an estimated carry forward of \$7.6 million. In total, carry forward is currently estimated at \$12.2 million. There is cautious optimism that outside of these carry forwards the restrictions won't have had too much of an impact on delivery, with 86% of the revised budget anticipated to be spent. There has also been an indication that the industry shutdown period that generally occurs over the Christmas/summer period is likely to be less prevalent due to contractors wanting to make up lost time, although some projects have experienced minor set backs as contractors that were once available have reprioritised their workload and as result construction commencements dates have been delayed. In addition, there have been delays in consultation and surveys but in the majority of cases it is hoped that the work can be brought back on schedule by the end of financial year. The 2020-21 Budget included \$22.05 million borrowings to support delivery of the Capital Expenditure Program. Given the delivery delays as a result of Stage 4 restrictions, the cash position is being closely monitored and it is likely that borrowings required will be lower than budget. Further details on capital projects can be found in the Detailed Commentary sections of this report.

1 of 12

## ATTACHMENT 2. Capital works program quarterly report December 2020

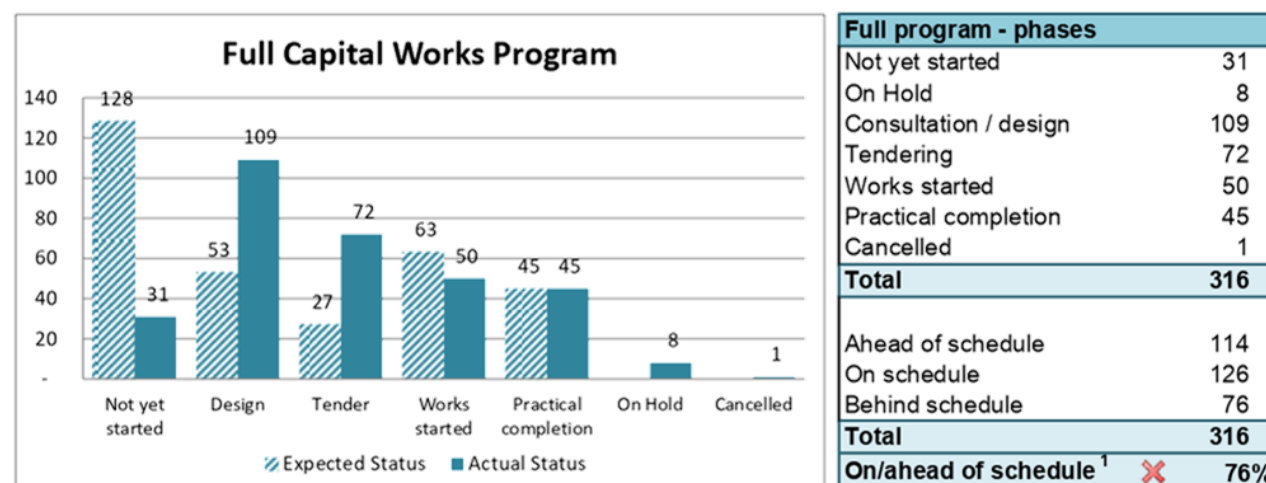
The following graphs show the *YTD Actual Spend* compared with the *Revised Expenditure Budget* and last year's expenditure. As with previous years, the expenditure is anticipated to increase as the year progresses. Section 4 provides further detail.

**Full Capital Works Program - Actual Spend and Expected -vs- Revised Expenditure Budget\* and Last Year's Spend**


\* Revised Expenditure Budget aligns to target milestones planned in August 2020

**1.2. Program Status Summary**

The following graph shows the progression of projects through the various project phases. Commentary explaining any variations against targets is provided in the sections below.



<sup>1</sup> Status:

- ✓ 90% or more of all projects in this program have met their planned milestone dates\* (planned in August 2020)
- ⚠ Between 80% and 90% of projects in this program have met their planned milestone dates\* (planned in August 2020)
- ✗ Less than 80% of projects in this program have met their planned milestone dates\* (planned in August 2020)

\* as per information given by project officers.

Full program - phases	
Not yet started	31
On Hold	8
Consultation / design	109
Tendering	72
Works started	50
Practical completion	45
Cancelled	1
<b>Total</b>	<b>316</b>
Ahead of schedule	114
On schedule	126
Behind schedule	76
<b>Total</b>	<b>316</b>
<b>On/ahead of schedule <sup>1</sup></b>	<b>76%</b>

## 2. Consideration for Approval

### 2.1. Significant Capital Expenditure Transfers

From time to time, it is necessary to transfer all or part of a budget from one project to another. Reasons could include *block funded* budgets being distributed to programmed projects or newly created, previously unanticipated projects being funded.

All budget transfers valued \$250,000 and over require the approval of the Chief Executive Officer. If the value is \$500,000 or over and is transferred from one distinct project to another they require Council approval.

Any budget transfers that represent a significant change to the *CWP Budget* also require Council approval. Such changes may include the reassignment of budgets for cancelled projects published in the *Capital Works Program*, the transfer of project funds *carried forward* from the previous year to a different project, or the transfer of funds allocated for renewal works to non-renewal projects.

1) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Waste Management Carry Forward	\$480,000	-\$480,000	\$0
<b>To:</b> Biochar Facility	\$0	\$480,000	\$480,000

Council was successful in securing a Growing Suburbs Fund grant for this project. The funds to match the project were available in the Waste Management operational budget. The project will be delivered over 2020-21 and 2021-22.

2) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Asset Renewal Reserve - 21-22 allocation	\$150,000	-\$150,000	\$0
<b>To:</b> Upwey Skate	\$0	\$150,000	\$150,000

Council was successful in securing a Growing Suburbs Fund grant for this project. The funds to match the project were available in the Asset Renewal Reserve. The project will be delivered in 2021-22.

3) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Asset Renewal Reserve	\$1,030,000	-\$1,000,000	\$30,000
<b>To:</b> Warburton Community Recreation Precinct Road Upgrade	\$0	\$1,000,000	\$1,000,000

Warburton Community Recreation Precinct Stage 2 carpark triggered Department of Transport planning conditions including a dedicated turning lane. To achieve this, road widening and drainage improvement works to Woods Point Rd are required. The project will also provide a much needed pedestrian footpath to help better connect the township to the Water World. The road works need to be undertaken prior to the Stage 2 works to satisfy the planning permit conditions. This type of work would have been delivered from Roads to Recovery (R2R) however those funds are fully allocated. Therefore, available Asset Renewal Reserve (ARR) funds are being used to deliver these works with a reciprocal adjustment between R2R and ARR being made in the 2021-22 Capital Expenditure Program.

4) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Burwood Hwy, Belgrave Footpath Rehabilitation	\$193,200	-\$193,200	\$0
<b>To:</b> Mt Morton Road, Belgrave South Footpath Rehabilitation	\$0	\$87,000	\$87,000
<b>To:</b> Turella Crt, Mooroolbark Footpath Rehabilitation	\$0	\$36,000	\$36,000
<b>To:</b> Walhalla Crt, Mooroolbark Footpath Rehabilitation	\$0	\$15,000	\$15,000
<b>To:</b> Yates Crt, Mooroolbark Footpath Rehabilitation	\$0	\$35,000	\$35,000
<b>To:</b> Asset Renewal Reserve	\$1,030,251	\$20,200	\$1,050,451

The footpath rehabilitation at Burwood Hwy, Belgrave has been delayed as traders do not want further disruption given the significant business impact of COVID-19. Works have been rescheduled as reflected in the 2021-22 Capital Expenditure Program.

### 3. Carry Forwards

Projects that have been delayed and are impacting on anticipated expenditure will request funds to be carried forward for use in the next financial year. Early identification of *carry forward* funds ensures the optimum utilisation of cash resources.

Budgets to be carried forward to 2021-22			
Buildings New & Improvements	9,967	9,932	(35)
Plant & Equipment Renewal	100	100	0
Trails New & Improvements	1,558	1,558	0
Playspace Rehabilitation & Renewal	74	74	0
Playspace New & Improvements	0	100	100
<b>Total budgets to be carried forward:</b>	<b>11,699</b>	<b>12,158</b>	<b>459</b>

Expected to be carried forward to next financial year - further detail (exceeding \$100k)
<b>Civic Centre Redevelopment</b> - \$7.6 million - This project was delayed due to the site being closed during Stage 4 restrictions. Work is now progressing with the team continuing to review opportunities to minimize delays due to the closure period. Target completion date is now around the end of 2021.
<b>Pinks Reserve Netball Court Covers</b> - \$1.7 million - Approval of substantial tenders delayed as a result of Council caretaker period. Delivery of works to be staggered to minimise interruption during the upcoming Netball season.
<b>Yarra Valley Trail</b> - \$1.6 million - Delays experienced in obtaining planning approval for Stage 1B resulted in construction being delayed, expected to commence early 2021.
<b>Olinda Creek Shared Trail</b> - \$430K - There will be some planning expenditure required but due to issues including access to Crown Land (awaiting surveyor general determination) and CHMP likely to carry forward majority of funds.
<b>Community Sports Pavilion, Millgrove</b> - \$250K - Construction to commence February 2021, anticipated completion in the 2021-22 financial year.
<b>Oonah Belonging Place, Healesville</b> - \$230K - this project has been delayed with the consultation brief for schematic design nearing completion.
<b>Carbon Management Fund</b> - \$146K - Project delayed by COVID-19 restrictions with site access for solar quotes.

## 4. Current Year Projects

Current year projects are defined as being deliverable within the financial year. On this basis, the key targets for Council are linked to the delivery of current year projects.

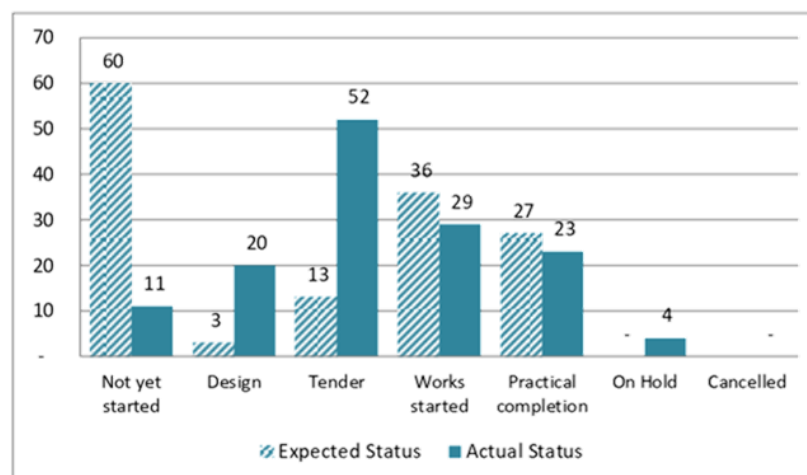
### 4.1 Current Year Projects Financial Summary

Figures in \$'000	Revised budget	Expected spend	Actual spend	Anticipated carry forward to next year	Saving/(Overspend)	Status <sup>1</sup>
<b>Current year projects</b>						
Bridges Rehabilitation & Renewal	117	117	25	0	0	✓
Buildings Rehabilitation & Renewal	3,572	3,608	581	(36)	0	✓
Drainage Rehabilitation & Renewal	536	536	240	0	0	✓
Furniture & Fittings Rehabilitation & Renewal	17	17	0	0	0	✓
Footpaths Rehabilitation & Renewal	683	683	165	0	0	✓
Off-street Carparks Rehabilitation & Renewal	47	47	0	0	0	✓
Open Space Rehabilitation & Renewal	580	582	341	0	(2)	✓
Plant & Equipment Renewal	2,612	2,530	716	100	(17)	✓
Roads Rehabilitation & Renewal	5,709	5,441	1,626	0	268	✓
Roads Traffic Management & Other Works	291	382	101	0	(91)	✓
Sports Reserves Rehabilitation & Renewal	1,097	997	356	0	0	✓
Trails Rehabilitation & Renewal	331	331	144	0	0	✓
Playspace Rehabilitation & Renewal	1,008	889	163	74	45	!
Project Management	6,225	6,225	0	0	0	✓
Asset Renewal Reserve (ARR)	1,083	1,030	0	0	53	✗
<b>Current year projects total:</b>	<b>23,909</b>	<b>23,416</b>	<b>4,457</b>	<b>138</b>	<b>255</b>	✓

<sup>1</sup> Status:

- ✓ **90% or more** of the revised budget is expected to be spent
- ! **Between 80% and 90%** of the revised budget is expected to be spent
- ✗ **Less than 80%** of the revised budget is expected to be spent

### 4.2 Current Year Projects Delivery Status



<b>Current year projects - phases</b>	
Not yet started	11
On Hold	4
Consultation / design	20
Tendering	52
Works started	29
Practical completion	23
Cancelled	0
<b>Total</b>	<b>139</b>
Ahead of schedule	60
On schedule	43
Behind schedule	36
<b>Total</b>	<b>139</b>
<b>On/ahead of schedule <sup>1</sup></b>	<b>74%</b>

<sup>1</sup> Status:

- ✓ **90% or more** of all projects in this program have met their milestone dates (planned in August 2020) \*
  - ! **Between 80% and 90%** of projects in this program have met their milestone dates (planned in August 2020) \*
  - ✗ **Less than 80%** of projects in this program have met their milestone dates (planned in August 2020) \*
- \* as per information given by project officers.

## ATTACHMENT 2. Capital works program quarterly report December 2020

## 4.3. Current Year Projects Detailed Commentary

Current Year Programs:	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
<b>Bridges Rehabilitation &amp; Renewal</b> Contractor has been engaged for bridge renewal works on Tschampions Rd, Macclesfield. Investigations continue for works required at Victoria Rd, Seville.	117	117	25	✓ 100%
<b>Buildings Rehabilitation &amp; Renewal</b> Lead consultant has been appointed and schematic design has been presented to stakeholders for approval for the Lilydale Operations Centre Amenities Renewal. Tender is expected in late January 2021. Expenditure is behind target due to the extended period of site closures due to COVID-19 however is forecast to be completed in full by end of	3,572	3,608	581	✓ 101%
<b>Drainage Rehabilitation &amp; Renewal</b> Quotations received and under review for outfall rock chute at Kaola Street, Belgrave with an aim to proceed as soon as possible. Renewal works for Water Sensitive Urban Design in Selby have been delayed with works now anticipated to commence January 2021.	536	536	240	✓ 100%
<b>Furniture &amp; Fittings Rehabilitation &amp; Renewal</b> Planning is underway for reactivation of halls and venues.	17	17	0	✓ 100%
<b>Footpaths Rehabilitation &amp; Renewal</b> Kerb replacement works are underway at various locations throughout the municipality, to align with the road resurfacing program. Contractor appointed for works at Sandells Rd, Tecoma with estimated completion date of January 2021. Burwood Hwy, Belgrave works have been put on hold as traders do not want further disruption given the significant business impact of COVID-19. These funds will be allocated to other projects as per Section 2 of this report with Burwood Hwy, Belgrave scheduled for delivery in a future year.	683	683	165	✓ 100%
<b>Off-street Carparks Rehabilitation &amp; Renewal</b> Majority of funding allocated to support Menzies Creek Primary School Car Park and Monbulk Recreation Reserve Car Park. Remaining works to be scheduled.	47	47	0	✓ 100%
<b>Open Space Rehabilitation &amp; Renewal</b> Fence renewal completed at Mount Evelyn Recreation Reserve in December 2020. Works scheduled to renew 35 metres of retaining wall at Pinks Reserve in January 2021. Park information signage at Warburton Water World has been renewed. Orders have been committed to renew signage at Wesburn Recreation Reserve. Furniture orders placed for Belgrave Lake Park for 2021 install.	580	582	341	✓ 100%
<b>Plant &amp; Equipment Renewal</b> No new items of Fleet received in December 2020.	2,612	2,530	716	✓ 97%
<b>Playspace Rehabilitation &amp; Renewal</b> Playspace design documentation feedback has been provided and preparation for tender documentation is currently underway for East Warburton Public Hall; Wandana Reserve, Mooroolbark and Gateway Reserve, Lilydale. Pre-design consultation complete and project briefing package out for quotation for Carmen Reserve, Lilydale; Glenvalley Reserve, Seville East and Mooroolbark Heights Reserve, Mooroolbark Playspace. Consultants updating concept design for Bailey Rd, Mt Evelyn Playspace and Luke Polkinghorne, Mooroolbark Playspace based on feedback from Project Reference Group and public consultation, with detailed design targeted for commencement early 2021. An application has been submitted for a Local Parks Revitalisation grant for Luke Polkinghorne Reserve, Mooroolbark. Awaiting State Government announcement, scheduled early 2021 to finalise design.	1,008	889	163	⚠ 88%
<b>Roads Rehabilitation &amp; Renewal</b> Gruyere Rd, Gruyere road rehabilitation is nearing completion. Settlement Road, Yarra Junction road rehabilitation is scheduled to commence in January 2021. A consultant has been engaged to provide engineering detailed drawings for Wandin East Road, Wandin North. This project is scheduled for delivery in 2021-22.	5,709	5,441	1,626	✓ 95%

## ATTACHMENT 2. Capital works program quarterly report December 2020

Current Year Programs:	Revised budget	Expected spend	Actual spend \$'000	Status
Roads Traffic Management & Other Works	291	382	101	✓ 131%
Local Area Traffic Management Project confirmed for delivery this financial year in collaboration with Maroondah City Council. Other minor works also being investigated for delivery during the financial year. Awaiting Department of Transport to issue the Memorandum Of Agreement to complete survey works on Lilydale to Warburton Trail - Safer				
Sports Reserves Rehabilitation & Renewal	1,097	997	356	✓ 91%
A contractor has been appointed for the Yarra Junction Tennis Court Renewal with work to commence in early January 2021 and expected completion by April 2021. Funds have been allocated to the Yarra Junction Sportsfield Lighting Upgrade with works to commence in 2021. Various sites requiring minor sports court rehabilitation works have been quoted including Monbulk, the Patch, Mt Evelyn and Upwey. Upwey Bowls has been completed.				
Trails Rehabilitation & Renewal	331	331	144	✓ 100%
Trail rehabilitation programmed for Upwey Recreation Reserve and Eyrefield Park Lilydale. This work is scheduled for delivery in February 2021. Mount Morton Reserve trail rehabilitation has been complete. New work allocated to Lillydale Lake and Mount Evelyn Aqueduct trail.				

## 5. Multi-year Projects

Multi-year projects gives recognition to the fact that these projects are not deliverable within a 12 month period and will take a number of years to complete. Refer to Section 5 for more detail.

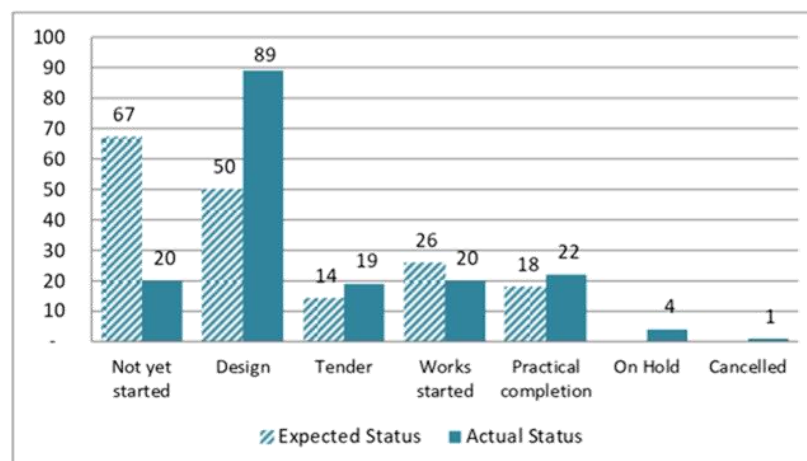
### 5.1 Multi-year Projects Financial Summary

Figures in \$'000	Revised budget	Expected spend	Actual spend	Anticipated carry forward to next year	Saving/(Overspend)	Status <sup>1</sup>
<b>Multi-year projects</b>						
Bridges New & Improvements	325	325	177	0	0	✓
Buildings New & Improvements	11,662	9,603	4,079	2,061	(2)	⚠
Drainage New & Improvements	705	705	18	0	13	✓
FFF New / Improvements	7	7	0	0	0	✓
Footpaths New & Improvements	4,221	4,181	650	0	(39)	✓
Info & Communication Tech New & Improvements	2,842	2,842	1,463	0	0	✓
Land New & Improvements	1,960	1,971	1,971	0	(11)	✓
Off-street Carparks New & Improvements	833	883	167	0	(50)	✓
Open Space New & Improvements	1,089	1,700	140	0	0	✓
Plant & Equipment New	200	200	78	0	0	✓
Playspace New & Improvements	1,282	1,186	120	100	(4)	✓
Public Open Space Funding	1,490	1,060	12	430	0	✗
Roads New & Improvements	3,056	3,094	1,696	0	(238)	✓
Roads for the Community Initiative	5,439	5,830	1,244	0	0	✓
Sports Reserves New & Improvements	2,395	2,679	1,422	0	(21)	✓
Townships New & Improvements	1,021	1,022	101	0	(13)	✓
Trails New & Improvements	5,726	4,168	464	1,558	0	✗
Infrastructure - Asset New / Improve Reserve	288	0	0	0	288	✗
<b>Multi-year projects total:</b>	<b>44,539</b>	<b>41,455</b>	<b>13,802</b>	<b>4,149</b>	<b>(79)</b>	<b>✓</b>

<sup>1</sup> Status:

- ✓ 90% or more of the revised budget is expected to be spent
- ⚠ Between 80% and 90% of the revised budget is expected to be spent
- ✗ Less than 80% of the revised budget is expected to be spent

### 5.2 Multi-year Projects Delivery Status



<b>Multi-year projects - phases</b>	
Not yet started	20
On Hold	4
Consultation / design	89
Tendering	19
Works started	20
Practical completion	22
Cancelled	1
<b>Total</b>	<b>175</b>
Ahead of schedule	53
On schedule	82
Behind schedule	40
<b>Total</b>	<b>175</b>
<b>On/ahead of schedule <sup>1</sup></b>	<b>77%</b>

<sup>1</sup> Status:

- ✓ 90% or more of all projects in this program have met their milestone dates (planned in August 2020) \*
  - ⚠ Between 80% and 90% of projects in this program have met their milestone dates (planned in August 2020) \*
  - ✗ Less than 80% of projects in this program have met their milestone dates (planned in August 2020) \*
- \* as per information given by project officers.

## 5.3 Multi-year Projects Detailed Commentary

Multi-year Programs:	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
<b>Bridges New &amp; Improvements</b> A Commonwealth grant has been approved for Cement Creek Rd, East Warburton Bridge. The majority of this construction is scheduled for 2021-22.	325	325	177	✓ 100%
<b>Buildings New &amp; Improvements</b> Pinks Reserve Table Tennis area works commenced late December 2020. Project completion date extended for Federal Government grant project, Resilient Community Facilities extended to March 2021. A planning application has been lodged for the Community Sports Pavilion, Mt Evelyn and the project is progressing well.	11,662	9,603	4,079	⚠ 82%
<b>Drainage New &amp; Improvements</b> Tender close date for Bellbird St Reserve, Belgrave Water Sensitive Urban Design has been extended with a new tender close date of 27 January 2021. Easement creation works have commenced for stormwater improvements at Olinda-Monbulk Rd, Olinda with construction scheduled to begin March 2021. Design has been completed for Kallista-Emerald/Portman Rd, The Patch and easement creation works are underway, construction anticipated May 2021.	705	705	18	✓ 100%
<b>Furniture &amp; Fittings New &amp; Improvements</b> Currently awaiting delivery of a counter food display fridge for Belgrave pool, expect finalisation by December 2020.	7	7	0	✓ 100%
<b>Footpaths New &amp; Improvements</b> Construction commencement has been postponed until January 2021 for Green Spine Shared Path due to delays in approval, steel manufacturing and construction drawings required to navigate services. The tender has been awarded for Sheffield Road, South Montrose Footpath. The contractor will commence works in April 2021 with estimated completion by the end of financial year.	4,221	4,181	650	✓ 99%
<b>Info &amp; Communication Tech New &amp; Improvements</b> Stage1 of the Enterprise System Project is currently being implemented, which includes new Finance and Human Resources modules. The original go live date of July 2020 has now been rescheduled due to COVID-19, date still to be confirmed. Enterprise Budgeting module and Asset Lifecycle Management module go live dates will also be rescheduled, date to be confirmed.	2,842	2,842	1,463	✓ 100%
<b>Land New &amp; Improvements</b> The Chirnside Park Major Activity Centre deed of agreement has been signed for the land acquisition with payment now finalised.	1,960	1,971	1,971	✓ 101%
<b>Off-street Carparks New &amp; Improvements</b> Car park improvement works at Menzies Creek Primary School are set to commence February 2021. Monbulk Recreation Reserve car park concept design has been presented to the Project Reference Group for feedback prior to community consultation in early December 2020. Consultation for both car park and play area to run simultaneously, with both projects targeting tender of works mid-2021.	833	883	167	✓ 106%
<b>Open Space New &amp; Improvements</b> Warburton Water World Park has been successfully opened and embraced by the community. The Stage 2 road widening design is complete and once agreement with YRC and Vic Roads has been received the works will be	1,089	1,700	140	✓ 1.56
<b>Plant &amp; Equipment New</b> The Biochar Facility project is currently out for tender to supply, install, operate the facility and market the product.	200	200	78	✓ 100%
<b>Playspace New &amp; Improvements</b> Deed of agreement signed for land purchase to secure full ownership of Chirnside Urban Park Playspace area. The draft masterplan will be ready for community consultation following Council approval in February 2021. Consultation with Wurundjeri is in progress for all three Indigenous theme and story telling playspace projects with initial feedback on concept designs received and incorporated into the designs for Wandana and East Warburton Public Hall. A similar process will be undertaken for Upper Yarra playspace in early 2021.	1,282	1,186	120	✓ 93%

## ATTACHMENT 2. Capital works program quarterly report December 2020

Multi-year Programs:	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
Public Open Space Funding	288	0	0	0%
There will be some planning expenditure on Olinda Creek Shared Trail but due to issues including access to Crown Land (awaiting surveyor general determination) and CHMP likely to carry forward majority of funds.				
Roads New & Improvements	3,056	3,094	1,696	101%
Works at Sheffield Rd, Montrose have now reached practical completion. Construction of a turning lane at Birmingham Rd, Mt Evelyn has commenced and is progressing well. Currently awaiting quotations for local road upgrades at Basin-Olinda Rd, Olinda. Tender evaluation is underway for Allenby Rd and William Rd, Lilydale road upgrade works. Due to its value this project will be seeking Council approval. Contract anticipated to be awarded December 2020 for construction to commence late January 2021 subject to Council approval.				
Roads for the Community Initiative	5,439	5,830	1,244	100%
Works have commenced on site for the Chalet Rd, Olinda Road Upgrade. Works to re align intersection with Olinda Monbulk Road still to be completed in early 2021, awaiting Department Of Transport to approve updated plans. Design works are also underway for a number of projects across the municipality. Lyons Dve, Selby Road Upgrade is to be tendered in January 2021. It is intended that the project will commence construction in March 2021 with major works to occur in April School Holidays to limit disruptions to the Selby Pre School.				
Sports Reserves New & Improvements	2,395	2,679	1,422	112%
Works at Esther Park Synthetic Soccer Pitches have been completed and the surrounding landscape works nearing completion. Sportsfield Lighting poles at Kimberley Reserve have been erected, testing and light head aiming to take place in the coming weeks. Evaluations have been completed for the Capital Development Grants Program, with successful applicants notified. Due to the delay in approval, some clubs may find it difficult to complete projects. At this stage no carry forward is required but this will be monitored. Quotes are being reviewed Belgrave Recreation Reserve Netball Court Upgrade with works expected to commence in March 2021.				
Townships New & Improvements	1,021	1,022	101	100%
Melba Connection Public Space Nodes, Coldstream opening due to take place in early February 2021. Drinking fountain has been installed at Birdsland Reserve Belgrave. Fountains ordered for Yarra Junction and Belgrave Lake Park with installation to occur in 2021.				
Trails New & Improvements	5,726	4,168	464	73%
The Environmental Effects Statement (EES) draft scoping document for Warburton Mountain Bike Destination has progressed through public exhibition and is currently being signed off by the Minister for the final document. The project team have commenced delivery of public consultation until December 20. The project team have appointed all technical specialists, including; transport, socio-economic, heritage, biodiversity, groundwater, surface water & geotechnical hazards assessment. The project is currently on-track for the financial year. COVID-19 has had an impact on the ability to conduct field assessments for the EES, however the EES schedule has been able to re-arrange to accommodate to complete the EES report in the financial year. The schedule is narrow and therefore any further COVID-19 restrictions or unforeseen interruptions would cause delays.				
Infrastructure - Asset New / Improve Reserve	288	0	0	0%
Majority of funds have been allocated to individual projects as per transfer requests in the September 2020 Capital Works report.				

## 6. Major Projects

The Major Projects Report discusses the bulk of the detail of this program and it is not replicated here.

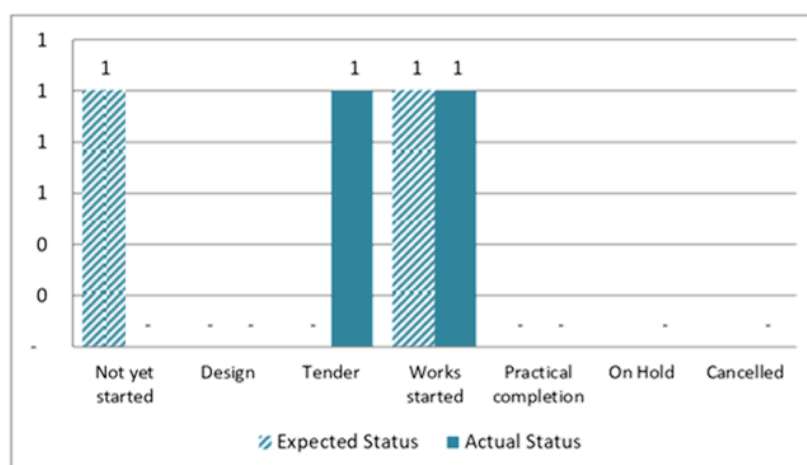
### 6.1 Major Projects Financial Summary

Figures in \$'000	Revised budget	Expected spend	Actual spend	Anticipated carry forward to next year	Saving/(Overspend)	Status <sup>1</sup>
<b>Major projects</b>						
Major Projects	14,914	7,044	3,275	7,871	0	✗
<b>Major projects total:</b>	<b>14,914</b>	<b>7,044</b>	<b>3,275</b>	<b>7,871</b>	<b>0</b>	<b>✗</b>

<sup>1</sup> Status:

- ✓ **90% or more** of the revised budget is expected to be spent
- ⚠ **Between 80% and 90%** of the revised budget is expected to be spent
- ✗ **Less than 80%** of the revised budget is expected to be spent

### 6.2 Major Projects Delivery Status



<b>Major projects - phases</b>	
Not yet started	0
On Hold	0
Consultation / design	0
Tendering	1
Works started	1
Practical completion	0
Cancelled	0
<b>Total</b>	<b>2</b>
Ahead of schedule	1
On schedule	1
Behind schedule	0
<b>Total</b>	<b>2</b>
<b>On/ahead of schedule <sup>1</sup></b>	<b>✓ 100%</b>

<sup>1</sup> Status:

- ✓ **90% or more** of all projects in this program have met their milestone dates (planned in August 2020) \*
  - ⚠ **Between 80% and 90%** of projects in this program have met their milestone dates (planned in August 2020) \*
  - ✗ **Less than 80%** of projects in this program have met their milestone dates (planned in August 2020) \*
- \* as per information given by project officers.

### 6.3 Major Projects Commentary

Major projects	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
Major projects	14,914	7,044	3,275	✗ 47%

Stage 2 of the Civic Centre Redevelopment project is progressing on site in accordance with the program. The team is continuing to review opportunities to minimize the stage 4 closure period impact. The targeted completion is around the end of 2021. The project has expended approximately 54% of the current budget. Detail on other Major Projects is contained in the Major Projects Report.

## 7. Glossary

**Approved Changes:** Throughout the year, formally approved changes to the Capital Works Program budget can include budget transfers from one project to another, funds from a future year's Capital Works Program brought forward for expenditure this year, or additional external funds identified for inclusion in the budget.

**Block Fund, or Block Funded Program:** A lump sum budget for a group of projects of the same type, such as minor drainage works. Projects undertaken from block funding are generally single year projects. Very minor projects may be funded directly from the block fund, or part of the budget may be transferred out from the block fund to a programmed project during the financial year.

**Capital Expenditure Program (CEP):** Allocated funding for renewal, improvement or new project works, excluding maintenance works.

**Capital Works Program (CWP):** The program of capital works projects with their associated funding.

**Capital Works Program (CWP) Budget:** This comprises of the Capital Expenditure Program adopted by Council, an approved non-capital budget amount, any funds carried forward from the previous financial year, and any approved changes made to the Budget during the financial year.

**Carry Forward:** A component of the CWP Budget brought to the next financial year. This becomes part of the next financial year's CWP Budget.

**Current Year Projects:** Typically projects delivering rehabilitation and renewal works on existing assets, which can be achieved in a single year. These projects may or may not include a community consultation and / or a design phase.

**Forward Spending:** This is when capacity becomes available to make an early start on a future year's project. Early spending requires Council approval.

**Major Projects:** These run over multiple years and may involve detailed community consultation and design phases. These early phases may take place in the year before construction.

**Milestone Dates:** Set prior to the start of the financial year, these represent the start of key phases during the life of a project. (Also see Phases.)

**Multi-year Projects:** These projects deliver improvements, upgrades or expansions on existing assets or build new assets. They typically include a design phase, which may occur in the year before construction. Construction works may run over more than one financial year.

**Non-Capital Component:** As part of the CWP, this is funding for maintenance undertaken during the delivery of Capital projects, as well as for works that are not capitalised because of accountancy cost threshold rules. The majority of non-capital funding has been moved to operational accounts but there is still small amounts captured in this report.

**Phases:** Throughout the life of a project, there may be various phases, as explained below.

*Consultation/Design:* formal investigation, design or consultation is underway

*Tender Phase:* tender/quote is currently being sought or evaluated

*Works Started:* work has begun on site

*Practical Completion:* all works except minor defects or final seals are complete and the deliverable is ready for use

*Finalisation:* the project is complete, all monies owing have been paid and the defect liability period has passed

**Program Status Overview:** Successful delivery of a project to schedule involves meeting *milestone dates* set prior to the commencement of the financial year. Project *milestone dates* represent the start of four project *phases*: *consultation/design*; *tender phase*; *works started*; and *practical completion*. Project complexity is taken into consideration when establishing *milestone dates*. A project which falls behind in an earlier milestone may still meet a later *milestone date* and then be on schedule again.

**YTD Actual Spend:** The amount of funds expended year to date.

## Capital Works Program Quarterly Report For the period 1 July 2020 to 31 March 2021

### 1. Executive Summary

#### 1.1. Financial Summary

This report covers the *Capital Works Program (CWP)*, which includes the published 2020-21 *Capital Expenditure Program (CEP)* and funds *carried forward* from 2019-20. As per State Government reporting guidelines, the published 2020-21 *Capital Expenditure Program* excludes the *non-capital components* of projects, such as funding for maintenance works carried out during the delivery of a Capital Works project, and includes only those funds *carried forward* from 2019-20 that were expected at the time the budget was set. Therefore, the total *Capital Works Program* reflected in this report is higher than that published in the adopted 2020-21 *Capital Expenditure Program*. In previous years there was a mixture of capital and non-capital amounts included in this report. A review has been conducted and the majority of non-capital funding has been moved to operational accounts but there is still small amounts captured in this report.

Throughout the financial year, occasional approved changes to the CWP Budget are made, moving funds between projects or adding funds from various funding sources.

Approved 2020-21 Capital Works Program (CWP) Budget		\$'000
Published Capital Budget Allocation: Council contribution		44,805
Published Capital Budget Allocation: external income		22,559
Carried forward from 2019-20 to 2020-21		10,177
<b>Capital Works Program budget at 1 July 2020</b>		<b>77,541</b>
Mid-year adjustments, including additional income <i>expected</i>		6,365
Add: YTD approved changes to externally funded Budget component	-	514
<b>Capital Works Program Budget (Revised Expenditure Budget)</b>		<b>83,392</b>
<b>Expected to be spent by the end of the financial year</b>		<b>67,538</b>
Expected to be carried forward to 2021-22		15,847
Savings/(overspend) expected at the end of 2020-21 financial year		2,171
Variance (additional expenditure facilitated by additional income)		2,165
<b>Actual spend end March 2021</b>		<b>32,279</b>
<b>Percentage of the Revised Expenditure Budget Expected to be Spent<sup>1</sup></b>		<b>81%</b>

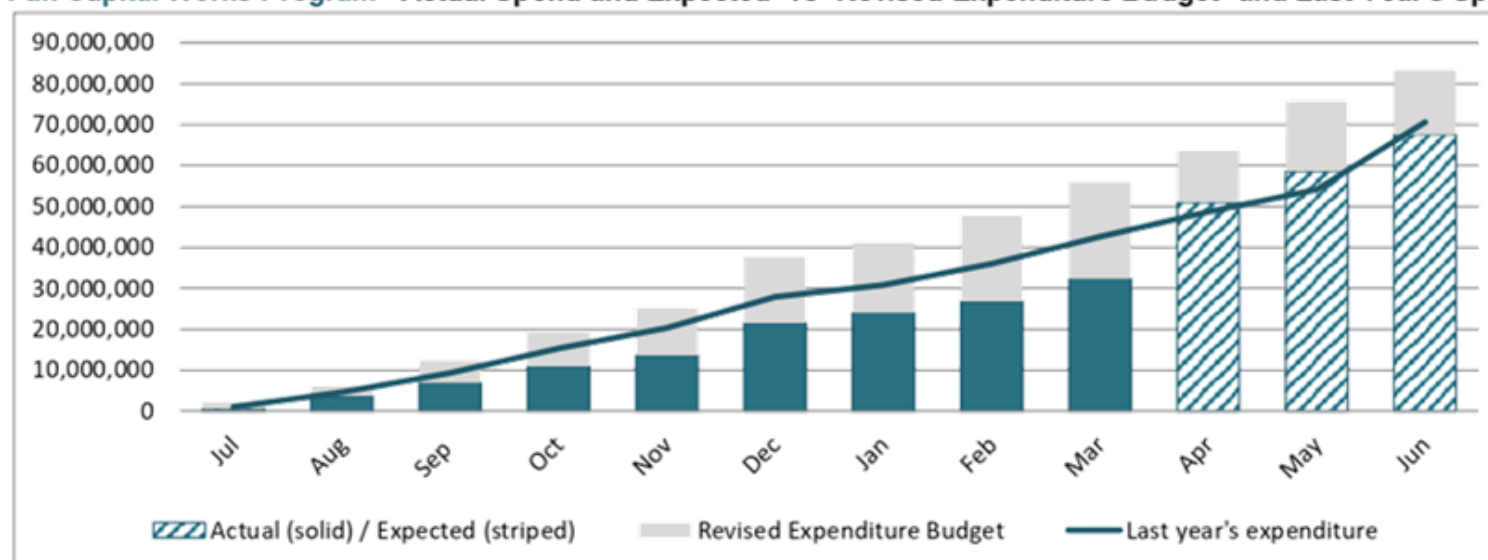
<sup>1</sup> Status:

- ✓ 90% or more of the revised budget is expected to be spent
- ⚠ Between 80% and 90% of the revised budget is expected to be spent
- ✗ Less than 80% of the revised budget is expected to be spent

Key differences between Revised Expenditure Budget and amount Expected to be Spent
<b>Expected to be carried forward to next financial year</b>
Refer to Section 3 for further information.
<b>Savings/Overspend at the end of 2020-21 financial year</b>
Following the announcement of Local Roads and Community Infrastructure funding (LRCI) and the short timeframe for delivery, a review has been carried out and several projects identified which will now be funding through the LRCI program. These projects were previously funded by Council and have created savings which may be transferred to other projects if additional funding is required. Further details on this can be found in the transfer section of this report.
<b>Impact of Stage 4 Restrictions on Capital Works Delivery</b>
The Stage 4 restrictions that were in place as a response to COVID-19 have delayed the delivery of some capital works projects. This is evident with the year to date spend being \$10.3 million lower than at the same time last year. The biggest impact has been on the Civic Centre Redevelopment which was closed for the duration of the lockdown period. The team are reviewing all aspects of the project in an effort to reduce the delay caused by the restrictions, which resulted in an estimated carry forward of \$7.2 million. In total, carry forward is currently estimated at \$15.8 million, which is significantly higher than last financial year. Outside of these carry forwards, teams continue to be optimistic regarding the delivery of the program, with 81% of the revised budget anticipated to be spent. This has fallen from 86% in the December report as other setbacks have occurred such as contractor unavailability and delays in consultation, surveys and tendering due to the system outage late in 2020. There is also some concern that wet weather could delay certain projects further. The 2020-21 Budget included \$22.05 million borrowings to support delivery of the Capital Expenditure Program. Given the delivery delays as a result of Stage 4 restrictions, the cash position is being closely monitored and it is likely that borrowings required will be lower than budget. Further details on capital projects can be found in the Detailed Commentary sections of this report.

The following graphs show the *YTD Actual Spend* compared with the *Revised Expenditure Budget* and last year's expenditure. As with previous years, the expenditure is anticipated to increase as the year progresses. Section 4 provides further detail.

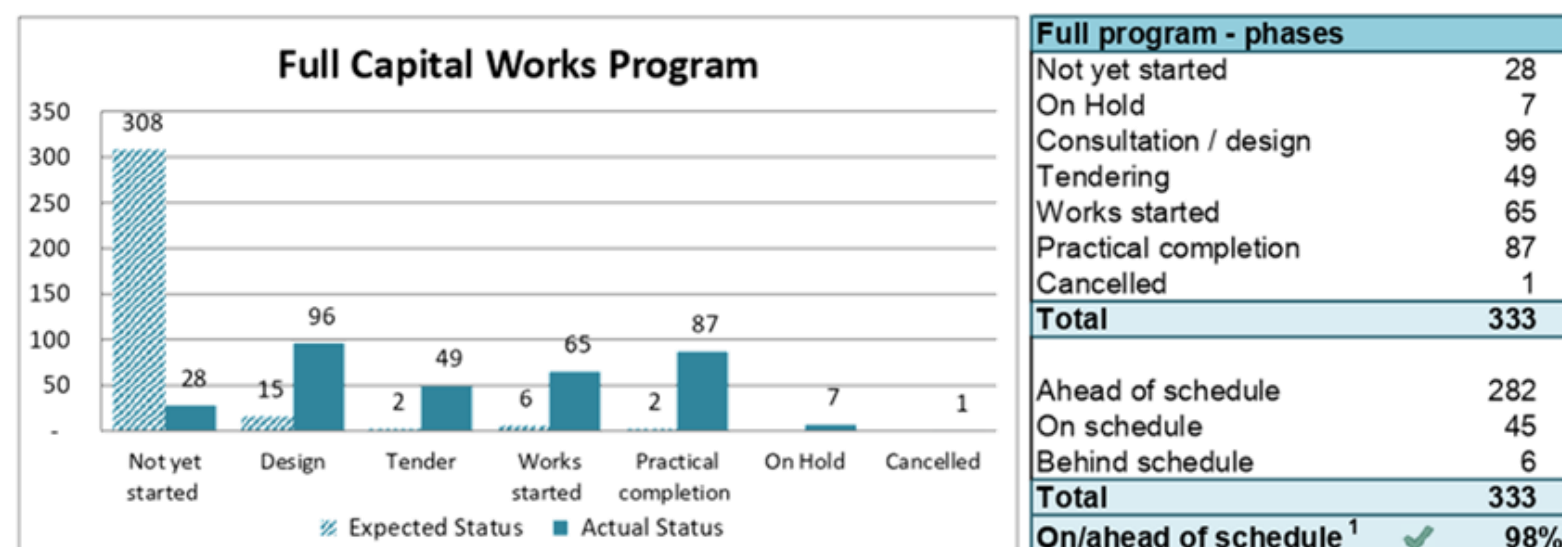
**Full Capital Works Program - Actual Spend and Expected -vs- Revised Expenditure Budget\* and Last Year's Spend**



\* Revised Expenditure Budget aligns to target milestones planned in August 2020

## 1.2. Program Status Summary

The following graph shows the progression of projects through the various project phases. Commentary explaining any variations against targets is provided in the sections below.



<sup>1</sup> Status:

- ✓ 90% or more of all projects in this program have met their planned milestone dates\* (planned in August 2020)
  - ⚠ Between 80% and 90% of projects in this program have met their planned milestone dates\* (planned in August 2020)
  - ✗ Less than 80% of projects in this program have met their planned milestone dates\* (planned in August 2020)
- \* as per information given by project officers.

## 2. Consideration for Approval

### 2.1. Significant Capital Expenditure Transfers

From time to time, it is necessary to transfer all or part of a budget from one project to another. Reasons could include *block funded* budgets being distributed to programmed projects or newly created, previously unanticipated projects being funded.

All budget transfers valued \$250,000 and over require the approval of the Chief Executive Officer. If the value is \$500,000 or over and is transferred from one distinct project to another they require Council approval.

Any budget transfers that represent a significant change to the *CWP Budget* also require Council approval. Such changes may include the reassignment of budgets for cancelled projects published in the *Capital Works Program*, the transfer of project funds *carried forward* from the previous year to a different project, or the transfer of funds allocated for renewal works to non-renewal projects.

1) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Burwood Hwy, Belgrave	\$193,200	-\$186,000	\$7,200
<b>To:</b> Walhalla Crt, Mooroolbark - ARR footpath		\$15,000	\$15,000
<b>To:</b> Switchback Rd, Chirnside Park - ARR Footpath		\$109,000	\$109,000
<b>To:</b> Lockwood Rd, Belgrave Heights - ARR Footpath		\$62,000	\$62,000
Due to a change in priorities previously requested footpath renewals were not processed. These have been reinstated in the draft 2021-22 CEP and replaced with the projects above.			
2) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Township Improvements (Belgrave)	\$173,747	-\$100,000	\$73,747
<b>To:</b> Business Bounce Back Project	\$0	\$100,000	\$100,000
A budget transfer is required to support grant funding for Business Bounce Back. Funds for Belgrave Township will be reinstated in the 2021-22 CEP from the Township Renewal and Improvements fund.			
3) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Income allocation to Blackspot projects	\$787,150	-\$787,150	\$0
<b>To:</b> Black Springs Rd & Stanley St, Chirnside Park		\$254,800	\$254,800
<b>To:</b> Coldstream West Rd, Coldstream		\$237,510	\$237,510
<b>To:</b> Paynes Rd, Chirnside Park		\$294,840	\$294,840
Budget transfer required to allocate Federal funding to Blackspot projects.			
4) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Warburton Community Recreation Precinct Road Upgrade	\$1,000,000	-\$1,000,000	\$0
<b>To:</b> Asset Renewal Reserve	\$0	\$1,000,000	\$1,000,000
In the December report a transfer was requested from the Asset Renewal Reserve to fund the Warburton Community Recreation Precinct Road upgrade. This will now be funded using funds from the Local Roads and Community Infrastructure Program. This budget will be returned to Asset Renewal Reserve and be utilised to fund other projects.			
5) Budget transfer approval request	Previous budget	Transfer amount	New budget
<b>From:</b> Drainage Improvements	\$276,000	-\$276,000	\$0
<b>To:</b> Unsealed Local and Collector	\$0	\$276,000	\$276,000
A portion of these works are not accounted for as capital and therefore the budget will be moved to the operational account			
6) Roads to Recovery budget update	Original R2R budget	Transfer amount	New R2R budget
<b>Update</b> Birmingham Road, Mount Evelyn Turn Lane	\$346,000	-\$117,262	\$228,738
<b>Update</b> Sheffield Road, Montrose Road Improvements	\$500,000	\$378,627	\$878,627
<b>Update</b> Smith Street, Healesville Road Improvements	\$1,000,000	-\$1,000,000	\$0
<b>Update</b> Settlement Road, Yarra Junction	\$300,000	\$379,637	\$679,637
<b>Update</b> Gruyere Rd, Gruyere	\$0	\$358,998	\$358,998
The mix of projects funded from Roads to Recovery (R2R) was revised to accommodate the new Local Roads and Community Infrastructure (LRCI) Program Phase 2 funding allocation. LRCI has very short delivery timelines so Smith St, Healesville has been nominated to be delivered via that rather than R2R. The other projects added were previously funded from Council Asset Renewal Reserve. Funding from R2R will generate savings for Council.			

Local Roads and Community Infrastructure Program (LRCI) - Phase 1 funding update.					
Two projects proposed for delivery in Phase 1 of the LRCI Program have been delayed due to the significant community consultation required on these projects. Due to the short delivery timeframes of the LRCI Program Phase 1, this has required several projects identified for delivery in the 2021-22 Capital Expenditure Program to be brought forward to 2020-21. The two delayed projects have been added to the 2021-22 Capital Expenditure Program.					
Approved Projects	Total LRCI	Updated Construction	Updated Construction	Project Note	
Warburton Hwy, Wandin North Footpath	-\$238,000	Jul-22	Jun-22	Project delayed by extended community consultation - to be delivered in 2021-222	
Upwey Men's Shed, Upwey Glenfern Rd	-\$238,000	Jul-22	Jun-22	Project delayed by extended community consultation - to be delivered in 2021-222	
Station Street, Coldstream Footpath	\$35,980	Mar-21	Jun-21	Project budget increased	
Anthony Drive, Chirnside Park Footpath	\$148,060	Apr-21	Jun-21	Project brought forward from 2021-22	
Poyner Avenue, Lilydale Footpath	\$46,420	Apr-21	Jun-21	Project brought forward from 2021-22	
Parklands Avenue, Chirnside Park Footpath	\$58,740	Apr-21	Jun-21	Project brought forward from 2021-22	
Acacia Avenue, Kilsyth Footpath	\$52,800	Apr-21	Jun-21	Project brought forward from 2021-22	
Ryrie Street, Healesville Footpath	\$99,000	Apr-21	Jun-21	Project brought forward from 2021-22	
Claire Street, Coldstream Footpath	\$35,000	Apr-21	Jun-21	Project brought forward from 2021-22	
Local Roads and Community Infrastructure Program (LRCI) - Phase 2 funding allocation.					
Through the 2020–21 Budget, the Australian Government announced a \$1 billion extension of the LRCI Program, following strong community and local government support (Phase 2). The following projects have been nominated for delivery under Phase 2 with funding captured in the 2021-22 Capital Expenditure Program.					
Project Name	LRCI Phase 2 Funding Required (\$)	Construction Start Date	Construction End Date	Estimated jobs supported Council	Estimated jobs supported Contractor
Upwey South Tennis Court Renewal	\$384,400	May-21	Dec-21	3	15
Green Spine Path Lighting	\$152,190	Sep-21	Nov-21	1	3
Lilydale to Warburton Rail Trail Improvements	\$45,000	Aug-21	Dec-21	1	1
Morrison Sports Complex Fence Upgrade	\$70,000	Jul-21	Dec-21	1	1
Morrison Sports Complex - Shelters and Synthetic Turf	\$200,000	Sep-21	Dec-21	2	10
Black Springs Rd, Chirnside Park (Stanley Street to Bushy Creek Bridge)	\$441,375	Jul-21	Nov-21	1	5
Community Solar Program	\$250,000	May-21	Dec-21	1	12
Community Sports Pavilion, Kimberley Reserve	\$600,000	Jul-21	Jul-22 (LRCI amount by 12/21)	3	12
Community Sports Pavilion, Millgrove	\$429,695	Jun-21	Apr-22 (LRCI amount by 12/21)	1	12
Lilydale Rd, Healesville	\$1,150,000	Aug-21	Dec-21	1	6
Woods Point Rd Upgrade, Warburton	\$400,000	May-21	Jul-21	1	7
Old Melbourne Road, Chirnside Park	\$500,000	Jul-21	Nov-21	1	10
Smith Street, Healesville	\$1,000,000	Jul-21	Nov-21	1	6
Total	\$5,622,660			18	100

**2.2. Bring Forward 2021-22 Capital Expenditure Budget**

Statesman Crescent, Mooroolbark - This project has \$66K Council funds listed for 2021-22. Due to contractor availability works are able to commence in the 2020-21 financial year. Approval is sought to bring forward the 2021-22 allocation.

### 3. Carry Forwards

Projects that have been delayed and are impacting on anticipated expenditure will request funds to be carried forward for use in the next financial year. Early identification of *carry forward* funds ensures the optimum utilisation of cash resources.

Carry forwards	Figures in \$'000	Carry forward as of last month	Carry forward as of this month	Difference
<b>Budgets to be carried forward to 2021-22</b>				
Buildings New & Improvements		11,607	11,188	(419)
Buildings Rehabilitation & Renewal		469	469	0
Drainage New & Improvements		148	148	0
Plant & Equipment Renewal		0	(96)	(96)
Public Open Space Funding		430	450	20
Roads New & Improvements		750	0	(750)
Roads Rehabilitation & Renewal		120	0	(120)
Roads Traffic Management & Other Works		74	0	(74)
Townships New & Improvements		110	110	0
Trails New & Improvements		3,148	3,148	0
Playspace Rehabilitation & Renewal		108	108	0
Playspace New & Improvements		290	323	33
<b>Total budgets to be carried forward:</b>		<b>17,254</b>	<b>15,847</b>	<b>(1,406)</b>
<b>Expected to be carried forward to next financial year - further detail (exceeding \$100k)</b>				
<b>Civic Centre Redevelopment</b> - \$7.2 million - This project was delayed due to the site being closed during Stage 4 restrictions. Work is now progressing with the team continuing to review opportunities to minimize delays due to the closure period. Target completion date is now around the end of 2021.				
<b>Yarra Valley Trail</b> - \$3 million - Delays experienced in obtaining planning approval for Stage 1B resulted in construction being delayed, expected to commence early 2021.				
<b>Pinks Reserve Netball Court Covers</b> - \$2.3 million - Approval of substantial tenders delayed as a result of Council caretaker period. Delivery of works to be staggered to minimise interruption during the upcoming Netball season.				
<b>Community Sports Pavilion, Millgrove</b> - \$600K - Construction to commence February 2021, anticipated completion in the 2021-22 financial year.				
<b>Pinks Reserve Stadium Improvements</b> - \$525K - Club has requested for a large portion of the cladding/insulation works to be delayed until Dec 21 due to competitions/tournaments recommencing/scheduling.				
<b>Lilydale Operations Centre Amenities Renewal</b> - \$469K - Project Delayed for further consultation on gender inclusive amenities design options. The revised design will also require an increase to the anticipated construction				
<b>Olinda Creek Shared Trail</b> - \$450K - There will be some planning expenditure required but due to issues including access to Crown Land (awaiting surveyor general determination) and CHMP likely to carry forward majority of funds.				
<b>Belgrave Lake Playspace Upgrade</b> - \$283K - This project has been delayed due to a long lead time for equipment				
<b>Oonah Belonging Place, Healesville</b> - \$230K - This project has been delayed with the consultation brief for schematic design nearing completion.				
<b>Carbon Management Fund</b> - \$192K - Project delayed by COVID-19 restrictions with site access for solar quotes.				
<b>Kallista-Emerald and Portman Roads, The Patch- Outfall drain installation</b> - \$147K - There is a potential for delays in the project delivery due to easement creation process.				
<b>Community Sports Pavilion, Pinks Reserve, Kilsyth</b> - \$130K - Multi-year project, design phase is expected to continue to 21/22 FY. Lead Consultant appointed in late February 2021				

## 4. Current Year Projects

Current year projects are defined as being deliverable within the financial year. On this basis, the key targets for Council are linked to the delivery of current year projects.

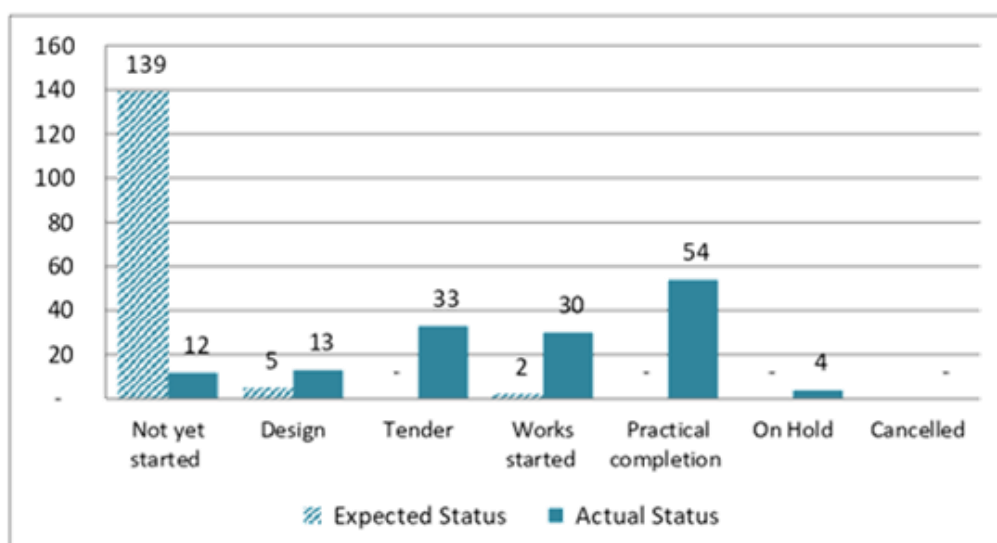
### 4.1 Current Year Projects Financial Summary

Figures in \$'000	Revised budget	Expected spend	Actual spend	Anticipated carry forward to next year	Saving/(Overspend)	Status <sup>1</sup>
<b>Current year projects</b>						
Bridges Rehabilitation & Renewal	117	117	77	0	0	✓
Buildings Rehabilitation & Renewal	3,622	3,135	1,136	469	18	⚠
Drainage Rehabilitation & Renewal	536	536	421	0	0	✓
Furniture & Fittings Rehabilitation & Renewal	17	17	0	0	0	✓
Footpaths Rehabilitation & Renewal	683	683	592	0	0	✓
Off-street Carparks Rehabilitation & Renewal	47	47	8	0	0	✓
Open Space Rehabilitation & Renewal	580	563	505	0	17	✓
Plant & Equipment Renewal	2,612	2,579	979	(96)	0	✓
Roads Rehabilitation & Renewal	5,709	5,257	2,576	0	1,102	✓
Roads Traffic Management & Other Works	291	245	144	0	(17)	⚠
Sports Reserves Rehabilitation & Renewal	1,097	998	690	0	(1)	✓
Trails Rehabilitation & Renewal	331	331	209	0	0	✓
Playspace Rehabilitation & Renewal	1,041	886	193	108	48	⚠
Project Management	6,225	6,225	0	0	0	✓
Asset Renewal Reserve (ARR)	33	0	0	0	33	✗
<b>Current year projects total:</b>	<b>22,942</b>	<b>21,618</b>	<b>7,529</b>	<b>481</b>	<b>1,201</b>	<b>✓</b>

<sup>1</sup> Status:

- ✓ **90% or more** of the revised budget is expected to be spent
- ⚠ **Between 80% and 90%** of the revised budget is expected to be spent
- ✗ **Less than 80%** of the revised budget is expected to be spent

### 4.2 Current Year Projects Delivery Status



<b>Current year projects - phases</b>	
Not yet started	12
On Hold	4
Consultation / design	13
Tendering	33
Works started	30
Practical completion	54
Cancelled	0
<b>Total</b>	<b>146</b>
Ahead of schedule	128
On schedule	18
Behind schedule	0
<b>Total</b>	<b>146</b>
<b>On/ahead of schedule<sup>1</sup></b>	<b>✓ 100%</b>

<sup>1</sup> Status:

- ✓ **90% or more** of all projects in this program have met their milestone dates (planned in August 2020) \*
  - ⚠ **Between 80% and 90%** of projects in this program have met their milestone dates (planned in August 2020) \*
  - ✗ **Less than 80%** of projects in this program have met their milestone dates (planned in August 2020) \*
- \* as per information given by project officers.

## 4.3. Current Year Projects Detailed Commentary

Current Year Programs:	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
<b>Bridges Rehabilitation &amp; Renewal</b>	117	117	77	✓ 100%
Safety barrier and guardrail have recently been renewed in Yarra Junction, Kilsyth, Yering, Narre Warren East and Gruyere. Deck repair works in Launching Place and Macclesfield; concrete balustrade repairs in Woori Yallock and sunken culvert repair works in Tecoma recently completed.				
<b>Buildings Rehabilitation &amp; Renewal</b>	3,622	3,135	1,136	87%
Lilydale Athenaeum 'Green Room' concrete slab renewal, Birdsland Reserve community meeting room, Selby Community House roof and gutter works, Upper Yarra Museum external restoration of Porters Cottage, Mooroolbark Heights Pavilion bathroom upgrade and Gruyere Hall bar fit out carried out this month. A number of aquatics projects are scheduled for the final quarter following the closures of the outdoor pools. Concrete core testing of Healesville outdoor pool is underway. Belgrave outdoor pool is scheduled to be repainted and the toddler/learner pools at Monbulk aquatic centre to be retiled in April 2021.				
<b>Drainage Rehabilitation &amp; Renewal</b>	536	536	421	✓ 100%
Drainage rehabilitation works recently completed at Hillside Crt Belgrave, Upwey Primary School and Blair St, Lilydale. Works at Kaola St, Belgrave scheduled to commence after Easter 2021, with works at Ridge Rd Olinda and Rangeview Rd, Mt Evelyn to commence April / May 2021.				
<b>Furniture &amp; Fittings Rehabilitation &amp; Renewal</b>	17	17	0	✓ 100%
No furniture or fittings were renewed during March.				
<b>Footpaths Rehabilitation &amp; Renewal</b>	683	683	592	✓ 100%
Kerb replacement works are underway at various locations throughout the municipality, to align with the road resurfacing program. Footpath rehabilitation works completed at Dargie Pl, Mooroolbark and Switchback Rd, Chirnside Park. Works at Park Rd, Warburton allocated to contractor and set to commence April 2021.				
<b>Off-street Carparks Rehabilitation &amp; Renewal</b>	47	47	8	✓ 100%
Majority of funding allocated to support Menzies Creek Primary School Car Park and Monbulk Recreation Reserve Car Park. Remaining works to be scheduled.				
<b>Open Space Rehabilitation &amp; Renewal</b>	580	563	505	✓ 97%
Fencing renewal works completed at Montrose Recreation Reserve. Lighting renewal works completed at Mt Evelyn Recreation Reserve and works committed to renew ornamental lighting at Thomas Ave, Warburton. Park furniture has been ordered for Wandin North Recreation Reserve. Signage renewal works at Wesburn Recreation Reserve are nearing completion.				
<b>Plant &amp; Equipment Renewal</b>	2,612	2,579	979	✓ 99%
One Private Use vehicle delivered and deposits paid for three trailers. One Library van and one piece of small plant sold during March 2021.				
<b>Playspace Rehabilitation &amp; Renewal</b>	1,041	886	193	85%
Contracts have been awarded and procurement of equipment is underway for East Warburton Public Hall; Gateway Reserve, Lilydale and Wandana Reserve, Mooroolbark Playspaces, with construction to commence April/May 2021. Quantity Surveyor Cost Plan received and approved for Bailey Rd, Mt Evelyn Playspace, consultants to progress to Detailed Design before handover to major Projects. Pre design consultation completed for Carmen Reserve, Lilydale and Mooroolbark Heights Reserve, Mooroolbark Playspaces. Renewal of Burns Reserve, Monbulk Playspace has been put on hold pending the outcome of a review to determine if a full local renewal is appropriate.				
<b>Roads Rehabilitation &amp; Renewal</b>	5,709	5,257	2,576	✓ 92%
Road drainage improvement works completed at Mikado Rd, Mt Evelyn; Bellbird St, Belgrave; Roach Rd, Lilydale; Moora Rd, Mt. Toolebewong; Gums Ave/McNicol Rd laneway, Belgrave. Asphalt resurfacing works completed at various locations including Black Springs Rd and Celeste Crt, Chirnside Park; Baker St and Rockys Way, Lilydale; Cheryl St, Kilsyth and Church St, Kallista. Resurfacing works are programmed at various locations throughout the municipality during May 2021.				

Current Year Programs:	Revised budget	Expected spend	Actual spend \$'000	Status
Roads Traffic Management & Other Works	291	245	144	84%
Local Area Traffic Management project to be delivered in collaboration with Maroondah City Council to commence April 2021. Construction of a shelter is underway at Lusatia Park Rd, Hoodles Creek. Design complete for works at Birmingham Rd, Mt Evelyn. Draft design options have been completed for Pedestrian Refuge Island at Liverpool Rd, Kilsyth.				
Sports Reserves Rehabilitation & Renewal	1,097	998	690	91%
Minor works were recently completed at Mt Evelyn tennis courts and are set to be carried out at various other sites by June 2021. Acrylic line marking at Yarra Junction Tennis Court to be completed early April 2021, a meeting is also to be held with the contractor regarding storage for poles and netting during April 2021. Some delays have been experienced at Yarra Junction Sports Field due to the geo technical report not providing a full picture of soil conditions. Works have now recommenced and footings will be installed in April 2021.				
Trails Rehabilitation & Renewal	331	331	209	100%
Trail renewal works recently completed at Montrose Recreation Reserve. Works programmed to renew trails at Upwey Recreation Reserve; Ralph Goode Reserve, Lilydale and Pacific Reserve, Mooroolbark.				

## 5. Multi-year Projects

Multi-year projects gives recognition to the fact that these projects are not deliverable within a 12 month period and will take a number of years to complete. Refer to Section 5 for more detail.

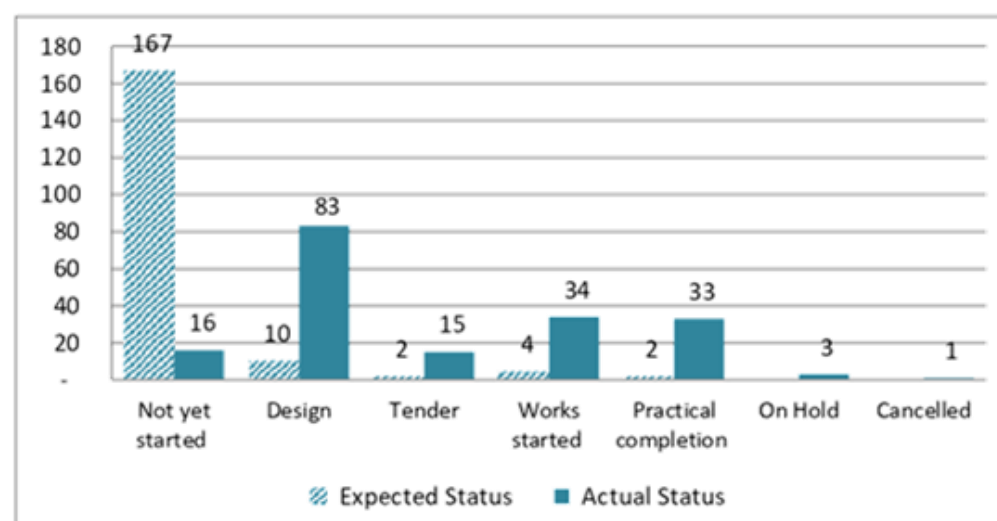
### 5.1 Multi-year Projects Financial Summary

Figures in \$'000	Revised budget	Expected spend	Actual spend	Anticipated carry forward to next year	Saving/(Overspend)	Status <sup>1</sup>
<b>Multi-year projects</b>						
Bridges New & Improvements	325	325	131	0	0	✓
Buildings New & Improvements	11,662	8,300	5,572	3,782	(170)	✗
Drainage New & Improvements	705	426	23	148	28	✗
FFF New / Improvements	7	7	0	0	0	✓
Footpaths New & Improvements	4,221	4,158	1,602	0	(17)	✓
Info & Communication Tech New & Improvement	2,842	2,842	1,734	0	0	✓
Land New & Improvements	1,960	1,971	1,971	0	(11)	✓
Off-street Carparks New & Improvements	833	974	184	0	(47)	✓
Open Space New & Improvements	1,089	1,089	167	0	0	✓
Plant & Equipment New	200	255	90	0	22	✓
Playspace New & Improvements	1,249	966	164	323	(40)	✗
Public Open Space Funding	1,520	1,070	99	450	0	✗
Roads New & Improvements	4,056	2,480	2,031	0	932	✗
Roads for the Community Initiative	5,439	6,432	2,065	0	(0)	✓
Sports Reserves New & Improvements	2,395	2,694	1,650	0	(16)	✓
Townships New & Improvements	1,021	1,265	177	110	(198)	✓
Trails New & Improvements	5,726	3,078	1,267	3,148	200	✗
Infrastructure - Asset New / Improve Reserve	288	0	0	0	288	✗
<b>Multi-year projects total:</b>	<b>45,536</b>	<b>38,331</b>	<b>18,928</b>	<b>7,960</b>	<b>970</b>	<b>!</b>

<sup>1</sup> Status:

- ✓ **90% or more** of the revised budget is expected to be spent
- ! **Between 80% and 90%** of the revised budget is expected to be spent
- ✗ **Less than 80%** of the revised budget is expected to be spent

### 5.2 Multi-year Projects Delivery Status



<sup>1</sup> Status:

- ✓ **90% or more** of all projects in this program have met their milestone dates (planned in August 2020) \*
  - ! **Between 80% and 90%** of projects in this program have met their milestone dates (planned in August 2020) \*
  - ✗ **Less than 80%** of projects in this program have met their milestone dates (planned in August 2020) \*
- \* as per information given by project officers.

<b>Multi-year projects - phases</b>	
Not yet started	16
On Hold	3
Consultation / design	83
Tendering	15
Works started	34
Practical completion	33
Cancelled	1
<b>Total</b>	<b>185</b>
Ahead of schedule	152
On schedule	27
Behind schedule	6
<b>Total</b>	<b>185</b>
<b>On/ahead of schedule<sup>1</sup></b>	<b>✓ 97%</b>

## 5.3 Multi-year Projects Detailed Commentary

Multi-year Programs:	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
<b>Bridges New &amp; Improvements</b>	325	325	131	✓ 100%
Minor bridge improvement works at Brisbane Bridge, Warburton; pedestrian bridge repairs at Olinda Creek, Lilydale and culvert replacements works at St Huberts Rd, Coldstream recently completed.				
<b>Buildings New &amp; Improvements</b>	11,662	8,300	5,572	✗ 71%
Gruyere Hall bathroom upgrade completed. Asbestos audit booked, design underway and tender due to commence in early April 2021 for Bimbadeen, Chirnside and Rolling Hills Preschools solar upgrade projects. Tender is underway to recruit the lead architect for Pinks Reserve stadium improvements. Community Sports Pavilion Feasibility completed for Kimberley Reserve and nearing completion for Pinks Reserve. Community Sports Pavilion detailed design for Millgrove completed.				
<b>Drainage New &amp; Improvements</b>	705	426	23	✗ 60%
Works have commenced for Bellbird St Reserve, Belgrave Water Sensitive Urban Design and are expected to be completed May 2021. Stormwater works for Olinda-Monbulk Rd, Olinda are progressing well, with completion anticipated April 2021. Landowner consultation and designs underway for next financial years drainage projects.				
<b>Furniture &amp; Fittings New &amp; Improvements</b>	7	7	0	✓ 100%
Equipment orders to be placed for delivery between April and June 2021.				
<b>Footpaths New &amp; Improvements</b>	4,221	4,158	1,602	✓ 99%
Footpath works at Russell Ave and Royal Ave, Mooroolbark completed, with minor service works to be carried out. Construction of Green Spine Shared Path approximately 60% completed, with construction of part 1 of the boardwalk nearing completion. Construction of part 2 has experienced some delays due to the discovery of unmarked services requiring some redesign. Approval on updated designs is now being sought from authorities. Once received, the team is confident the project will be completed by June 2021. Footpath works at Sheffield Rd, South Montrose are underway.				
<b>Info &amp; Communication Tech New &amp; Improvements</b>	2,842	2,842	1,734	✓ 100%
Stage1 of the Enterprise System Project is currently being implemented, which includes new Finance and Human Resources modules. The original go live date of July 2020 has been postponed due to COVID-19 delays, date to be confirmed. Enterprise Budgeting module and Asset Lifecycle Management module go live dates will also be rescheduled, dates to be confirmed.				
<b>Land New &amp; Improvements</b>	1,960	1,971	1,971	✓ 101%
The Chirnside Park Major Activity Centre land acquisition has been finalised.				
<b>Off-street Carparks New &amp; Improvements</b>	833	974	184	✓ 117%
Carpark works at Menzies Creek Primary School are underway and anticipated to be completed May 2021. Monbulk Recreation Reserve car park extension to run simultaneously with Playspace project. Concepts to be updated based on results from community consultation. Detailed design for both projects expected to commence in April 2021.				
<b>Open Space New &amp; Improvements</b>	1,089	1,089	167	✓ 1.00
The Stage 2b car park and multipurpose courts for Warburton Community Recreation Precinct have been documented and will be tendered this month. New drinking fountains have been installed at Yarra Junction and Morrisons Reserve. Fountains have been ordered for Wandin North Recreation Reserve and Belgrave Lake Reserve.				
<b>Plant &amp; Equipment New</b>	200	255	90	✓ 128%
There is some uncertainty regarding the delivery of the Biochar Facility project after tender results were presented to Councillors and an alternate host site was suggested. Further investigations are underway with an aim to have greater clarity by the end of April 2021.				
<b>Playspace New &amp; Improvements</b>	1,249	966	164	✗ 77%
Contractor appointed for works at Belgrave Lake Park Playspace which are set to commence April 2021. Chirnside Urban Park Playspace Master Plan report to be presented to Council for adoption April 2021, triggering the tender process for detailed design of the park. Upper Yarra Reservoir Park Playspace is currently awaiting the announcement of a request for a Local Park Revitalisation grant to enable the upgrade of equipment and materials to a higher specification.				

Multi-year Programs:	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
Public Open Space Funding	1,520	1,070	99	450
Pedestrian crossing design works for Olinda Creek Shared Trail are on hold pending advice from key stakeholders regarding the overall plan and level of service of the trail, once this has been received works can recommence. A brief has been developed for the Indigenous Heritage Visibility project to engage indigenous artists and a shortlist developed for appropriate tanks across the municipality. It is anticipated that the consultation phase, artist engagement and design phase will be finalised by September 2021 with art works rolled out in the months directly after.				
Roads New & Improvements	4,056	2,480	2,031	61%
Road improvement works at Jellicoe Ave, Monbulk; Birmingham Rd, Mt Evelyn and Switchback Rd, Chirnside Park completed. Designs for blackspot projects at Coldstream West Rd, Coldstream; Paynes Rd, Black Springs Rd and Stanley St, Chirnside Park nearing completion. Local road upgrade works at Devon St, Warburton; Kirkham Rd, Belgrave Sth; Alpine Blvd, Launching Place and Prion Rd, Mt Dandenong completed.				
Roads for the Community Initiative	5,439	6,432	2,065	100%
Works at Heathmont Ave, Belgrave have reached practical completion, with some additional works are to be undertaken in April 2021. Works are progressing well at Lyons Dve, Selby and Chalet Rd, Olinda and are expected to be completed June 2021. Detailed design has been completed for Heath Rd group, Belgrave Heights and Greenwell St, Selby and is nearing completion for Hyne St, Lilydale.				
Sports Reserves New & Improvements	2,395	2,694	1,650	112%
Kimberley Reserve upgrade has reached practical completion. Esther Park synthetic soccer pitch has reached practical completion with surrounding works continuing. Many of the sporting clubs grants were awarded to have now commenced works, Woori Yallock Cricket nets and Mt Evelyn synthetic cricket pitch recently completed. Detailed design for Monbulk Stormwater Harvesting is underway and expected to be completed by May 2021. Quotations are being sought for Morrison Sports Complex shelter design.				
Townships New & Improvements	1,021	1,265	177	124%
Contractor has begun preparing the site for the relocation of the Yarra Glen Cenotaph which is expected to take place the week after Easter. The Parks and Bushland team will rehabilitate the site prior to ANZAC day.				
Trails New & Improvements	5,726	3,078	1,267	54%
Designs are now complete for Station St, Coldstream trail, the project has been rescoped to include a concrete path for long term sustainability. Construction to commence May 2021. Tender for stage 1 of RidgeWalk is currently underway, as well as Geotech investigations. A planning permit is required for native vegetation removal and construction within a floodplain for River Rd, Millgrove Community Walking Track, construction is now scheduled for late 2021. Don Rd, Healesville trail has been rescoped on which stage of the project to deliver in consultation with the local community.				
Infrastructure - Asset New / Improve Reserve	288	0	0	0%
Majority of funds have been allocated to individual projects as per transfer requests in the September 2020 Capital Works report.				

## 6. Major Projects

The Major Projects Report discusses the bulk of the detail of this program and it is not replicated here.

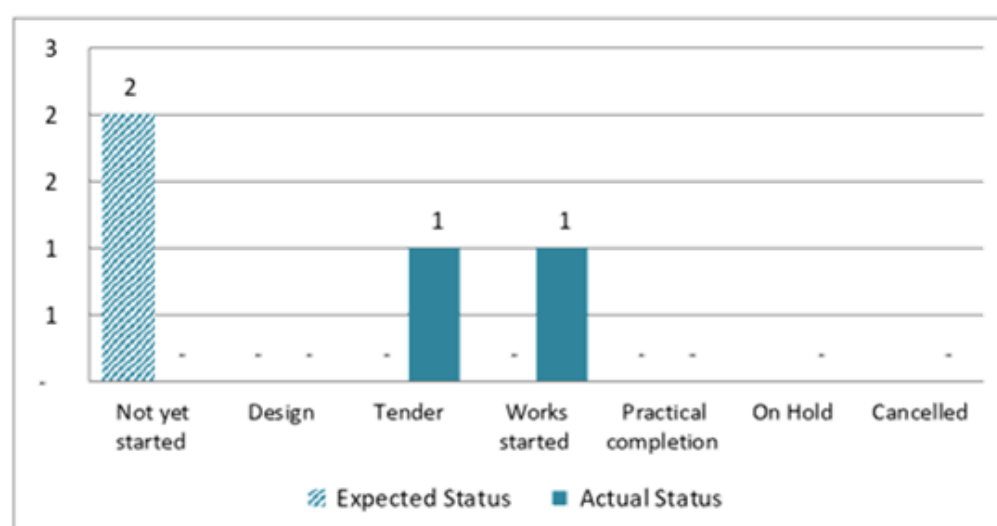
### 6.1 Major Projects Financial Summary

Figures in \$'000	Revised budget	Expected spend	Actual spend	Anticipated carry forward to next year	Saving/(Over spend)	Status <sup>1</sup>
<b>Major projects</b>						
Major Projects	14,914	7,509	5,821	7,406	0	✗
<b>Major projects total:</b>	<b>14,914</b>	<b>7,509</b>	<b>5,821</b>	<b>7,406</b>	<b>0</b>	<b>✗</b>

<sup>1</sup> Status:

- ✓ **90% or more** of the revised budget is expected to be spent
- ⚠ **Between 80% and 90%** of the revised budget is expected to be spent
- ✗ **Less than 80%** of the revised budget is expected to be spent

### 6.2 Major Projects Delivery Status



<b>Major projects - phases</b>	
Not yet started	0
On Hold	0
Consultation / design	0
Tendering	1
Works started	1
Practical completion	0
Cancelled	0
<b>Total</b>	<b>2</b>
Ahead of schedule	2
On schedule	0
Behind schedule	0
<b>Total</b>	<b>2</b>
<b>On/ahead of schedule <sup>1</sup></b>	<b>✓ 100%</b>

<sup>1</sup> Status:

- ✓ **90% or more** of all projects in this program have met their milestone dates (planned in August 2020) \*
  - ⚠ **Between 80% and 90%** of projects in this program have met their milestone dates (planned in August 2020) \*
  - ✗ **Less than 80%** of projects in this program have met their milestone dates (planned in August 2020) \*
- \* as per information given by project officers.

### 6.3 Major Projects Commentary

Major projects	Revised budget \$'000	Expected spend \$'000	Actual spend \$'000	Status
Major projects	14,914	7,509	5,821	✗ 50%

Stage 2 of the Civic Centre Redevelopment project is progressing on site in accordance with the program. The team is continuing to review opportunities to minimize the delay caused by the stage 4 closure period. The targeted completion is around the end of 2021.

## 7. Glossary

**Approved Changes:** Throughout the year, formally approved changes to the Capital Works Program budget can include budget transfers from one project to another, funds from a future year's Capital Works Program brought forward for expenditure this year, or additional external funds identified for inclusion in the budget.

**Block Fund, or Block Funded Program:** A lump sum budget for a group of projects of the same type, such as minor drainage works. Projects undertaken from block funding are generally single year projects. Very minor projects may be funded directly from the block fund, or part of the budget may be transferred out from the block fund to a programmed project during the financial year.

**Capital Expenditure Program (CEP):** Allocated funding for renewal, improvement or new project works, excluding maintenance works.

**Capital Works Program (CWP):** The program of capital works projects with their associated funding.

**Capital Works Program (CWP) Budget:** This comprises of the Capital Expenditure Program adopted by Council, an approved non-capital budget amount, any funds carried forward from the previous financial year, and any approved changes made to the Budget during the financial year.

**Carry Forward:** A component of the CWP Budget brought to the next financial year. This becomes part of the next financial year's CWP Budget.

**Current Year Projects:** Typically projects delivering rehabilitation and renewal works on existing assets, which can be achieved in a single year. These projects may or may not include a community consultation and / or a design phase.

**Forward Spending:** This is when capacity becomes available to make an early start on a future year's project. Early spending requires Council approval.

**Major Projects:** These run over multiple years and may involve detailed community consultation and design phases. These early phases may take place in the year before construction.

**Milestone Dates:** Set prior to the start of the financial year, these represent the start of key phases during the life of a project. (Also see Phases.)

**Multi-year Projects:** These projects deliver improvements, upgrades or expansions on existing assets or build new assets. They typically include a design phase, which may occur in the year before construction. Construction works may run over more than one financial year.

**Non-Capital Component:** As part of the CWP, this is funding for maintenance undertaken during the delivery of Capital projects, as well as for works that are not capitalised because of accountancy cost threshold rules. The majority of non-capital funding has been moved to operational accounts but there is still small amounts captured in this report.

**Phases:** Throughout the life of a project, there may be various phases, as explained below.

*Consultation/Design:* formal investigation, design or consultation is underway

*Tender Phase:* tender/quote is currently being sought or evaluated

*Works Started:* work has begun on site

*Practical Completion:* all works except minor defects or final seals are complete and the deliverable is ready for use

*Finalisation:* the project is complete, all monies owing have been paid and the defect liability period has passed

**Program Status Overview:** Successful delivery of a project to schedule involves meeting *milestone dates* set prior to the commencement of the financial year. Project *milestone dates* represent the start of four project *phases*: *consultation/design*; *tender phase*; *works started*; and *practical completion*. Project complexity is taken into consideration when establishing *milestone dates*. A project which falls behind in an earlier milestone may still meet a later *milestone date* and then be on schedule again.

**YTD Actual Spend:** The amount of funds expended year to date.

## 7.5 Review of Delegations Made to Council Staff

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RESPONSIBLE OFFICER      Director Corporate Services

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### SUMMARY

Council delegates powers, duties and functions to the Chief Executive Officer under section 11 of the *Local Government Act 2020* (the Act). However, as a result of certain legislation containing the power of delegation but not the power of sub-delegation, Council is required to continue to exercise the power of delegation to members of Council staff.

Councillors are asked to consider updates to the Instrument of Delegation to members of Council staff to reflect changes to the *Food Act 1984*, *Local Government Act 1989*, *Residential Tenancies Act 1997* and the *Road Management Act 2004*. In addition, administrative changes have also been proposed in respect of the members of Council staff nominated to act as delegates.

The proposed changes, shown by way of “track changes” in Attachment 1 to the report, ensure that appropriate members of Council staff holding, acting in or performing the duties of the positions described in the Instrument of Delegation are nominated to act as delegates.

Council are asked to approve the updated Instrument of Delegation to members of Council staff.

### RECOMMENDATION

***In the exercise of the powers conferred by the legislation referred to in the Instrument of Delegation included at Attachment 1, Council resolves that***

- 1. The delegations made to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff be approved, subject to the conditions and limitations specified in that Instrument.***
- 2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.***
- 3. On the coming into force of the Instrument all previous delegations to members of Council staff (other than to the Chief Executive Officer) are revoked.***
- 4. 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.***

## **DISCLOSURE OF CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## **PROPOSAL**

Council to approve the updated Instrument of Delegation to members of Council staff, as included at Attachment 1.

## **RELATED COUNCIL DECISIONS**

The current Instrument of Delegation to members of Council staff was approved at the Council meeting on 25 August 2020.

## **BACKGROUND**

The power of delegation under section 11 of the Act is a power to delegate Council's powers under that Act or any other Act (with specific exceptions) to the Chief Executive Officer.

Section 47(1) of the Act provides that the Chief Executive Officer may, by instrument of delegation, delegate to a member of the Council staff or members of a community asset committee any power, duty or function of their office, except the power of delegation itself.

Although it may be argued that Council could simply rely on the general delegation powers in the Act to delegate matters under other Acts and ignore the specific delegation powers in those other Acts, there is an appreciable risk in doing so. This would be to ignore a rule of statutory interpretation which dictates that the specific takes priority over the general.

There is a presumption that a power of delegation cannot be sub-delegated in the absence of express authority to do so. The *Planning and Environment Act 1987*, *Food Act 1984* and other Acts contain specific powers of delegation, but do not contain an express power of sub-delegation. Therefore, it is assumed that the power of delegation cannot be sub-delegated.

This means, in respect of the specific legislation included within the Instrument of Delegation at Attachment 1, it is necessary for the delegation to come directly from Council to members of Council staff.

The current Instrument of Delegation to members of Council staff was approved by Council on 25 August 2020 and came into effect on 3 September 2020, when the Common Seal of the Council was affixed. The proposed updates to this have been prepared in line with advice provided by Maddocks.

## **STRATEGIC LINKS**

The delegation of Council powers, duties and functions is an administrative exercise.

## CONSULTATION

There has been no public consultation undertaken in respect of the recommendations in this report.

## FINANCIAL IMPLICATIONS

The cost to prepare and adopt the Instrument of Delegation is minimal and will be met from within the current approved departmental budget.

## KEY ISSUES

The Instrument of Delegation to members of Council staff is based on the previous Instrument approved by Council on 25 August 2020 and incorporates the most recent update from Maddocks. The update covers:

- sections 36A, 36B, 38G(1), 38G(2) and 40F of the *Food Act 1984* have been inserted and, pursuant to the *Food Amendment Act 2020*, these provisions will commence on 1 July 2021 unless proclaimed earlier;
- section 181H of the *Local Government Act 1989* has been removed. With the repeal of section 181H(2) of the *Local Government Act 1989*, the Chief Executive Officer may now sub-delegate the power to enter into an environmental upgrade agreement and declare and levy an environmental upgrade charge to a member of Council staff pursuant to section 181H of the *Local Government Act 1989* and section 47 of the *Local Government Act 2020*;
- the commencement date of the new provisions of the *Residential Tenancies Act 1997* has been updated to 27 April 2021, unless proclaimed earlier; and
- section 42A of the *Road Management Act 2004* has been updated to include reference to the Minister for Local Government.

In addition, administrative changes have been proposed in respect of the members of Council staff nominated to act as delegates.

The updates made are shown in the Instrument included at Attachment 1 as “track-changes”.

### ***Environmental Impacts***

There are no environmental impacts associated with the delegation of powers by Council.

### ***Social Impacts***

There are no social impacts associated with the delegation of powers by Council.

### ***Economic Impacts***

There are no economic impacts associated with the delegation of powers by Council.

***Risk Assessment***

The Instrument of Delegation to members of Council staff has been prepared in accordance with the advice provided by Maddocks. This addresses the risk of Council relying on the general delegation powers in the Act to delegate matters under other Acts and ignoring the specific delegation powers contained in those other Acts.

**CONCLUSION**

It is important to ensure that Council's Instruments of Delegation are kept up to date. This means that Council can continue to comply with its obligations and that the business of Council can be carried out efficiently and in line with both legislation and approved policies.

**ATTACHMENTS**

- 1 S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)[↓](#)



## **Yarra Ranges Shire Council**

### **Instrument of Delegation**

**to**

### **Members of Council Staff**

**August-May 2021<sup>0</sup>**

## 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. records that references in the Schedule to:
 

BPCO	means Building & Planning Compliance Officer
BOPS	means Business Operations (includes: Customer Experience Business Operations Coordinator; Lead Customer Experience Officer - Business Operations, Customer Experience Officer - Business Operations & Business Operations Officer)
BSO	means Business Support Officer (business unit identified in brackets where relevant)
CEO	means Chief Executive Officer
<a href="#">CSCO</a>	<a href="#">means Community Safety Coordinator</a>
DCS	means Director Corporate Services
DEI	means Director Environment and Infrastructure
DPDD	means Director Planning, Design and Development
DCOM	means Director Communities
EHO	means Environmental Health Officer (includes Safer Communities Regional Lead where appointed as an EHO under s 29 of the Public Health and Wellbeing Act 2008)
EPHL	means Environment & Public Health Lead
EODC	means Executive Officer Development Compliance & Prosecutions
EOSC	means Executive Officer Safer Communities
EOISI	means Executive Officer Infrastructure Strategy & Investigations
EOPS	means Executive Officer Planning Services
EORIG	means Executive Officer Risk, Infringements and Governance
<a href="#">EOSP</a>	<a href="#">means Executive Officer Strategic Planning</a>
<a href="#">EQUDLA</a>	<a href="#">means Executive Officer Urban Design and Landscape Architecture</a>
MBS	means Municipal Building Surveyor
MPB	means Manager Planning and Building
MFIN	means Manager Financial Services
MIS	means Manager Infrastructure Services
MCW	means Manager Community Wellbeing
MDP	means Manager Design & Place
MSP	means Manager Strategic Projects
PO	means all Planning Officers (business unit identified in brackets where relevant) and includes the Subdivisions Officer
PMSP	means Project Manager Strategic Planning
(PS)	means Planning Services Team
(SP)	means Strategic Planning Team
<del>SCOC</del>	<del>means Safer Communities Operational Coordinator</del>
SPO	means Senior Planning Officer and Senior Subdivisions Officer and also includes all Band 6 and Band 7 Officers (includes Principal Planning Officer and Special Projects Officer) in the Planning Unit
SCPL	means Safer Communities Program Lead (also includes Safer Communities Program Lead (Environmental Health))
TLPO	means Team Leader Planning and also includes all Band 7 Officers in the Planning Unit
3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 25 ~~August~~ [May](#) 2021<sup>10</sup> and
  - 3.2 the delegation:
    - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

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ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

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- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
  - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
    - (a) policy; or
    - (b) strategy
 adopted by Council;
  - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
  - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

The COMMON SEAL of YARRA )  
 RANGES SHIRE COUNCIL was )  
 hereto affixed on / / )  
 in the presence of ~~Tammi Rose~~Andrew Hilson; )  
Acting Chief Executive Officer. )

.....  
~~Tammi Rose~~Andrew Hilson  
Acting Chief Executive Officer

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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s41A(1)	Power to declare a dog to be a menacing dog	DCOM, MCW, EOSC	Council may delegate this power to a Council authorised officer

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s53M(3)	Power to require further information	EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
s53M(4)	Duty to advise applicant that application is not to be dealt with	EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
s53M(5)	Duty to approve plans, issue permit or refuse permit	EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	Refusal must be ratified by Council or it is of no effect
s53M(6)	Power to refuse to issue septic tank permit	EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	Refusal must be ratified by Council or it is of no effect
s53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	Refusal must be ratified by Council or it is of no effect

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	If s 19(1) applies
s19(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	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	If s 19(1) applies
s19(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	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	If s 19(1) applies
s19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	If s 19(1) applies
s19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	If s 19(1) applies
s19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19AA(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	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19CB(4)(b)	Power to request copy of records	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19E(1)(d)	Power to request a copy of the food safety program	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19NA(1)	Power to request food safety audit reports	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	DCOM, MCW, EOSC, SCPL, <del>SCOG</del>	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s19UA	Power to charge fees for conducting a food safety assessment or inspection	DCOM, MCW, EOSC, SCPL, <del>SCOG</del>	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
---	Power to register, renew or transfer registration	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))
<a href="#">s 36A</a>	<a href="#">Power to accept an application for registration or notification using online portal</a>	<a href="#">DCOM, MCW, EOSC, EHO, EPHL, SCPL</a>	<a href="#">Where Council is the registration authority</a> <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
<a href="#">s 36B</a>	<a href="#">Duty to pay the charge for use of online portal</a>	<a href="#">DCOM, MCW, EOSC, EPHL, SCPL</a>	<a href="#">Where Council is the registration authority</a> <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
s38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	DCOM, MCW, EOSC, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38A(4)	Power to request a copy of a completed food safety program template	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38D(3)	Power to request copies of any audit reports	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38E(2)	Power to register the food premises on a conditional basis	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority; Not exceeding the prescribed time limit defined under s 38E(5).
s38E(4)	Duty to register the food premises when conditions are satisfied	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s38F(3)(b)	Power to require proprietor to comply with requirements of this Act	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
<a href="#">s 38G(1)</a>	<a href="#">Power to require notification of change of the food safety program type used for the food premises</a>	<a href="#">DCOM, MCW, EOSC, EHO, EPHL, SCPL</a>	<a href="#">Where Council is the registration authority</a> <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
<a href="#">s 38G(2)</a>	<a href="#">Power to require the proprietor of the food premises to comply with any requirement of the Act</a>	<a href="#">DCOM, MCW, EOSC, EHO, EPHL, SCPL</a>	<a href="#">Where Council is the registration authority</a> <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
s39A	Power to register, renew or transfer food premises despite minor defects	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s40(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>	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	
s40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s40D(1)	Power to suspend or revoke the registration of food premises	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
<a href="#">s 40F</a>	<a href="#">Power to cancel registration of food premises</a>	<a href="#">DCOM, MCW, EOSC, EPHL, SCPL</a>	<a href="#">Where Council is the registration authority</a> <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
s43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s43F(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	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority
s46(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	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del>	Where Council is the registration authority

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s116	Power to sub-delegate Executive Director's functions, duties or powers	DPDD	Must first obtain Executive Director's written consent.  Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<del>s181H</del>	<del>Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge</del>	<del>CEO</del>	
s185L(4)	Power to declare and levy a cladding rectification charge	CEO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s4B	Power to prepare an amendment to the Victoria Planning Provisions	Not delegated	If authorised by the Minister
s4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , PO(SP), BSO(SP)	
s4H	Duty to make amendment to Victoria Planning Provisions available	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , PO(SP), BSO(SP)	
s4I	Duty to keep Victoria Planning Provisions and other documents available	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , PO(SP), BSO(SP)	
s8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , PO(SP)	
s8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , PO(SP)	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s8A(5)	Function of receiving notice of the Minister's decision	MDP, MSP, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	
s8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	MDP, MSP, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	
s8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	MDP, MSP, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	
s12(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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EOUOLA	
s12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	DPDD, MDP	
s12B(1)	Duty to review planning scheme	DPDD, MDP	
s12B(2)	Duty to review planning scheme at direction of Minister	DPDD, MDP	
s12B(5)	Duty to report findings of review of planning scheme to Minister without delay	DPDD, MDP	
s14	Duties of a Responsible Authority as set out in s 14(a) to (d)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, BPCO, SPO, TLPO, PO	Must be acted upon in accordance with the officer's position description, as directed by his/her manager or supervisor, and as provided elsewhere in this schedule of delegations
s17(1)	Duty of giving copy amendment to the planning scheme	MDP, MSP, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP), BSO(SP)	
s17(2)	Duty of giving copy s 173 agreement	MPB, MDP, MSP, EOPS, EODC, BPCO, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	
s18	Duty to make amendment etc. Available	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP), BSO(SP)	
s19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	A decision to not give notice must only be made by the MDP, MSP, <del>or PMSP</del> <u>EOSP or PMSP</u>
s19	Function of receiving notice of preparation of an amendment to a planning scheme	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	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.
s20(1)	Power to apply to Minister for exemption from the requirements of s 19	DPDD, MPB, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	Must only be exercised where Council has previously indicated its intention to seek an exemption or where urgent action is required. In the case of the latter, the action must be ratified by Council
s21(2)	Duty to make submissions available	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP), BSO(SP)	
s21A(4)	Duty to publish notice	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , BSO(SP)	
s22	Duty to consider all submissions	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	Except submissions which request a change to the items in s 22(5)(a) and (b)
s23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DPDD, MDP, MSP	A submission must only be referred to a panel without prior consideration by Council where it is either not practicable to do so before a panel hearing commences or where directed by the panel. All submissions must be reported to Council when Council considers whether or not to adopt or not adopt the amendment.

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to represent Council at a panel hearing.
s26(1)	Power to make report available for inspection	DPDD, MDP, MSP	
s26(2)	Duty to keep report of panel available for inspection	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO(SP)	
s27(2)	Power to apply for exemption if panel's report not received	DPDD, MDP, MSP	Must only be exercised where Council has previously indicated its intention to seek an exemption or where a situation exists that requires urgent action to be taken prior to reporting to Council.
s28	Duty to notify the Minister if abandoning an amendment	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Note: the power to make a decision to abandon an amendment cannot be delegated
s30(4)(a)	Duty to say if amendment has lapsed	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	
s30(4)(b)	Duty to provide information in writing upon request	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	
s32(2)	Duty to give more notice if required	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	
s33(1)	Duty to give more notice of changes to an amendment	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	
s36(2)	Duty to give notice of approval of amendment	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	
s38(5)	Duty to give notice of revocation of an amendment	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	
s39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , EQUDLA	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to represent Council at a proceeding
s40(1)	Function of lodging copy of approved amendment	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	
s41	Duty to make approved amendment available	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP), BSO(SP)	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s42	Duty to make copy of planning scheme available	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP), BSO(SP)	
s46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO(SP), PO(SP)	Where Council is a responsible public entity and is a planning authority  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation.
s46AW	Function of being consulted by the Minister	DPDD, MDP, MSP	Where Council is a responsible public entity
s46AX	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	DPDD, MDP, MSP	Where Council is a responsible public entity
s46AZC(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	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is a responsible public entity
s46AZK	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	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is a responsible public entity
s46GI(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	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DPDD, MDP, MSP	
s46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DPDD, MDP, MSP	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GN(1)	Duty to arrange for estimates of values of inner public purpose land	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s46GO(1)	Duty to give notice to owners of certain inner public purpose land	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	
s46GP	Function of receiving a notice under s.46GO	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	Where Council is the collecting agency
s46GQ	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	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	
s46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	
s46GR(2)	Power to consider a late submission  Duty to consider a late submission if directed to do so by the minister	MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO(SP), PO(SP)	
s46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s46GS(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s46GT(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u>	
s46GU	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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u>	
s46GV(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency
s46GV(3)(b)	Power to enter into an agreement with the applicant	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency
s46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the development agency
s46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency
s46GV(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u>	
s46GV(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency
s46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u>	Where Council is the collecting agency

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GX(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	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	Where Council is the collecting agency
s46GY(1)	Duty to keep proper and separate accounts and records	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	where Council is the collecting agency
s46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	Where Council is the collecting agency
s46GZ(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	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s46GZ(2)(a)	Function of receiving the monetary component	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those, works, services or facilities	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	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
s46GZ(2)(b)	Function of receiving the monetary component	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s46GZ(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)	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZ(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	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
s46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	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
s46GZ(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> 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
s46GZ(9)	Function of receiving the fee simple in the land	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s46GZA(1)	Duty to keep proper and separate accounts and records	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is a development agency under an approved infrastructure contributions plan
s46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s.46GZB(3)(a) – (c)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is a development agency under an approved infrastructure contributions plan

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING 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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del> , MFIN	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
s46GZD(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)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del> , MFIN	Where Council is the development agency under an approved infrastructure contributions plan
s46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss.46GZD(5)(a) and 46GZD(5)(b)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZE(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del> , MFIN	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s46GZE(2)	Function of receiving the unexpended land equalisation amount	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s46GZE(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)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZF(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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the development agency under an approved infrastructure contributions plan
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the development agency under an approved infrastructure contributions plan
s46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency
s46GZF(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)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZH	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	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u>	Where Council is a collecting agency or development agency
s46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	Where Council is a collecting agency or development agency
s46LB(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)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP, PMSP</u> , MFIN	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DPDD, MDP, MPB, MSP, EOPS, SPO, TLPO, PO	
s46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DPDD, MDP, MSP	
s46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DPDD, MDP, MSP	
s46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	MBS, EODC	
s46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DPDD, MDP, MSP	
s46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DPDD, MDP, MSP	
s46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DPDD, MDP, MSP	
s46Q(1)	Duty to keep proper accounts of levies paid	MFIN	
s46Q(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 or plan preparation costs incurred by a development agency	DPDD, MDP, MSP	
s46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	Not delegated	
s46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Not delegated	Only applies when levy is paid to Council as a 'development agency'

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46Q(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)	Not delegated	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
s46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Not delegated	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Not delegated	With the consent of, and in the manner approved by, the Minister
s46QC	Power to recover any amount of levy payable under Part 3B	Not delegated	
s46QD	Duty to prepare report and give a report to the Minister	Not delegated	Where Council is a collecting agency or development agency
s46V(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	Not delegated	
s46Y	Duty to carry out works in conformity with the approved strategy plan	Not delegated	
s47	Power to decide that an application for a planning permit does not comply with that Act	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EQSP, PMSP</u> , SPO, TLPO, PO	
s49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	MPB, EOPS, PO(PS), BSO(PS)	
s49(2)	Duty to make register available for inspection	MPB, EOPS, SPO, TLPO, PO, BSO(PS)	
s50(4)	Duty to amend application	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EQSP, PMSP</u> , SPO, TLPO, PO	
s50(5)	Power to refuse to amend application	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EQSP, PMSP</u>	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s50(6)	Duty to make note of amendment to application in register	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , PO, SPO, TLPO, BSO	
s50A(1)	Power to make amendment to application	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	
s50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	
s50A(4)	Duty to note amendment to application in register	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO, BSO	
s51	Duty to make copy of application available for inspection	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO, BSO	
s52(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	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , TLPO, SPO, TLPO, PO	In case of a decision not to give notice of an application, this delegation must only be exercised by the MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> or TLPO
s52(1)(b)	Duty to give notice of the application to other municipal councils where appropriate	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	
s52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	
s52(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	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	
s52(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	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	
s52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	
s52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> SP, <del>PMSP</del> , SPO, TLPO, PO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s52(3)	Power to give any further notice of an application where appropriate	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO	
s53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO	
s53(1A)	power to require the applicant to give the notice under s 52(1AA)	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO	
s54(1)	Power to require the applicant to provide more information	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO	
s54(1A)	duty to give notice in writing of information required under s 54(1)	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO, BSO	
s54(1B)	Duty to specify the lapse date for an application	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO	
s54A(3)	Power to decide to extend time or refuse to extend time to give required information	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , TLPO, PO, SPO	<p>A decision to extend time in response to a first request pursuant to s 54A(1) may be exercised by all delegated officers.</p> <p>A decision to extend time in response to a second request pursuant to s 54A(1) must only be exercised by the MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del>, <u>PMSP</u>, SPO or TLPO.</p> <p>A decision to extend time in response to any other subsequent request pursuant to s 54A(1) must only be exercised by the MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del>, <u>PMSP</u> or TLPO.</p> <p>A decision to refuse to extend time in response to any request pursuant to s 54A(1) must only be exercised by the MPB, MDP, MSP, EOPS or <del>PMSPEOSP</del>, <u>PMSP</u>.</p>
s54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO, BSO	
s55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <u>PMSP</u> , SPO, TLPO, PO, BSO	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del>	
s57(3)	Function of receiving name and address of persons to whom notice of decision is to go	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s57(5)	Duty to make available for inspection copy of all objections	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO	
s57A(5)	Power to refuse to amend application	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del>	
s57A(6)	Duty to note amendments to application in register	MPB, MDP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s57B(1)	Duty to determine whether and to whom notice should be given	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , TLPO, SPO, PO	A decision to not give notice must only be exercised by the MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> or TLPO.
s57B(2)	Duty to consider certain matters in determining whether notice should be given	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , TLPO, SPO, PO	A decision to not give notice must only be exercised by the MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> or TLPO.
s57C(1)	Duty to give copy of amended application to referral authority	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s58	Duty to consider every application for a permit	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO	
s58A	Power to request advice from the Planning Application Committee	DPDD, MPB, MDP, MSP	
s60	Duty to consider certain matters	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO	
s60(1A)	Duty to consider certain matters	MPB, MDP, MSP, EOPS, <del>PMSP</del> <a href="#">EOSP</a> , <del>PMSP</del> , SPO, TLPO, PO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	
s61(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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>A decision to refuse to issue a permit must only be exercised by MPB, MDP, MSP, EOPS, <del>or PMSPEOSP or PMSP</del></p> <p>Must not be exercised for <b>approval</b> if any of the following conditions* apply:</p> <p>A – Objections</p> <p>B – Major development</p> <p>C – Call in by relevant ward councillor</p> <p>Must not be exercised for <b>refusal</b> if any of the following conditions* apply:</p> <p>A – Objections</p> <p>B – Major development</p> <p>C – Call in by relevant ward councillor</p> <p>* The above conditions do not apply in circumstances described in the following conditions</p> <p>D – Call out by relevant ward councillor</p> <p>E – Summer recess and emergency delegations</p> <p>Decision must be dual signed by PO and Delegate.</p>
s61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del>	
s61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del>	Must only be exercised in a manner consistent with the delegations applicable to s 61 decisions.
s61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	-	Not applicable – no coastal land in the Municipality

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s62(1)	Duty to include certain conditions in deciding to grant a permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u>	
s62(2)	Power to include other conditions	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s62(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)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <u>PMSP</u> , SPO, TLPO, PO, BSO	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s64(3)	Duty not to issue a permit until after the specified period	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s64(5)	Duty to give each objector a copy of an exempt decision	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	This provision applies also to a decision to grant an amendment to a permit - see s 75
s64A	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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	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
s66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	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
s66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s69(1)	Function of receiving application for extension of time of permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s69(1A)	Function of receiving application for extension of time to complete development	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s69(2)	Power to extend time	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO	<p>Must not be exercised if any of the following conditions apply:</p> <p>C - Call in by relevant ward Councillor</p> <p>A decision to extend the time of a permit under a 3rd request must only be exercised by the MPB, MDP, MSP, EOPS, <del>PMSP</del><del>EOSP</del>, <del>PMSP</del> or TLPO.</p> <p>A decision to extend the time of a permit under a 4<sup>th</sup> or subsequent request must only be exercised by the MPB, MDP, MSP, EOPS, <del>or</del> <del>PMSP</del><del>EOSP</del> or <del>PMSP</del>.</p> <p>Power to refuse to extend time must only be exercised by the DPDD, MPB, MDP, MSP, EOPS, <del>or</del> <del>PMSP</del><del>EOSP</del> or <del>PMSP</del>.</p>
s70	Duty to make copy permit available for inspection	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s71(1)	Power to correct certain mistakes	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , TLPO	A mistake made by an individual officer must only be corrected by a different officer.
s71(2)	Duty to note corrections in register	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s73	Power to decide to grant amendment subject to conditions	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>Must not be exercised if any of the following conditions apply:</p> <p>A - Objections</p> <p>C - Call in by relevant ward Councillor</p> <p>The above conditions do not apply in circumstances described in the following conditions:</p> <p>D - Call out by relevant ward Councillor</p> <p>E - Summer recess and emergency delegations.</p> <p>Decision must be dual signed by PO &amp; Delegate.</p>
s74	Duty to issue amended permit to applicant if no objectors	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	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
s76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	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

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , SPO, TLPO, PO, BSO	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
s76D	Duty to comply with direction of Minister to issue amended permit	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , SPO, TLPO, PO, BSO	
s83	Function of being respondent to an appeal	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , TLPO, SPO, TLPO, PO	The DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> or TLPO may appoint a consultant or legal representative to represent Council at a proceeding
s83B	Duty to give or publish notice of application for review	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , SPO, TLPO, PO, BSO	
s84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , TLPO	Must only be exercised in a manner consistent with the delegations applicable to Section 61 decisions.
s84(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	MPB, MDP, MSP, <del>PMSPEOSP</del> , SPO, TLPO, PO, BSO	
s84(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	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , SPO, TLPO, PO, BSO	
s84(6)	Duty to issue permit on receipt of advice within 3 working days	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , SPO, TLPO, PO, BSO	
s84AB	Power to agree to confining a review by the Tribunal	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , SPO, TLPO	
s86	Duty to issue a permit at order of Tribunal within 3 working days	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , SPO, TLPO, PO, BSO	
s87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DPDD	Must only be exercised where Council has previously indicated its intention to apply for cancellation or amendment, or where an extraordinary situation exists that requires action to be taken prior to reporting the matter to Council.

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, BPCO, SPO, TLPO, PO	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to represent Council at a proceeding.
s91(2)	Duty to comply with the directions of VCAT	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, <del>EOUDLA</del> , BPCO, SPO, TLPO, PO, BSO	
s91(2A)	Duty to issue amended permit to owner if Tribunal so directs	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, SPO, TLPO, PO, BSO	
s93(2)	Duty to give notice of VCAT order to stop development	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, SPO, TLPO, PO, BSO	
s95(3)	Function of referring certain applications to the Minister	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del>	
s95(4)	Duty to comply with an order or direction	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, BPCO, SPO, TLPO, PO, BSO	
s96(1)	Duty to obtain a permit from the Minister to use and develop its land	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, SPO, TLPO, PO	
s96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DPDD, MPB, MDP, MSP	Must only be exercised where the use, works or development has been approved by Council and where the written agreement of the manager responsible for the management of the land is given.
s96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DPDD, MDP, MSP, <del>PMSPEOSP</del> , <del>PMSP</del>	
s96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del>	
s96F	Duty to consider the panel's report under s 96E	Not delegated	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Not delegated	
s96H(3)	Power to give notice in compliance with Minister's direction	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , EODC, BPCO, SPO, TLPO, PO, BSO	
s96J	Power to issue permit as directed by the Minister	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s96K	Duty to comply with direction of the Minister to give notice of refusal	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s96Z	Duty to keep levy certificates given to it under ss 47 or 96a for no less than 5 years from receipt of the certificate	MPB, MDP, MSP	
s97C	Power to request Minister to decide the application	DPDD	
s97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , <del>EQUDLA</del> , SPO, TLPO, PO, BSO	
s97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , EODC, BPCO, SPO, TLPO, PO, BSO	
s97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , BPCO, EODC, SPO, TLPO, PO, BSO	
s97L	Duty to include Ministerial decisions in a register kept under s 49	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s97MH	Duty to provide information or assistance to the Planning Application Committee	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del>	
s97O	Duty to consider application and issue or refuse to issue certificate of compliance	DPDD, MPB, MDP, MSP, EOPS, EODC, BPCO, SPO, TLPO	A decision to refuse to issue a certificate of compliance must only be exercised by DPDD, MPB, MDP, MSP, EOPS or <del>PMSPEOSP</del> , <del>PMSP</del>  Must not be exercised if any of the following conditions apply:  C - Call in by relevant ward Councillor  D - Call out by relevant ward Councillor
s97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	MPB, MDP, MSP, EOPS, EODC, BPCO, SPO, TLPO, BSO	
s97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	MPB, MDP, MSP, EOPS, EODC, BPCO, SPO, TLPO, PO	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to represent Council at a proceeding.
s97Q(4)	Duty to comply with directions of VCAT	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, BPCO, SPO, TLPO, PO, BSO	
s97R	Duty to keep register of all applications for certificate of compliance and related decisions	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , EODC, BPCO, SPO, TLPO, PO, BSO	
s98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DPDD, MPB, MDP, MSP,	
s98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DPDD, MPB, MDP, MSP, <del>PMSPEOSP</del> , <del>PMSP</del> , PO(SP)	
s101	Function of receiving claim for expenses in conjunction with claim	DPDD, MPB, MDP, MSP	
s103	Power to reject a claim for compensation in certain circumstances	DPDD	
s107(1)	Function of receiving claim for compensation	DPDD, MDP, MSP, <del>PMSPEOSP</del> , <del>PMSP</del>	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s107(3)	Power to agree to extend time for making claim	DPDD	
s114(1)	Power to apply to the VCAT for an enforcement order	DPDD, EODC	
s117(1)(a)	Function of making a submission to the VCAT where objections are received	EODC, BPCO	The EODC may appoint a consultant or legal representative to represent Council at a proceeding.
s120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DPDD, EODC	
s123(1)	Power to carry out work required by enforcement order and recover costs	DEI, DPDD, EODC	
s123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DEI, DPDD	Except Crown Land
s129	Function of recovering penalties	EODC, BPCO	
s130(5)	Power to allow person served with an infringement notice further time	MPB, EOPS, EODC	
s149A(1)	Power to refer a matter to the VCAT for determination	DPDD, MPB, MDP, MSP, EOPS, EODC	
s149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DPDD, MPB, MDP, MSP, EODC	
s156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	DPDD, MDP, MSP, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del>	Where Council is the relevant planning authority
s171(2)(f)	Power to carry out studies and commission reports	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EOSP</u> , <del>PMSP</del>	
s171(2)(g)	Power to grant and reserve easements	DPDD, MPB, MSP, EOPS	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is a development agency specified in an approved infrastructure contributions plan
s172D(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)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s172D(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)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is the development agency specified in an approved infrastructure contributions plan
s173(1)	Power to enter into agreement covering matters set out in s 174	DPDD, MPB, MDP, MSP, EOPS	May only be exercised 1. where a planning scheme planning permit condition or Council resolution requires the agreement to be entered into. 2. where agreement is required to be entered into under the State Government Bushfire Buy-back Scheme
s173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DPDD, MPB, MDP, MSP, EOPS	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	DPDD, MPB, MDP, MSP, EOPS and <del>PMSPEOSP</del> , <a href="#">PMSP</a>	
s177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DPDD, MPB, MDP, MSP, EOPS	
s178	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	DPDD, MPB, MDP, MSP, EOPS	
s178A(1)	Function of receiving application to amend or end an agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO, PO, BSO	
s178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO, PO	
s178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO, PO	
s178A(5)	Power to propose to amend or end an agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO	
s178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO, PO	
s178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO, PO	
s178C(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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO, PO	
s178C(4)	Function of determining how to give notice under s 178C(2)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <a href="#">PMSP</a> , SPO, TLPO, PO	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s178E(1)	Duty not to make decision until after 14 days after notice has been given	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	
s178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DPDD, MPB, MDP, MSP, EOPS	If no objections are made under s 178D Must consider matters in s 178B Must not be exercised if any of the following conditions apply: C - Call in by relevant ward Councillor
s178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DPDD, MPB, MDP, MSP, EOPS	If no objections are made under s 178D Must consider matters in s 178B Must not be exercised if any of the following conditions apply: C - Call in by relevant ward Councillor
s178E(2)(c)	Power to refuse to amend or end the agreement	DPDD, MPB, MDP, MSP, EOPS	If no objections are made under s 178D Must consider matters in s 178B Must not be exercised if any of the following conditions apply: C - Call in by relevant ward Councillor
s178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DPDD, MPB, MDP, MSP, EOPS	After considering objections, submissions and matters in s 178B Must not be exercised if any of the following conditions apply: A - Objections C - Call in by relevant ward Councillor
s178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DPDD, MPB, MDP, MSP, EOPS	After considering objections, submissions and matters in s 178B Must not be exercised if any of the following conditions apply: A - Objections C - Call in by relevant ward Councillor

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	DPDD, MPB, MDP, MSP, EOPS	After considering objections, submissions and matters in s 178B Must not be exercised if any of the following conditions apply: A - Objections C - Call in by relevant ward Councillor
s178E(3)(d)	Power to refuse to amend or end the agreement	DPDD, MPB, MDP, MSP, EOPS	After considering objections, submissions and matters in s 178B Must not be exercised if any of the following conditions apply: A - Objections C - Call in by relevant ward Councillor
s178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s178F(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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s178G	Duty to sign amended agreement and give copy to each other party to the agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	
s178H	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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , TLPO	
s178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	
s179(2)	Duty to make available for inspection copy agreement	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , SPO, TLPO, PO	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to act on behalf of Council.
s181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u>	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to act on behalf of Council.
s181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , SPO, TLPO, PO	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to act on behalf of Council.
s182	Power to enforce an agreement	DPDD, MPB, MDP, MSP, EODC, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u>	
s183	Duty to tell Registrar of Titles of ending/amendment of agreement	DPDD, MPB, MDP, MSP, EODC, PO, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , BSO	The DPDD, MPB, MDP or MSP may appoint a consultant or legal representative to act on behalf of Council.
s184F(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	DPDD, MPB, MDP, MSP	
s184F(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	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s184F(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	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , SPO, TLPO, PO	
s184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , SPO, TLPO, PO, BSO	
s184G(2)	Duty to comply with a direction of the Tribunal	DPDD, MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , SPO, TLPO, PO, BSO	
s184G(3)	Duty to give notice as directed by the Tribunal	MPB, MDP, MSP, EOPS, <del>PMSP</del> <u>EO</u> <u>SP</u> , <u>PMSP</u> , SPO, TLPO, PO	

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## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s198(1)	Function to receive application for planning certificate	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s199(1)	Duty to give planning certificate to applicant	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s201(1)	Function of receiving application for declaration of underlying zoning	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
s201(3)	Duty to make declaration	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	
-	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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, EODC, TLPO	
	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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO	<p>The decision must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>Must not be exercised if any of the following conditions apply:</p> <p>C - Call in by relevant ward Councillor</p> <p>The above conditions do not apply in circumstances described in the following conditions:</p> <p>D - Call out by relevant ward Councillor</p> <p>E - Summer recess and emergency delegations.</p>
	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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	
-	Power to give written authorisation in accordance with a provision of a planning scheme	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO	
s201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district	MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under s 201UAB(1) as soon as possible	MPB, MDP, MSP, EOPS, <del>PMSPEOSP, PMSPEOSP</del> , SPO, TLPO, PO, BSO	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	<a href="#">Not applicable-</a>	Where Council is a public statutory authority engaged in the provision of housing  Note: this power is not yet in force and will commence on <del>4 January</del> <a href="#">27 April</a> 2021, unless proclaimed earlier.  <a href="#">Council is not involved directly in the provision of public housing.</a>
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	<a href="#">Not applicable-</a>	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes  Note: this power is not yet in force and will commence on <del>27 April</del> <a href="#">4 January</a> 2021, unless proclaimed earlier.  <a href="#">Council is not involved directly in the provision of public housing.</a>
s 91ZZE(1)	Power to publish Council's criteria for eligibility for the provision of housing	<a href="#">Not applicable-</a>	Where Council is a public statutory authority engaged in the provision of housing  Note: this power is not yet in force and will commence on <del>27 April</del> <a href="#">4 January</a> 2021, unless proclaimed earlier.  <a href="#">Council is not involved directly in the provision of public housing.</a>
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	<a href="#">Not applicable-</a>	Where Council is a public statutory authority engaged in the provision of housing  Note: this power is not yet in force and will commence on <del>27 April</del> <a href="#">4 January</a> 2021, unless proclaimed earlier.  <a href="#">Council is not involved directly in the provision of public housing.</a>

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s142D	Function of receiving notice regarding an unregistered rooming house	EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
s142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	EOSC, SCPL, <del>SCOG</del> CSCO, EHO, EPHL	
s142G(2)	Power to enter certain information in the Rooming House Register	EOSC, SCPL, <del>SCOG</del> CSCO, EHO, EPHL	
s142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	EOSC, SCPL, <del>SCOG</del> CSCO, EHO, EPHL	
s 206AZA(2)	Function of receiving written notification	DCOM, MCW, EOSC, SCPL, <del>SCOG</del> CSCO	Note: this function is not yet in force and will commence on <del>27 April</del> 4 January 2021, unless proclaimed earlier
s 207ZE(2)	Function of receiving written notification	DCOM, MCW, EOSC, SCPL, <del>SCOG</del> CSCO	Note: this function is not yet in force and will commence on <del>27 April</del> 4 January 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	DCOM, MCW, EOSC, SCPL, <del>SCOG</del> CSCO	
s 317ZDA(2)	Function of receiving written notification	DCOM, MCW, EOSC, SCPL, <del>SCOG</del> CSCO	
s518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
s522(1)	Power to give a compliance notice to a person	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
s525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
s525(4)	Duty to issue identity card to authorised officers	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
s526(5)	Duty to keep record of entry by authorised officer under s 526	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s526A(3)	Function of receiving report of inspection	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOC</del> CSCO	
s527	Power to authorise a person to institute proceedings (either generally or in a particular case)	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOC</del> CSCO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s11(1)	Power to declare a road by publishing a notice in the Government Gazette	DEI, DCS	Obtain consent in circumstances specified in s 11(2)
s11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	EORIG, MIS	
s11(9)(b)	Duty to advise Registrar	EORIG, MIS	
s11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	EORIG, MIS	Subject to s 11(10A)
s11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	MIS, EOISI	Where Council is the coordinating road authority
s12(2)	Power to discontinue road or part of a road	MIS, EOISI	Where Council is the coordinating road authority Delegation relates to publishing notice in Government Gazette; power of coordinating road authority to discontinue road is not delegated.
s12(4)	<del>Power</del> Duty to publish, and provide copy, notice of proposed discontinuance	MIS, EOISI	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s12(5)	Duty to consider written submissions received within 28 days of notice	Not delegated	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s12(6)	Function of hearing a person in support of their written submission	Not delegated	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	MIS, EOISI	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s12(10)	Duty to notify of decision made	MIS, EOISI	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
s13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	MIS	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s14(4)	Function of receiving notice from the Head, Transport for Victoria	DEI	
s14(7)	Power to appeal against decision of the Head, Transport for Victoria	DEI, MIS	
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	DEI	
s15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DEI, MIS	
s15(2)	Duty to include details of arrangement in public roads register	MIS	
s16(7)	Power to enter into an arrangement under s 15	DEI	
s16(8)	Duty to enter details of determination in public roads register	MIS	
s17(2)	Duty to register public road in public roads register	MIS	Where Council is the coordinating road authority
s17(3)	Power to decide that a road is reasonably required for general public use	MIS	Where Council is the coordinating road authority

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s17(3)	Duty to register a road reasonably required for general public use in public roads register	MIS	Where Council is the coordinating road authority
s17(4)	Power to decide that a road is no longer reasonably required for general public use	MIS	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	MIS	Where Council is the coordinating road authority
s18(1)	Power to designate ancillary area	MIS	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s18(3)	Duty to record designation in public roads register	MIS	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	MIS	
s19(4)	Duty to specify details of discontinuance in public roads register	MIS	
s19(5)	Duty to ensure public roads register is available for public inspection	MIS	
s21	Function of replying to request for information or advice	MIS	Obtain consent in circumstances specified in s 11(2)
s22(2)	Function of commenting on proposed direction	DEI	
s22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report-	DEI	
s22(5)	Duty to give effect to a direction under this section.	DEI	
s40(1)	Duty to inspect, maintain and repair a public road-	DEI	
s40(5)	Power to inspect, maintain and repair a road which is not a public road	DEI	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s41(1)	Power to determine the standard of construction, inspection, maintenance and repair	DEI	
s42(1)	Power to declare a public road as a controlled access road	DEI	Power of coordinating road authority and sch 2 also applies
s42(2)	Power to amend or revoke declaration by notice published in Government Gazette	DEI, MIS	Power of coordinating road authority and sch 2 also applies
s42A(3)	Duty to consult with the Head, Transport for Victoria <a href="#">and Minister for Local Government</a> before road is specified	DEI, MIS	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	DEI	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 of public transport)	MIS	Where Council is the responsible road authority, infrastructure manager or works manager
s48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	MIS	
s49	Power to develop and publish a road management plan	MIS	
s51	Power to determine standards by incorporating the standards in a road management plan	MIS	
s53(2)	Power to cause notice to be published in Government Gazette of amendment etc. Of document in road management plan	MIS	
s54(2)	Duty to give notice of proposal to make a road management plan	MIS	
s54(5)	Duty to conduct a review of road management plan at prescribed intervals	MIS	
s54(6)	Power to amend road management plan	MIS	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s54(7)	Duty to incorporate the amendments into the road management plan	MIS	
s55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	MIS	
s63(1)	Power to consent to conduct of works on road	MIS	Where Council is the coordinating road authority
s63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	MIS	Where Council is the infrastructure manager
s64(1)	Duty to comply with cl 13 of sch 7	MIS	Where Council is the infrastructure manager or works manager
s66(1)	Power to consent to structure etc	MIS	Where Council is the coordinating road authority
s67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	MIS	Where Council is the coordinating road authority
s67(3)	Power to request information	MIS	Where Council is the coordinating road authority
s68(2)	Power to request information	MIS	Where Council is the coordinating road authority
s71(3)	Power to appoint an authorised officer	DEI	
s72	Duty to issue an identity card to each authorised officer	DEI, MIS	
s85	Function of receiving report from authorised officer	MIS	
s86	Duty to keep register re s 85 matters	MIS	
s87(1)	Function of receiving complaints	MIS	
s87(2)	Duty to investigate complaint and provide report	MIS	
s112(2)	Power to recover damages in court	DEI	
s116	Power to cause or carry out inspection	MIS	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s119(2)	Function of consulting with the Head, Transport for Victoria	DEI, MIS	
s120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	MIS	
s120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	MIS	
s121(1)	Power to enter into an agreement in respect of works	MIS	
s122(1)	Power to charge and recover fees	MIS	
s123(1)	Power to charge for any service	DEI, MIS	
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	DEI	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	DEI	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	MIS	
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	MIS	
Schedule 2 Clause 5	Duty to publish notice of declaration	MIS	
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	MIS	Where Council is the infrastructure manager or works manager
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	MIS	Where Council is the infrastructure manager or works manager

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	MIS	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	MIS	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	Where sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	MIS	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	MIS	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	MIS	Where Council is the coordinating road authority
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	MIS	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs	MIS	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 sch 7, cl 13(2)	MIS	Where Council is the works manager
Schedule 7 Clause 13(2)	Power to vary notice period	MIS	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 sch 7, cl 13(1)	MIS	Where Council is the infrastructure manager
Schedule 7 Clause 16(1)	Power to consent to proposed works	MIS	Where Council is the coordinating road authority

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(4)	Duty to consult	MIS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	Power to consent to proposed works	MIS	Where Council is the coordinating road authority
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	MIS	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions	MIS	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	MIS	Where Council is the coordinating road authority
Schedule 7 Clause 18(1)	Power to enter into an agreement	DEI, MIS	Where Council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	MIS	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	MIS	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	MIS	Where Council is the coordinating road authority
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	MIS	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	MIS	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	MIS	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 cls 3(2) and 4	MIS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	Where Council is not the planning authority and the amendment affects land within its municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r21	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 s 54 of the Act	MPB, MDP, MSP, EOPS, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del> , SPO, TLPO, PO, BSO	
r25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is the responsible authority
r25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r42	Function of receiving notice under s 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	MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	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
r19	Power to waive or rebate a fee relating to an amendment of a planning scheme	DPDD, MDP, MSP, <del>PMSP</del> <del>EOSP</del> , <del>PMSP</del>	
r20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	DPDD, MDP, MSP, EOPS	

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## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r21	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	DPDD, MPB, MDP, MSP, EOPS, <del>PMSPEOSP</del> , <del>PMSPEOSP</del>	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r7	Power to enter into a written agreement with a caravan park owner	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del>	
r10	Function of receiving application for registration	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del> , BOPS	
r 11	Function of receiving application for renewal of registration	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del> , BOPS	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del>	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del>	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del>	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del>	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del>	
r 12(4) & (5)	Duty to issue certificate of registration	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCQC</del> <del>CSCO</del>	
r 14(1)	Function of receiving notice of transfer of ownership	DCOM, MCW, EOSC, EHO, EPHL, SCPL,	

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		<del>SCOG</del> CSCO	
r 14(3)	Power to determine where notice of transfer is displayed	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 15(1)	Duty to transfer registration to new caravan park owner	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 15(2)	Duty to issue a certificate of transfer of registration	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 17	Duty to keep register of caravan parks	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 18(4)	Power to determine where the emergency contact person's details are displayed	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 18(6)	Power to determine where certain information is displayed	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 22(2)	Duty to consult with relevant emergency services agencies	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> CSCO	
r 25(3)	Duty to consult with relevant	DCOM, MCW, EOSC,	

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## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	floodplain management authority	EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	
r 26	Duty to have regard to any report of the relevant fire authority	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	
r 41(4)	Function of receiving installation certificate	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DCOM, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	
Schedule 3 clause 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DSED, MCW, EOSC, EHO, EPHL, SCPL, <del>SCOG</del> <a href="#">CSCO</a>	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r8(1)	Duty to conduct reviews of road management plan	MIS	
r9(2)	Duty to produce written report of review of road management plan and make report available	MIS	
r9(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)	MIS	Where Council is the coordinating road authority

## ATTACHMENT 1. S6 Instrument of Delegation - Council to Staff - May 2021 (track-changed)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	MIS	
r13(1)	Duty to publish notice of amendments to road management plan	MIS	Where Council is the coordinating road authority
r13(3)	Duty to record on road management plan the substance and date of effect of amendment	MIS	
r16(3)	Power to issue permit	MIS	Where Council is the coordinating road authority
r18(1)	Power to give written consent to person to drive on road a vehicle which is likely to cause damage to road	MIS	Where Council is the coordinating road authority
r23(2)	Power to make submission to Tribunal	DEI	Where Council is the coordinating road authority
r23(4)	Power to charge a fee for application under s 66(1) Road Management Act	MIS	Where Council is the coordinating road authority
r25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	MIS	Where Council is the responsible road authority
r25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r 25(3))	MIS	Where Council is the responsible road authority
r25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	MIS	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r15	Power to exempt a person from requirement under cl 13(1) of sch 7 to the Act to give notice as to the completion of those works	MIS	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r22(2)	Power to waive whole or part of fee in certain circumstances	MIS	Where Council is the coordinating road authority

**PLANNING AND ENVIRONMENT ACT 1987****Conditions that apply to specific delegations in Schedule****Interpretation of conditions A to E**

*For the purposes of these conditions:*

- use and development definitions are as defined in the Yarra Ranges Planning Scheme;
- 'application' means a planning permit application, planning permit amendment application, or secondary consent application;
- 'objection' means a submission or petition objecting to the approval of an application. Each signature on a petition is counted as an objection;
- 'relevant Ward Councillor' means the Councillor representing the ward in which all or part of the subject land is located;
- 'Mayor' includes the Deputy Mayor if the Mayor is the relevant Ward Councillor or absent on official leave;

**A - Objections**

The application has received more than 10 objections.

**B - Major development**

The application is to develop land where the estimated value of development is greater than three million dollars.

**C - Call in by relevant Ward Councillor**

Applies to any application or other matter (where the conditions or limitations specified in the instrument provide a call in provision), nominated by the relevant Ward Councillor by written notice.

The notice must include a statement of reasons for the call-in. The notice must be signed by the relevant Ward Councillor, seconded by at least one other Councillor and submitted to the Manager Planning and Building before a decision is made under delegated authority. The Mayor shall also have authority to call in any application for any Ward by written notice with the signature of a second Councillor. The Manager Planning and Building (or delegate) must attach the original notice to the application file and record in the Council report that the application has been called in for a decision by Council.

**D- Call out by relevant Ward Councillor**

The power to determine any application or other matter normally determined by Council under Conditions A and B may be delegated to the Manager Planning and Building by written notice. The notice must include a statement of reasons for the call-out. The notice must be signed by the relevant Ward Councillor, seconded by the Mayor and submitted to the Manager Planning and Building before a report on the application is included on the Council Agenda. The Manager Planning and Building (or delegate) must attach the original notice to the application file and record in the delegate report that the application has been called out for a decision by Manager Planning and Building.

**E - Summer recess and emergency delegations**

The power to determine any application normally determined by Council under Conditions A and B is delegated to the Director Planning, Design and Development and the Manager Planning and Building during the following periods:

- between the final Council meeting of the calendar year and the first Council meeting of the following calendar year;
- during the activation of the Municipal Emergency Coordination Centre, business continuity plan or crisis management plan.

Before determining any application under this condition the Director Planning, Design and Development or Manager Planning and Building must consult with the relevant Ward Councillor about the recommendation. The relevant Ward Councillor may call in the application in accordance with Condition C.

## COMMUNITIES

No. of Pages – 4

### 7.6 Millgrove Community Plan 2021-2024

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**RESPONSIBLE OFFICER**      Director Communities

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#### SUMMARY

A major initiative of the 2017-2021 Council Plan is to “*work with communities to develop community plans*”. Community Plans are developed and implemented by communities. The Millgrove Residents Action Group (MRAG) was established in 2005. To mark their 10th anniversary, they initiated the first Millgrove Community Plan. This was acknowledged by Council in December 2015. Since then at least 65% of planned projects have been achieved. Key achievements include:

- State Government funding of \$192,781 for the River Road walking track project, currently being delivered by Council;
- Establishing a community notice board in partnership with CFA, monthly trivia nights and Community Markets and creating a Township website and Facebook page;
- Successfully lobbying for upgrading and fixing a boardwalk within Millgrove;
- Beautification of the township through extensive landscaping and planting projects; and
- A new Avenue of Honour in partnership with the RSL sub-branch in Warburton.

A review of the Millgrove Community Plan commenced in 2018, led by MRAG and supported by Council’s Community Development team. Over three years, more than 220 people and groups including schools, sporting clubs, churches, community organisations, businesses, service providers, residents and visitors were engaged in the process. The Millgrove Community Plan is the 12<sup>th</sup> Community Plan to be developed by Yarra Ranges communities since 2012, and the fourth plan to be developed since 2017.

The Millgrove Community Planning review process was initiated by MRAG in order to:

- Highlight and promote strengths within the Millgrove community;
- Encourage and nurture partnership in community initiatives;
- Identify and address community needs and concerns; and
- Raise awareness of services and opportunities.

**RECOMMENDATION**

*That Council acknowledge the*

- 1. *Millgrove Community Plan and the work undertaken by the Millgrove Resident Action Group to develop the Plan.***
- 2. *Achievements of the previous plan by the community of Millgrove.***

**DISCLOSURE OF CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

**PROPOSAL**

The Millgrove Community Plan 2021-2024 summarises community engagement outcomes and presents an action plan of community projects and community advocacy items. The five priority areas are Infrastructure, Community Safety, Services, Tourism and the Environment.

Whilst still incorporating some of the actions from the first Millgrove Community Plan, the following projects are identified as priorities:

- Advocate for a footpath to be built from Dee Road Bridge to the Aqueduct Carpark to enable safe access to the Aqueduct Trail;
- River Road Project Stage 2: Walking track extension to Dee Road Bridge;
- Advocate for the development of a wetland area near Millgrove Reserve;
- Placing permanent gabions around the Memorial Park Reserve;
- Advocate for the renovation of public toilets around the township;
- Establish Millgrove's very own Community House;
- Advocate for works to prevent further erosion of river embankment on walking track along Dee Road and create safer access to the river;
- Erect a cover over picnic seating at the Millgrove shops and landscape the site; and
- Lobby for feral animal control, including deer, to protect environment and residents' safety.

The Millgrove Community Plan will be implemented by MRAG with support from local community groups, organisations, businesses, schools and will seek support from Council and State Government where appropriate.

## RELATED COUNCIL DECISIONS

Community Plans have recently been acknowledged by Council for Montrose (2021), Badger Creek (2018), and Mount Evelyn (2017).

## BACKGROUND

Community Plans acknowledged by Council recognise the volunteer work of community members in creating connected and healthy communities. An acknowledged Community Plan will create a key advocacy platform for MRAG to pursue its goals and priorities.

## STRATEGIC LINKS

The Millgrove Community Plan contributes to one of the Major Initiatives for the current Council Plan of *“Work with communities to develop community plans, with a focus on building the leadership capacity of community leaders”*.

It is also directly related to:

- Environment Plan - Goal 6: *“All who live and work in the Yarra Ranges see themselves as stewards of our environment”*;
- Health & Wellbeing Plan: *“Building resilience, Communities having a greater say in their futures, Social inclusion”*;
- Healthy & Active Ageing Plan: *“The older community will enjoy life-long economic, social and civic participation”*; and
- Liveable Climate Plan - Action 7.1: *“Work with townships to develop tailored Community Resilience Plans”*.

## CONSULTATION

Consultation for the Millgrove Community Plan was designed and implemented by the Millgrove Resident Action Group. They used a range of community engagement strategies including Facebook surveys, face to face market stall discussions with residents and tourists, walk-in conversations at the local newsagent/post office, the utilisation of meetings including the Millgrove Resident Action Group AGM, and a community forum and dinner to generate ideas and discussion. In total 220 people actively participated in the community planning process.

## FINANCIAL IMPLICATIONS

There are no items in the Millgrove Community Plan with funding commitments. Council will consider funding items outlined in the Plan through its various Grant programs when applications are submitted. Community Plans are considered when Council's capital expenditure plans are developed annually.

## KEY ISSUES

### *Environmental Impacts*

Consultation data indicates that the Millgrove community highly value their local natural environment. The Millgrove Community Plan reflects these values and looks to build on local assets.

### *Social Impacts*

It is expected that implementation of the Millgrove Community Plan will promote social connectedness and community health and wellbeing. This resilient community has abundant skills and community resources to draw upon.

The leadership of MRAG and other community groups will continue to support and build capacity in the township. The Community Plan has positive social impacts harnessing people resources, focusing effort, bringing community together and building confidence, skills and trust.

### *Economic Impacts*

Implementation of the Millgrove Community Plan is expected to strengthen the local economy by supporting local business.

### *Risk Assessment*

The challenge with the implementation of community plans is securing funding and having the ongoing commitment of people and resources to undertake the actions. However, MRAG has shown commitment over time and capacity to deliver outcomes of their plans.

## CONCLUSION

The Millgrove Community Plan 2021-2024 is the result of significant voluntary work from the Millgrove Resident Action Group and associated community groups to engage their community in planning for a more connected, resilient and healthy community. The Millgrove Resident Action Group, with the support of Council's Community Development Officer, will be leading the implementation of the Plan over the next three years.

## ATTACHMENTS

- 1 Millgrove Community Plan 2021-2024 [↓](#)
- 2 Millgrove Community Plan 2021 Flyer [↓](#)

# 2021

## Millgrove Community Plan



Millgrove Residents Action Group

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ATTACHMENT 1. Millgrove Community Plan 2021-2024

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**Produced by MILLGROVE RESIDENTS ACTION GROUP**

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Garden & River Crew: Mick Corrie, John Coulter, Tim Forbes, Alan Leggett, Bernie Peeler

Established in 2005, the Millgrove Residents Action Group (MRAG) is one of the longest serving township groups in the Yarra Ranges. In 2012 the group was named Community Group of the Year by Yarra Ranges Council Australia Day Awards. In the same year, thanks to the efforts of MRAG, Millgrove was deemed a finalist in the Tidy Towns-Sustainable Communities Awards for Community Leadership. In January 2017 MRAG was recognized by Yarra Ranges Council for its active role in the 2016 major storm clean-up campaign.

**MRAG's Vision Statement**

*Working to create a welcoming, safe and vibrant place, by being inclusive, caring and positive. Millgrove, a place we are proud to call home.*

**MRAG's Mission Statement:** *To contribute towards and foster the community spirit within Millgrove.*

**MRAG's objectives:**

- Highlight and promote the many positives within our community
- Encourage and nurture partnership in community initiatives
- Contribute to the process of identifying and addressing community needs and concerns

Raise awareness of services and opportunities within our community

**ACKNOWLEDGEMENTS**

Millgrove Residents Action Group would like to respectfully acknowledge the Traditional Owners, the Wurundjeri People, as the custodians of this land. We also pay respect to all Aboriginal community Elders, past and present who have resided in the area and have been an integral part of the history of this region.

A big thank you to everyone who helped to create this plan:

- Residents, landowners, workers, students and traders of Millgrove who participated in this process
- MRAG committee members
- Cr Jim Child, Yarra Ranges Council
- Cindy McLeish, MP
- Maxine Burke, facilitator forum
- Michael Goodrich, Community Development Officer, Yarra Ranges Council

## INTRODUCTION

The township of Millgrove is 63 kilometres east of central Melbourne, and 32 kilometers east of Lilydale, along the Warburton Highway, in the Upper Yarra Valley and lies at the foot of Mt Little Joe. The Yarra River runs through the town. There are several residential clusters located amongst forested hills. Residents travel by car or bus to Warburton and Yarra Junction to access most of their retail and community services. A railway line from Lilydale to Warburton was opened in 1901, to transport timber and farm produce out of the area. The line was closed in 1965 and has been replaced with a well-used recreational rail trail. The primary school was opened in 1914.



A community building project was initiated in Millgrove by Tammy Lobato MP in 2004, following her election to the Victorian State Parliament. The project led to a range of actions that were taken by Ms Lobato on behalf of the Millgrove community. It also led to the formation of the Millgrove Residents Action Group Inc. (MRAG).

To mark the 10<sup>th</sup> anniversary of MRAG, the committee initiated a community planning process. Community planning is a process where the members of a community work together to identify a shared community vision of the future, and priorities and actions that they can undertake to improve their wellbeing.

MRAG presented its first Community Development Plan to the Yarra Ranges Council, at the Council meeting of 1 December 2015. Since then at least 65% of projects have been achieved. See list pages 9-11.

## MILLGROVE'S CHARACTERISTICS

### Demographics

Millgrove has a population of 1,653 people (2016 Census). The population increased dramatically between 1961 (273) and 1991 (1,715), as new residential areas were opened up, on relatively inexpensive land. Comparing the 2011 and 2016 Census, the population has stabilized.

In 2016, the proportions of one parent families in the Yarra Junction/Millgrove/Wesburn area (12.8%), and of lone person households (28.4%), are higher than those for Yarra Ranges as a whole (11.2% one parent and 20% lone person). The proportion of households with couples, either with or without children, is much lower than for Yarra Ranges as a whole. In 2020, an estimated 6.7% of the population was aged 0-4, compared to 6.3% for Yarra Ranges.

38% of persons aged 15+ were not in the labour force, compared to 31% for Yarra Ranges as a whole. The SEIFA Index of Disadvantage for the combined area of Yarra Junction, Millgrove, and Wesburn is 950.3, the lowest in Yarra Ranges.

Incomes are lower in Yarra Junction/Millgrove/Wesburn as a whole. More than half (53%) of households had an income of less than \$1250 per week in 2016, compared to 37% in Yarra Ranges as a whole.

19.1% of households in Yarra Junction/Millgrove/Wesburn were not connected to the internet in 2016, compared to 10.5% in Yarra Ranges as a whole.

For more detailed information: <https://profile.id.com.au/yarra-ranges/about?WebID=300>

[https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/SSC21674?opendocument](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC21674?opendocument)

## MILLGROVE'S CHARACTERISTICS

### Features

The Yarra River is a significant environmental asset for the community, and the vegetation on the riverbanks is an important habitat for native fauna. The Yarra Ranges National Park, including Mt Donna Buang and Ben Cairn, reaches down to the outskirts of the town. The township lies at the foot of Mt. Little Joe. At the end of Dee Road there is access to the 30km long O'Shannassy Aqueduct Trail that stretches from Don Valley to East Warburton.



The retail businesses in Millgrove include a general store, a bakery, fish and chips shop, a nursery/music shop, strawberry farm, artisan cheese makery and a sawmill. The sawmill salvages and mills logs that are not harvested by other timber industry operators. In February 2020 the local Newsagency/Post office closed.

A picnic and BBQ area with toilets is located next to the rail trail, opposite the shops, and is an important stopping point for visitors and a meeting place for locals. McKenzie King Reserve, at the start of McKenzie King Drive, has a playground.

The town has a primary school, pre-school, three churches and a soccer club. The Millwarra Community Centre is situated on the grounds of the primary school in partnership with River Valley Church and is used by the church and community groups, as well as the school. The Millwarra Community Centre has a 300-seat auditorium and a half-court basketball stadium. Pallotti College sits above Millgrove and can be hired for conferences and other group activities. Melbourne High School operate an Outdoor Education Centre located on Dee Rd. A new CFA Station/Community Fire Refuge opened on 13<sup>th</sup> of December 2015. The refuge is a last-resort shelter option only. Our Oval is a Bushfire Neighbourhood Safer Place.

There is a public bus that runs at least hourly on weekdays between 5.43am and 8.31pm, to Lilydale Railway Station and Chirnside Park Shopping Centre. One service in the morning and one in the afternoon divert through the town on school days and are open for public use. On Saturdays and Sundays, the service runs hourly and starts at 7.23am and 9am respectively. Taxi services are limited.

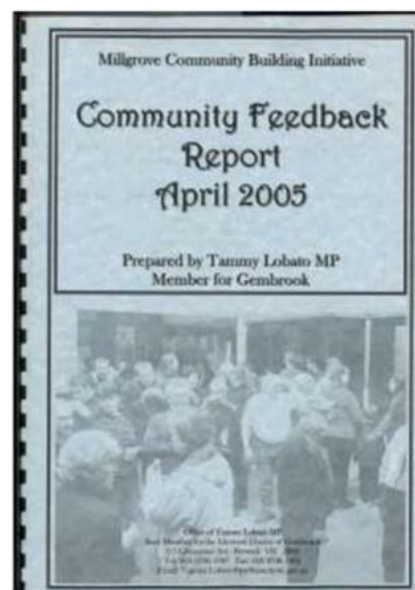


## COMMUNITY BUILDING ACTIVITIES IN MILLGROVE, 2005-2015

### Millgrove Community Building Project, 2004-2005

The Millgrove Community Building Project was initiated by the newly elected Member for State Parliament for the seat of Gembrook, Tammy Lobato. A "Millgrove Community Building Day" was held in November 2004, which attracted 100 residents. At that time, residents were concerned about social and economic issues arising from inter-generational unemployment, skill shortages and poverty. The Millgrove Community Building Project was modelled on the successful Neighbourhood Renewal Program, which aimed to tackle the root causes of disadvantage, and to build new partnerships across government and communities.

Groups involved in this day included the River Valley Church, Millgrove Environment Restoration Group, Warburton/Millgrove Football Club, Millwarra Primary School, Millgrove CFA, Wesburn Junior Football Club, and Victoria Police, as well as local and state government representatives.



The table below summarises the key outcomes from this planning day:

Issues	Plan	Outcome
Children and Youth	Establish a Youth Advisory Committee at Upper Yarra Secondary College	Established
Infrastructure and Services	Lobby to seal shoulders on Warburton Highway	Ongoing (Yarra Ranges Council)
	Request that Millgrove be included in a study to look at how bus services could be improved	Insufficient support received
	Lobby for a pedestrian crossing where the Rail Trail crosses Warburton Highway, and trimming of trees in sightlines	Constructed
	Lobby for Wonga Road to be included in Council's dust suppressant program	Implemented
	Lobby for repair of River Road and McKenzie King Drive	McKenzie King Dr implemented
	Expand mail delivery to all parts of Millgrove	Wonga Rd delivery established
	Lobby for new signage and rolled crushed rock on Rail Trail	Implemented
	Erect an interpretation gateway with map, information, and business promotion at Millgrove train station site	Included in 2015 plan
Sport and Recreation	Lobby for Master Plan for Millgrove Recreation Reserve	Plan completed in 2007
	Lobby for a playground for McKenzie King Reserve	Constructed
	Lobby for public toilets for Warburton Highway and at the Recreation Reserve	Constructed

## ATTACHMENT 1. Millgrove Community Plan 2021-2024

Community Learning	Establish Millgrove Residents Action Group Inc. which would act for the best interests of residents, and could apply for funding for festivals and events	Established
	MRAG to distribute a regular Millgrove community newsletter	Newsletter replaced by social media (Facebook + Blog)
	Apply to the Community Facilities Fund for a multifunction facility which will provide a range of learning initiatives for the Millwarra school and Upper Yarra communities.	Millwarra Community Centre built
Women	Raise concerns about the prevalence of Domestic Violence in Victoria.	Letter from Tammy Lobato to the Minister for Women's Affairs and the Women's Caucus.
Environment	Request funding for weed control along Yarra River	Funding provided to Millgrove Environmental Restoration Group.
	Request that a committee be appointed to manage the river frontages	In 2018 MERG folded and handed the committee of management for the Yarra River frontage over to MRAG
Community Safety	Support a funding application for Upper Yarra SES to purchase a hydraulic generator.	Application was successful



**Upper Yarra Community Building Initiative (UYCBI), 2006-2011**

In October 2005, a year after the Forum in Millgrove, Upper Yarra Community House successfully applied for funding from the Victorian Department of Victorian Communities, to establish a Community Building program in the Upper Yarra. The newly formed Millgrove Residents Action Group was a partner in this project, along with similar groups in Warburton and Yarra Junction, as well as Yarra Ranges Council. Advocacy and project work was carried out over the next 5 years throughout the Upper Yarra, including lobbying for better transport, medical services, recreational facilities, employment opportunities and affordable housing.

In Millgrove, the significant project that was attempted as part of the UYCBI was the "third bridge" project, a pedestrian bridge which was proposed to cross the Yarra River roughly half-way between the two existing road bridges over the river. This bridge would improve access to the centre of the town for residents in River, McKenzie King and Wonga Roads, and would also improve pedestrian safety for schoolchildren. Despite many years of research and advocacy by the community, government support for this project was not forthcoming.

Other significant projects were supporting the establishment of the Upper Yarra Community Environment Park in Wesburn, now known as Yarra Valley ECOSSE, and successful advocacy that led to the creation of new sporting facilities at Yarra Junction Recreation Reserve.



**PROJECTS INVOLVING MRAG 2005-2014****2006**

- Community Men's Kitchen
- Mail Deliveries in Wonga Road
- Supported Community hall
- Road Signs/speed restriction signs
- Mirror at the end of Tulloch Street
- Signs forbidding the dumping of rubbish
- Pedestrian Lights
- Start restoration of Millgrove First World War Avenue of Honor
- Improvements to the Millgrove Station Reserve Area (Ongoing)
- A Welcome Sign for Millgrove (Ongoing)
- Involvement in Carols by Candlelight
- After Hours Medical Clinic Campaign
- Take responsibility for Millgrove Sunday Market

**2007**

- Affordable Housing Campaign
- Railway/PO Centenary Celebrations
- 3rd Bridge Project (Not forthcoming)

**2008**

- Solar Power Project

**2009**

- The inauguration of the Millgrove Anzac Day Dawn Service
- Carols By Candlelight at Pallotti College

**2010**

- Graffiti Clean Up Day & Community BBQ

**2011**

- Inauguration Remembrance Day Service

**2012**

- Yarra Ranges Council Community Group of the Year
- Certificate of Recognition, Tidy Towns 2012

**2013**

- Face book set up (Mar 2013)
- 3 Lipstick Maple trees planted at entrance of Millgrove

**2014**

- Cypress Tree in park removed due to termites
- Town graffiti removal
- Participation in the community consultative committee towards the development of a Community Fire Refuge and CFA Fire Station in the township of Millgrove

**MRAG donates annually to various local community groups, schools and churches**

## PROJECTS INVOLVING MRAG 2015-2021

Following the development of the 2015-2017 Community Plan, MRAG has been active implementing and lobbying for numerous projects identified as part of the plan.

### 2015

- Footpath from the Warburton Hwy up Gillis Road and Cavanagh Road is completed (Dec)
- 2nd Community Forum re Development plan (Jun)
- 1st Community Forum re Development plan
- Community Development Plan 2015 presented to Yarra Ranges Council (Dec)
- 13 December - Opening of CFA fire refuge
- New footpath between Dee Road and Gillis Road (Dec)



### 2016

- Enclosed Community Notice board in Shop Precinct in partnership with CFA (Feb)
- Footpath 'Nadires Walk' between Shop precinct and Millwarra Primary School/Cavanagh Road, including area (Jun)
- Resurfacing of a carpark area in Cavanagh Road at Millwarra Primary School
- Safety fence on corner Gillis St – Cavanagh Rd (Jun)
- Flag pole replacement (Sep)
- Info session about Local Health Services at AGM (Aug)
- Successful lobbying to address and rectify landslip area in Wonga Road (Sep)
- Lobbying for upgrading and fixing board walk (Sep)
- Christmas decorations in shop precinct (Dec)

Lobbying for:

- River Rd project
- Drainage problem and road sealing for Cavanagh Rd
- Public Transport (submitted to SoYR 20 year vision - Have your say)
- Yarra River accessibility for residents and visitors and keep walking tracks open/or extend.

Lobbying for this more intensely since Oct 2016



### 2017

- Recognized by Yarra Ranges Council for MRAG's active role in 2016 major storm clean-up campaign (Jan)
- Two mowers (Mar)
- Establishment of a Telstra tower in Millgrove (Jun)
- Development of a very successful monthly Trivia Night, which is a valued social event for many Millgrove residents. Started on the 19<sup>th</sup> July.
- 'MATE' Presentation about recognizing gender and domestic violence (Nov)
- New wooden bridge on Dee Rd walking track
- Continued beautification of the township through extensive landscaping and planting projects. Including the planting of 150 plants donated to the community via MRAG (Sep)
- Decoration of township during Christmas time throughout Millgrove township with purpose made wooden decorations 'Candy canes'



**MRAG donates annually to various local community groups, schools and churches**

## ATTACHMENT 1. Millgrove Community Plan 2021-2024

**2018**

- Ongoing monthly Trivia night + free dinner
- Clean up Australia Day 4 Mar
- Opening Street Library following an initiative by Millgrove Preschool (Jul)
- New Avenue of Honour, 6 trees planted (Aug) and signage in progress
- 'Pick my Project' submission for River Road Community Walking Track (Aug) – Unsuccessful
- New picnic table – Dee Road river walking track (Sep)
- State funding of \$192,781 received for the River Road walking track project (Nov)
- Redecorating of exterior public toilet block in Memorial Park Reserve (Nov)

**2019**

- Ongoing monthly Trivia night + free dinner
- Successful lobbying for repair of the board walk along the Warburton Hwy (adjacent to the Mill)
- Minor upgrade McKenzie King Playground, with full renewal to occur in 2024
- Dishwasher purchase for Trivia nights (combined MRAG-Millgrove Baptist Church)
- Announcement of federal funding for sealing part of Cavanagh Road and part of Moore Crescent (Apr)
- Community Forum + dinner Oct
- Anti-graffiti paint on exterior of Park reserve public toilet block
- Installation of ashtrays in shop precinct
- Dee Rd river bank clean up by Millwarra PS students
- Christmas decorations expansion

**2020**

- Ongoing monthly Trivia night + free dinner
- Successful lobbying to receive funding for drainage and sealing part of Cavanagh Road in front of Millwarra Primary School and Moore Crescent that leads into the Sporting Reserve and Millgrove Pre-School
- Start-up of monthly Saturday markets
- Online Trivia Fix during COVID (30 Mar 2020 till 21 Dec 2020)
- Installation of water bubblers in McKenzie King Drive Reserve and in Memorial Park Reserve.

**Note:**

- Due to COVID-19 pandemic, that started in March 2020
- there has been a temporary hold on monthly Markets & Trivia nights
  - committee meetings have been temporary held online

**2021**

- Markets now held every 3<sup>rd</sup> Saturday and 5<sup>th</sup> Sunday of every month
- Permanent path and wheelchair access to Warburton Rail Trail behind McKenzie-King bus stop (Apr)

**MRAG donates annually to various local community groups, schools and churches**

## ONGOING CURRENT PROJECTS

**River Road Walking Track**

In November 2018, following disappointing news from the Pick My Project Campaign, in which MRAG applied for funding for this project, MRAG was presented with \$192,781 by the Victorian State Government to develop the Millgrove River Road Community Walking Track. This project is a priority in MRAG's Community Development Plan 2015-17 and the funding secured the success of this project.

**Avenue of Honour**

During the course of the Great War of 1914-1918 twenty-six young men left Millgrove to participate in the greatest adventure of their lives. Five Millgrove people did not return.

An Avenue of Honour in memory of those who served in that conflict was established in 1922. However, a storm in 1934 caused a great deal of damage to that Avenue and it appeared to have been largely forgotten since then. During 2016, after one of the Avenue of Honour trees fell in a storm not long after ANZAC Day, the RSL Warburton Sub branch and the Millgrove Resident's Action Group Decided to create a new Avenue of Honour to remember the Millgrove men who fell in the Great War. This project is due to be completed during 2021

**Millgrove Environmental Restoration Group (MERG)**

MERG was established in 2007 and has been a very successful working group in creating paths along the Yarra River. Working bees with the community and many tree planting days with Millwarra Primary School have been held. MERG has also been involved with Ben's Shed, a men's working group, to build picnic tables on the banks of the Yarra.

In 2012 MERG (under the MRAG umbrella) won the Tidy Towns Sustainable Communities Awards for Protection of the Environment. MERG officially disbanded in February 2016. Two of their members joined MRAG to continue their activities in maintaining the riverside areas established by MERG. *MRAG has agreed to take up the role of Committee of Management in July 2020.*

## OTHER GROUPS IN THE COMMUNITY

### Millgrove Preschool

Millgrove Preschool has been around for more than 30 years and provides a high quality educational program for the local community. It is rated as 'Exceeding National Standard', a ranking made by the Australian Children's Education and Care Quality Authority, an independent national authority. The Preschool runs a 3 and 4 year old Kinder.



The program at the school uses Millgrove to make the children aware of the beauty of our township, by using the oval for runs, going to the river for lunch (on hot days paddle their feet in the river) and go for autumn walks to discover the exiting colours of nature. In winter when the weather keeps the children inside for too long, the Community Building's Gym is available.

### Yarra Valley Soccer Club (YVSC)

The Yarra Valley Soccer Club was established in 2003.

The Club is made up of 'Valley Kids Soccer' for the young ones, who join the club to learn rather than focusing on competition.

Then there are the U10's, U12's and U14's Junior teams, three senior Men's teams and one women's team.

Games are played at the Millgrove Recreation Reserve. Come along on game days (Saturday) and help cheer on the club.

The club is always looking for players and new members can join anytime. Why not come along and have a kick.....



### Millwarra Primary School



#### The Yarra River

The river is a well-used asset for the school children. From 'Pooh Sticks' off the bridge at Dee Rd, to maths, to fungus hunts, weed identification and skimming stones. The students love to spend time at the river. In the past students were involved in revegetation work along the river with MERG.

In art lots of work is made using natural materials, so often classes start with a venture down to the river to collect things like leaves, bark or sticks.

#### ANZAC Dawn Service

The school is very committed to the ANZAC Dawn Service. All students make lanterns in art and each year there is a huge assembly line with all the staff involved. Students also recite the poem 'In Flanders Field' at the service.

## ATTACHMENT 1. Millgrove Community Plan 2021-2024

CFA Fire Refuge

With a special CFA station in Millgrove and many parents being CFA members, there have been many visits to the local station.

Ben's Shed

Students learn new hands on skills. However, more importantly, it is an opportunity to meet and be mentored by the members, who are a role model to students.

Yarra Valley FM

The senior students enjoy their time at the local radio station, while their class mates listen to them back at school. Who knows, there could be some budding radio announcers!

Golden Wattle Club

The senior class meet with the Healesville Golden Wattle Club each term. This is a beautiful opportunity for the students to meet and engage with some older people in the community.

Yarra Junction Library

Each class travels to the Yarra Junction Library for a session. Not only is it an opportunity for the students to check out the books and borrow, but the library has run IT sessions with the students to show the online resources that are available to Library members. Students know that the library is a safe place for them for studying and completing their homework undisturbed once they go to high school.

Bike Ed

Younger students start in the school grounds and ultimately will use the Warburton Trail. They go to Yarra Junction and Warburton to use the pedestrian lights. Senior students have a bi-annual bike camp. Then there is the 'Go For Your Life Wheel's Day', where the children ride or scoot on the trail.

Students at Millwarra Primary School appreciate Millgrove and its surroundings and find it a great learning environment.

**Pallotti College**

Pallotti College likes to be part of the local community as much as possible with outreach and assistance as well as support where able. We try as much as possible to use local tradespeople and buy from local shops/retailers. Support for local endeavours is also important to us. Our outreach includes:

*Good Tucker Day*

Shared on alternating Tuesdays with the River Valley Church in the Millgrove Reserve opposite the shops. Available for anyone in the community to attend.

*Christmas Day Lunch*

Free to the community

*Wood Bank*

For local families

*Emergency accommodation*

Through referrals from agencies and churches

*Emergency relief*

Food, support, referrals – accessible to all community members. A minister, residing at the College, is always available for anyone in the community



### River Valley Church

River Valley Church meets on a Sunday morning for Church at 10.30am at the Millwarra Community Centre. All warmly welcome. The Church office has moved to a room within the Millgrove Baptist Church and provides emergency relief programs and administration from this space.  
Contact: 0487 381 378 All warmly welcome.



Good Tucker Day	FREE lunch - every Tuesday in the Memorial Park Reserve opposite the shops. Available to everyone in the community to attend.
Youth Group	Friday evenings, fortnightly at the Millwarra Community Centre. Open to all Youth in the community.
Super Heroes camps	Annual low-cost camps available to children within our community.
Breakfast programs	Held twice a week at Millwarra Primary School, Millgrove Campus and at the Upper Yarra Secondary School, once a week.
Carols by Candlelight	Free community event, held in December, now at the Millwarra Community Centre.
Emergency relief programs	Provided all year around- food relief, referrals, assistance in varied ways, meeting the needs of community members. Transport provided as needed to attend appointments. Support also provided through pastoral care home visits or phone calls.
Sunday Food Relief Program	Fresh food relief program available from 12 midday at the Millwarra Community Centre every Sunday.
Christmas Toy Shop	Provided in conjunction with other local emergency relief agencies. Provides new toys, books etc for families who are experiencing financial hardship.
Christmas Hampers	Hampers for community members who may find Christmas a challenging time financially. Delivered in the week prior to Christmas
Community Workshop	Weekly program to assist and connect people.
Millgrove ANZAC Dawn & Remembrance Day Service	Organised in partnership with MRAG.
Management of Millwarra Community Centre	River Valley Church was a key stakeholder in the development and construction of the Community Centre, and contributed significant funding. River Valley Church are currently the managers of the facility. Many groups use the facility throughout the week.



### Millgrove Baptist Church

Millgrove Baptist Church is a responsive church to community needs. Every Friday through the Second Bite program, 40-plus food parcels are handed out. The work of collating and sharing resources with other groups are carried out by a faithful team at the church. A number of people are actively involved in supporting vulnerable members of the community. The Church provides from time to time to those in need, relating to Anger Management and Emotional Regulation.

Through groups as bowls, trivia and special events social support is provided. Involvement also includes belonging to various community groups and supporting them in their social aims.



The Millgrove Baptist Church seeks to be part of the local community and not just a place of worship.

Carpet Bowls	Monthly on 4 <sup>th</sup> Thursday evening at the Church
Trivia Night in conjunction with MRAG	Monthly on 4 <sup>th</sup> Monday from 6.30pm includes free meal
Junior Youth Group	Weekly during school term for Primary School children
Men's Breakfast	Monthly on 1 <sup>st</sup> Saturday morning at 40 Benwerren Drive, Yarra Junction
Counselling	Group or personal sessions as arranged on Anger Management and Family Difficulties
Second Bite	Every Friday morning from 10-11:30 in the church hall
Mobile Library	Every second Friday morning from 10-11:30 in the church hall
Emergency Relief / Christmas Hampers	Through connections with LinC for residents needing assistance in Millgrove.
Christmas Social Event	First Thursday of December (games, a children's Christmas play and a BBQ).
Church Facilities / Hall	Open for hire by people and groups in the community as advertised in Warburton Directory



## THE COMMUNITY PLANNING PROCESS IN MILLGROVE, 2018-2020

### What is Community Planning

It is a process of creating a shared vision and objectives, which serves to guide communities towards improvements for community members and townships. It is prepared by the community for the community, with Yarra Ranges Council supporting the process and acknowledging the outcome.

The process is driven by community members, who decide when to start, how to proceed, who should be involved, what objectives will be attempted, and what the priorities for action will be. This ensures that the process and the outcomes are 'owned' by the community.

### The Process

Since the development of the 2015 Community Plan, MRAG continued to actively work on gathering community thoughts and ideas towards the development of the 2021 Community Plan. To ensure the plan reflects 'community need', MRAG used a range of community consultative strategies including Facebook surveys, face to face market stall discussions with residents and tourists, walk-in conversations at the local newsagent (owned and operated by MRAG President Maureen Halit) and the utilisation of meetings including the MRAG AGM, to generate ideas and discussion.

In total 220 people actively participated in the community planning process in Millgrove, 12 at 2018 AGM – 23 at market – 35 walk in at the Newsagency – 120 through Facebook – 30 at community dinner 2019.

As a result of this extensive consultation process a multitude of ideas for improvement were generated by the community. The various events held are described below.

## COMMUNITY CONSULTATION AT AGM MEETING – 26 AUGUST 2018

Millgrove residents have been invited by mailbox drop and email to attend the MRAG AGM with a focus on Building Community. The purpose of this meeting was to make a start to update Millgrove's Community Development Plan and to gather ideas for new projects.

### Ideas coming forth out of this meeting

- Dee Road track – rock embankment to stop erosion
- Next to McKenzie King Bridge Bus stop:  
Permanent steps + pram/bike access to get onto the Warburton Trail
- CCTV + lighting
- Renovation of inside of public toilet blocks around township  
(make it fresh and white with granite style floor)
- Concern in regard to deer – damage/accidents etc
- Dee Rd top – steep up-hill road, needs widening for safety
- Safety: walking track behind CFA - needs widening of track or a mirror
- Free vegetable / produce cart – Community Exchange
- Mural on shop walls either side of driveway e.g. re goldmining/log truck
- Millgrove 'Plastic Free'
- Events signage/banners
- Miniature Railway in Park near rail trail
- Pedestrian extension on Dee Rd Bridge
- Observation deck River Road, near Dee Road Bridge
- Drink Bottle carry bag for walkers with Millgrove embroidered on it
- Sign 'Take rubbish home' around Dee Rd Bridge and other points around river
- Carpark top Dee Rd needs a clear name.
- Avenue of Honour – sell timber from old trees as a fundraiser
- Wild life tunnel under Warburton Hwy



## MARKET SURVEY – 24 OCTOBER 2018



Millgrove an even better place to live in.

On 24 October the following suggestions came back from the market survey. 23 completed surveys were returned.

The purpose of this survey was to let residents vote on what projects should be prioritized, as well as for them to put new projects/ ideas forward that will make

**Millgrove**  
Community Development Plan  
2019-2024

**Task:** ✓ When you would like to see realized in Millgrove  
VOTE for your top 5 ideas + add your own ideas at the back

	VOTE
Long river waterfront amenity on Old Road Track	
Small cattle care trap - surrounding Millgrove	
Signs 'Take rubbish home' around the river banks	
Permanent steps + access for trail near Millgrove King Run bridge	
Access to view of river banks	
Adventure Pathway in Park near rail trail	
Observation deck River Road, near Old Road bridge	
Pedestrian Experiences on Old Rd bridge	
Canopies in regard to deer - damage/accidents etc.	
Safety walking track behind C.S. - needs watering to repair	
Water on shop walls other side of driveway	
Wash area for people	
Local signage / banners	
LED lighting	
Use old trap - make night road, needs watering + sealing	
Longer trap for old road, a clear route	
Free vegetable / produce sale - Community Exchange	
Millgrove 'Waste Free'	
More tracks	
Wild life tunnel under watercourse	
New children's story	

I would like to add the following ideas:

I live in Millgrove: YES / NO

## Additional ideas suggested by community

- Develop the Billabong area (near traffic lights) with seating – Natural Environment
- Build toilets at Aqueduct parking area
- Sculptures in gardens relating to Millgrove history
- Another fire truck
- Signage for public amenities
- Reconstruction of walking track to Platts Falls
- Short distance walking group
- Keep things as rural as possible
- Set up Millgrove's history for public access on MRAG's website
- Research and documentation of Millgrove's history
- Township entry way signage
- Address weeds
- Street furniture around wetlands area and Memorial Park Reserve
- Road signs – 'ducks crossing'
- More signage for community and emergency radio
- Fence around Millgrove Saw Mill for safety
- Visibility traffic island at shop precinct
- Introduce bocce game (petanque / boule) to the market or have space set up for it



**SURVEY / CONSULTATION VIA FACEBOOK – JUNE-SEPTEMBER 2019**

Many residents stay in contact with MRAG through the MRAG Facebook page and through the Newsagency (which unfortunately closed in February 2020)

From June to September 2019 a community survey was conducted through Facebook. The aim of the survey was to prioritize seven goals. The community was asked to give feedback and to suggest new project ideas. The table below shows the community's involvement.

Suggested project	Posted	Shared by	Likes	Reached	Engage-ments	Comments
Initial post, including Updating toilets	2-Jun-19	7	36	1,091	524	41
Playground	17-Jun-19	6	19	834	329	21
Free food Cart	15-Jun-19	6	42	713	173	12
Miniature railway	13-Jun-19	2	40	522	208	15
Mural – shop wall	8-Jun-19	5	29	499	201	12
Access to rail trail	5-Jun-19	2	21	431	205	14
Stop river embankment erosion	8-Sep-19	1	9	471	171	5
		<b>29</b>	<b>196</b>	<b>4,561</b>	<b>1,811</b>	<b>120</b>

**More ideas suggested by community**

- Water bubbler/water bottle refill station at O'Shannassy Aqueduct Lookout
- Seating along O'Shannassy Trail
- Organise fun events with a focus on young families
- Mirror on corner of Dee Rd / McNamaras Rd, it is a blind spot
- Signage at the Dee Rd bridge that indicates it is single lane bridge
- Updating shop area – painting shops to restore to former glory – township improvement
- Increase frequency of market
- Undercover area over the BBQ in Millgrove township
- Install a map at the O'Shannassy Aqueduct Look Out pointing to places of interest
- River Road walkway and footbridge/ crossover between River Road and Dee Road
- Seal Wonga Rd
- Some undercover shelter for the homeless to sleep
- Erect shelters over the picnic tables at the O'Shannassy Aqueduct Lookout
- BMX track
- Install gabions around Memorial Park Reserve
- Walking track parallel to Dee Road all the way up to the O'Shannassy Aqueduct Carpark for safety of walkers and cyclists
- Riverside paths linking Ronald Grove to Riverturn Lane, Warburton, and Whinwell Street through to Station Road
- Viewing platform at the sawmill
- Public fitness equipment
- A bush dance at Millgrove
- Bus service to Mount Donna Buang in the winter
- Update the tables/ chairs area near the shops,
- Tables/chairs near public toilets under cover, bbq
- Advertise community venues



## COLLATING AND CATEGORISING THE IDEAS AND SUGGESTIONS – AUGUST 2019

As a result of this extensive consultation process, a multitude of ideas for improvement were generated by the community. The ideas lay across five key focus areas:

Focus areas and project/action ideas:

- Tourism
- Infrastructure
- The Local Environment
- Community Safety
- Services

**See annex 1:**

*Areas for Action and Project Ideas as generated by the community*



## COMMUNITY DINNER AND WORKSHOP – 12 OCTOBER 2019

As well as providing a means of gathering community input and generating interest, the Millgrove community was invited to attend a free Community Dinner and Workshop hosted by MRAG, held on the 12<sup>th</sup> of October 2019 in the Millgrove Community Centre.

The workshop was facilitated by Maxine Burke formerly from Double Edged Training and Consultancy.

Over 30 people attended the Community dinner. The audience ranged from residents who had lived in Millgrove for over 65 years, to new residents who had only recently moved to Millgrove within the past six months.



At the beginning of the night, MRAG provided an overview of the projects they had been working on over the past five years, followed by an explanation of the process that was followed to gather community input as part of the community planning process. Send MRAG an email -see page 4- to go into the draw for a prize, MRAG committee members and families excluded, drawn sixth June 2021. There was also a trivia quiz held about Millgrove.

**The event had four main objectives:**

1. For each individual participant to consider the five focus areas and place them in priority order based on how important they felt each were to Millgrove
2. Through discussion and conversation, consider the projects/actions already submitted under each of the five focus areas and add additional ideas as they are generated
3. Working in four groups (each working on a different focus area), choose two project/actions ideas and develop a Project/Action Template for each activity. *Note: due to the limited capacity of participants to plan for the establishment of services, the group decided to work on only the remaining four focus areas.*
4. Gather community input in the revision of the MRAG vision statement.

**Objective 1**

Place the five focus areas in order of priority to Millgrove.

A weighting system was used to prioritise the focus areas.

1 <sup>st</sup> Priority	Infrastructure	64 points
2 <sup>nd</sup> Priority	Community Safety	61 points
3 <sup>rd</sup> Priority	The environment	60 points
4 <sup>th</sup> Priority	Services	55 points
5 <sup>th</sup> Priority	Tourism	42 points

**Objective 2**

Consider the existing projects/ideas already put forward and add additional ideas as they are generated through discussion and conversation.

The following additional ideas were generated

**Infrastructure**

- Better advertising of community venues
- River Road walkway and footbridge to connect River Road to Dee Road
- Improve footpath between shops to McKenzie King Drive to accommodate both walkers and cycling
- Town water to McNamara Road
- Traffic mirror at corner of Tulloch and River Roads

**The local environment**

- Address feral animal control (rabbits, foxes, deer) using non-toxic means
- Ensure board walk along highway remains above water level
- Community Garden Plots

**Community Safety**

- Establish speed humps at the corner of Cavanagh Road and Gillis Street
- More slow down signs on unmade roads

**Services**

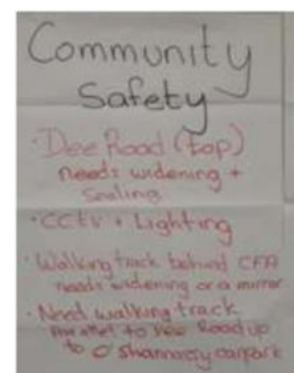
- Our very own Community House
- More frequent bus service connection to Lilydale trains
- Town water

**Objective 3**

Working in four groups, each group was allocated one focus area. Participants chose two projects/actions and worked together to develop a Project Action Template

At the conclusion of the workshop activity, plans were drafted for seven project activities.

- Dee Road improvement
- CCTV-better lighting
- Dee Road bridge extension
- Accommodate for both walkers and cyclists on footpath along Warburton Hwy
- Free food cart for sharing produce
- Signs 'Take rubbish home'
- Seating along O'Shannassy Aqueduct Trail
- Miniature Railway



**Objective 4****Gather community input in the review of the MRAG Vision Statement**

Again, through conversation and discussion participants were invited to come up with words to describe Millgrove in five years. The following words were contributed as part of the evening's event:

Home	Spectacular	Connected	Healthy Community
Vibrant	Welcoming (a place to stop in)	Peaceful	Pristine
Safe	Environmentally Friendly	A place to raise kids	

**FINALISING THE PLAN – JUNE-SEPTEMBER 2020**

Using the data received through the various consultation activities undertaken, MRAG will now continue its work towards developing a revised Community Action Plan (2021-2024) on behalf of the broader Millgrove Community, whilst still incorporating the actions which remain to be completed from the earlier 2015 Community Development Plan.

Prior to MRAG's September meeting a list of projects was sent out to all committee members. A weighting system was used to identify priority areas. This list was the starting point for lengthy discussions as to which projects would be reasonably achievable to be taken on by MRAG and which projects would need explicit mentioning of 'priority' when approaching authorities and/or when applying for grants etc.

*Coming together is a beginning;  
keeping together is progress;  
working together is success.*

- Henry Ford

**The following list was agreed on, with no particular order of priority for the project**

- Renovation of public toilets around the township
- Prevent further erosion of river embankment on walking track Dee Road and recreate safe river access by reinforcing embankment
- Erect a cover over picnic seating at the Millgrove shops and landscape the site
- Lobby for feral animal control, including deer, to protect environment and resident's safety
- Establish Millgrove's very own Community House
- Create footpath from Dee Road Bridge to O'Shannassy Aqueduct Carpark for safe access to Aqueduct Trail
- Install gabions around Memorial Park Reserve
- River Road Project stage 2: Pedestrian extension to Dee Road Bridge for safety purposes (like e.g. Brisbane Bridge, Warburton)
- Development of Wetland area at the rear of Memorial Park Reserve

**Future planning announced by Yarra Ranges Council**

Location	Anticipated year of delivery	Comments
Community Sports Pavilion, Millgrove	2021	Currently in detailed design development stage
Millgrove Reserve (Oval)	2021/2022	Power upgrade
Millgrove Soccer Pitch	2022/2023	LED lighting to night competition standard – Soccer
McKenzie King Park	2024	Adventure Playground upgrade

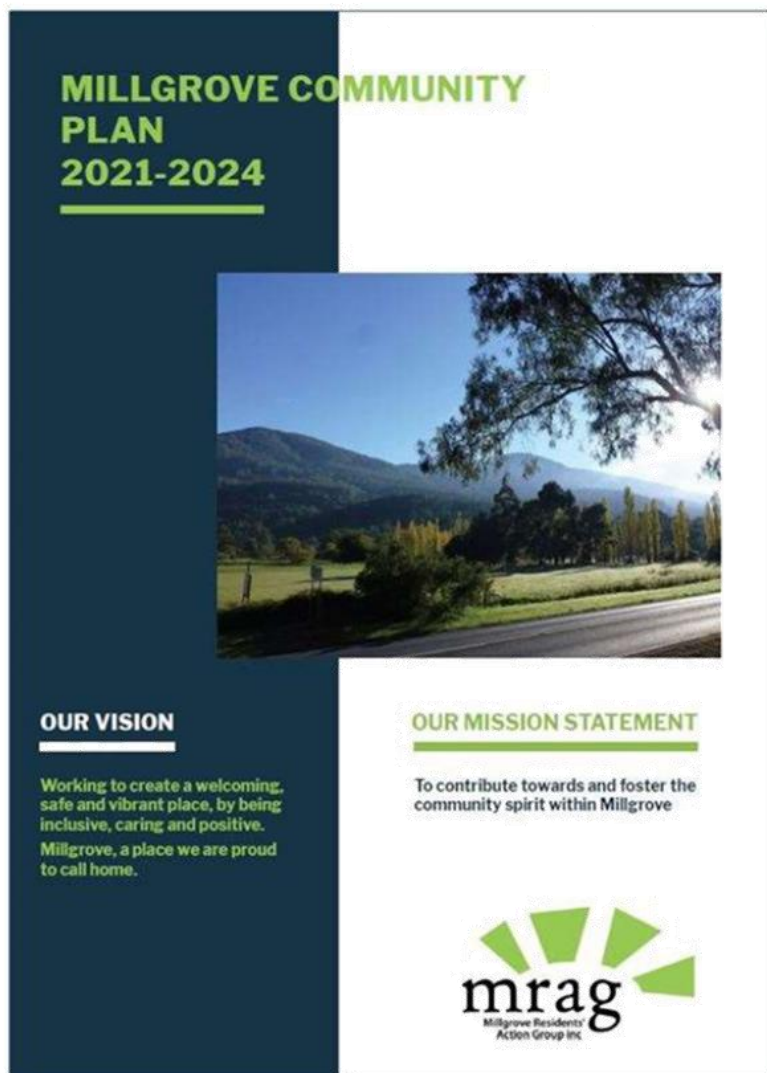
In the same meeting the vision statement was rectified.

## RELEASE OF COMMUNITY PLAN – MAY 2021

This plan was completed by Millgrove Residents Action Group in May 2021. The community was informed about the plan through a 4 page brochure delivered to every household by mailbox drop, as well as by email and social media. The full plan is available online through [www.mrag.net.au](http://www.mrag.net.au)

Hard copies are available on request.

The plan was presented to Yarra Ranges Council for support and acknowledgement at the Council Meeting on 25 May 2021.



## THE MILLGROVE COMMUNITY PLAN 2021-2024

### VISION STATEMENT

*Working to create a welcoming, safe and vibrant place, by being inclusive, caring and positive.*

*Millgrove, a place we are proud to call home.*

### STRATEGIES AND ACTIONS

(\*2015) – Indicates projects from previous Community Development Plan which have been carried over

#### **Provide better INFRASTRUCTURE in various areas of Millgrove**

Action	Next Steps	When	Who
River Road Walking Track (*2015) – Stage 1 River Road Project	<ul style="list-style-type: none"> <li>Project due to be completed in 2021</li> </ul>	2020-2021 In progress	MRAG Yarra Ranges Council DELWP Melbourne Water
Water bubbler + refill tap in Memorial Park Reserve and McKenzie King Drive Reserve	<ul style="list-style-type: none"> <li>Lobby Yarra Ranges Council</li> </ul>	2020 Achieved	MRAG Yarra Ranges Council Completed 2020
Set up a Township website (*2015)	<ul style="list-style-type: none"> <li>Create a Millgrove township website</li> <li>Upload events, news, and information of importance to the Millgrove and broader community.</li> </ul>	2020-2021 In progress	MRAG Committed/skilled volunteers
Set up Millgrove's history for public access on MRAG's website	<ul style="list-style-type: none"> <li>Create a plan</li> <li>Involve local community</li> </ul>	2021-2024	MRAG Committed volunteers
Erect a cover over picnic seating at the Millgrove shops and landscape the site (*2015)	<ul style="list-style-type: none"> <li>Contact landholder to ask permission</li> <li>Draw up a plan</li> <li>Landholder to apply for permit/s</li> <li>Organise working bee</li> </ul>	2021-2023 In progress	MRAG Landholder Skilled volunteers



River Road Walking Track



Picnic seating at Millgrove shops precinct

**Provide better INFRASTRUCTURE in various areas of Millgrove**

Action	Next Steps	When	Who
Create bike/pedestrian path from Dee Road bridge to O'Shannassy Aqueduct Carpark for safe access	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> <li>• Lobby State Government</li> <li>• Feasibility study / including residents</li> <li>• Funding</li> <li>• Planning</li> <li>• Construction</li> </ul>	2021-2024	MRAG Yarra Ranges Council Melbourne Water DELWP Pallotti College Melbourne High School (outdoor ed) Strawberry Springs Bike riding groups
Signage for public amenities	<ul style="list-style-type: none"> <li>• Draw up map</li> <li>• Lobby Yarra Ranges Council</li> </ul>	2021-2022	MRAG Yarra Ranges Council
River Road Observation Deck + Bridge, built into embankment (west part of River Road) – <i>Stage 4 River Road project</i>	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> <li>• Lobby State Government</li> <li>• Feasibility study / including residents</li> <li>• Funding</li> <li>• Planning</li> <li>• Construction</li> </ul>	2024	MRAG CFA Yarra Ranges Council Melbourne Water DELWP Pallotti College Melbourne High School (outdoor ed) Strawberry Springs Bike riding groups
Widening of Warburton-Lilydale Rail Trail behind CFA-Fire Refuge	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> </ul>	2021-2023	MRAG CFA Yarra Ranges Council
Create seating along O'Shannassy Aqueduct Trail	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> <li>• Lobby Parks Victoria/State Government</li> </ul>	2022-2023	MRAG Parks Victoria Yarra Ranges Council
Township entry way signage	<ul style="list-style-type: none"> <li>• Approach organisations/clubs/businesses</li> <li>• Design 'board'</li> <li>• Lobby Vic Roads</li> </ul>	2023-2024	MRAG Vic Roads Yarra Ranges Council



<b><i>Provide better INFRASTRUCTURE in various areas of Millgrove</i></b>			
<b>Action</b>	<b>Next Steps</b>	<b>When</b>	<b>Who</b>
Improve footpath between shops and McKenzie King bridge to accommodate both walkers and bicycles	<ul style="list-style-type: none"> <li>• Investigate traffic flow</li> <li>• Create plan</li> <li>• Lobby Yarra Ranges Council</li> </ul>	2022-2023	MRAG Yarra Ranges Council
Reconstruction of walking track to Platts Falls	<ul style="list-style-type: none"> <li>• Research original track</li> <li>• Feasibility study</li> <li>• Funding</li> <li>• Planning</li> <li>• Construction</li> </ul>	2022-2024	MRAG Yarra Ranges Council Parks Victoria DELWP
Install park furniture in Ronald Grove Reserve	<ul style="list-style-type: none"> <li>• Investigate and plan</li> <li>• Lobby Yarra Ranges Council</li> </ul>	2021-2022	MRAG DELWP CFA Yarra Ranges Council
Install park furniture around wetlands area and Memorial Park Reserve	<ul style="list-style-type: none"> <li>• Investigate and plan</li> <li>• Lobby Yarra Ranges Council</li> </ul>	2022-2023	MRAG Yarra Ranges Council



Ronald Grove Park Reserve



Wetlands - facing north-east

<b>Address <i>COMMUNITY SAFETY</i> issues with authorities</b>			
<b>Project/Action</b>	<b>Next Steps</b>	<b>When</b>	<b>Who</b>
Install speed signs along River Road	<ul style="list-style-type: none"> <li>Identify which areas need 40km and 50km signs</li> <li>Draw up plan</li> <li>Lobby Yarra Ranges Council</li> </ul>	2020-2022	MRAG Yarra Ranges Council
Install gabions around Memorial Park Reserve (protection from Highway traffic)	<ul style="list-style-type: none"> <li>Identify location</li> <li>Draw up plan</li> <li>Lobby Vic Transport</li> <li>Lobby Yarra Ranges Council</li> </ul>	2021-2022	MRAG CFA Police Vic Transport Yarra Ranges Council
Prevent further erosion of river embankment on walking track Dee Road (opposite no. 30-32) and recreate safe river access by reinforcing embankment	<ul style="list-style-type: none"> <li>Lobby Yarra Ranges Council</li> <li>Lobby State Government</li> </ul>	2020-2023 In progress	MRAG DELWP Yarra Ranges Council State Government
Create permanent steps and wheelchair access to Warburton Rail Trail behind McKenzie-King bus stop	<ul style="list-style-type: none"> <li>Lobby Yarra Ranges Council</li> <li>Planning</li> <li>Funding</li> <li>Construction</li> </ul>	2020-2021 Achieved	MRAG Yarra Ranges Council
Better lighting and installing CCTV in the wider community (e.g. Shops, McKenzie King Park and the Reserve) (*2015)	<ul style="list-style-type: none"> <li>Lobby Yarra Ranges Council</li> <li>Meeting with police</li> <li>Set up plan</li> <li>Apply for grant</li> </ul>	2020-2021 In progress	MRAG Yarra Ranges Council CFA Police Local shop keepers School
Mirror corner Dee Rd / McNamarras (blind spot)	<ul style="list-style-type: none"> <li>Meet with local residents</li> <li>Draw up plan</li> <li>Lobby Yarra Ranges Council</li> </ul>	2021-2022	MRAG Yarra Ranges Council



Yarra River embankment erosion

## ATTACHMENT 1. Millgrove Community Plan 2021-2024

**Address COMMUNITY SAFETY issues with authorities**

Project/Action	Next Steps	When	Who
Visibility traffic island at shop precinct	<ul style="list-style-type: none"> <li>• Contact landholder</li> <li>• Draw up a plan</li> <li>• Yarra Ranges Council</li> </ul>	2021-2022	MRAG Landholder Yarra Ranges Council
Pedestrian extension to Dee Road Bridge – <i>Stage 2 River Road Project</i> <i>(like e.g. Brisbane bridge, Warburton)</i>	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> <li>• Lobby State Government</li> <li>• Feasibility study / including residents</li> <li>• Funding</li> <li>• Planning</li> <li>• Construction</li> </ul>	2021-2023	MRAG Yarra Ranges Council Melbourne Water
Install chicanes on River Road – <i>Stage 3 River Road project</i>	<ul style="list-style-type: none"> <li>• Identify correct area for implementing in conjunction with CFA</li> <li>• Draw up plan</li> <li>• Funding</li> <li>• Construction</li> </ul>	2022-2023	MRAG CFA Yarra Ranges Council
Support residents who want to seal their road: River Road as a priority Wonga Road, Cavanagh Road, and all other roads in Millgrove (*2015)	<ul style="list-style-type: none"> <li>• MRAG to support residents to meet together if they wish to put in place a special charge scheme to seal their road</li> </ul>	2021 Support achieved	Residents of Millgrove Yarra Ranges Council MRAG



**ENVIRONMENT – create a sustainable township for the future.**

Project/Action	Next Steps	When	Who
Lobby for feral animal control, including deer, to protect environment and resident's safety	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> <li>• Lobby State Government</li> </ul>	2020-2023	MRAG Yarra Ranges Council State Government
Free Food Cart for sharing home grown produce, using 'boomerang' style bags for transporting goods	<ul style="list-style-type: none"> <li>• Make plan (positioning, maintenance)</li> <li>• Get local volunteers involved</li> <li>• Seek donations</li> <li>• Approach Men's Shed</li> <li>• Paint, beautify and weatherproof cart</li> <li>• Advertise in community</li> </ul>	2020-2021	MRAG Community volunteers Millwarra PS Men's Shed
Avenue of Honour (*2015)	<ul style="list-style-type: none"> <li>• Plaques and Signage installation</li> </ul>	2020-2021 In progress	MRAG
Development of Wetland area	<ul style="list-style-type: none"> <li>• Connect with local volunteers</li> <li>• Create plan</li> <li>• Lobby Yarra Ranges Council</li> <li>• Seek donations</li> </ul>	2021-2023	MRAG Local volunteers Millwarra PS Yarra Ranges Council
Community garden plots	<ul style="list-style-type: none"> <li>• Get local volunteers involved</li> <li>• Make plan</li> <li>• Seek donations</li> </ul>	2022-2023	MRAG Community volunteers Millwarra PS
Signs 'take rubbish home' (*2015)	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> <li>• Set up plan with locations</li> <li>• Present to Council/VicRoads</li> </ul>	2021-2023	MRAG Yarra Ranges Council VicRoads



## ATTACHMENT 1. Millgrove Community Plan 2021-2024

<b>Provide better SERVICES</b>			
<b>Project/Action</b>	<b>Next Steps</b>	<b>When</b>	<b>Who</b>
Set up a New Residents Welcome Group / Pack (*2015)	<ul style="list-style-type: none"> <li>Establish group of interested volunteers</li> <li>Seek donations</li> <li>Create a Welcome Bag/Folder</li> <li>Identify new residents</li> </ul>	2020-2021	MRAG Committed volunteers
Lobby for better connecting public transport (*2015)	<ul style="list-style-type: none"> <li>Research connections bus/train</li> <li>Draw up plan</li> <li>Lobby with Martyrs and Yarra Ranges Council</li> </ul>	2021-2022	MRAG Yarra Ranges Council Martyrs
Establish Millgrove's very own Community House	<ul style="list-style-type: none"> <li>Establish group of interested/committed volunteers</li> <li>Feasibility study</li> <li>Find location</li> <li>Lobby Yarra Ranges Council</li> </ul>	2021-2024	MRAG Yarra Ranges Council Committed volunteers
Community Festival	<ul style="list-style-type: none"> <li>Make plan</li> <li>Lobby for group of volunteers</li> <li>Lobby Yarra Ranges Council</li> <li>Seek donations</li> </ul>	2021-2022	MRAG Volunteer group Yarra Ranges Council
Renovation of public toilets around township, including drinking water facilities.	<ul style="list-style-type: none"> <li>Draw up a plan</li> <li>Lobby Yarra Ranges Council</li> </ul>	2021-2022	MRAG Yarra Ranges Council
Interpretation gateway with map, information, and business promotion at Memorial Park Reserve	<ul style="list-style-type: none"> <li>Lobby within the community for volunteers</li> <li>Create plan</li> <li>Lobby Yarra Ranges Council</li> </ul>	2021-2023	MRAG Volunteer group Yarra Ranges Council
Research and documentation of Millgrove's history	<ul style="list-style-type: none"> <li>Establish group of interested/committed volunteers</li> <li>Create a plan</li> <li>Involve local community</li> <li>Seek funding</li> <li>Publish book</li> </ul>	2021-2024 In progress	MRAG Local Community State Government Yarra Ranges Council
Support Millgrove residents who want to have utility services out to their street.	<ul style="list-style-type: none"> <li>MRAG to support residents to meet together if they wish to put in place services to their street.</li> </ul>	2021-2023	MRAG Yarra Ranges Council Yarra Valley Water Ausnet



Dee Road toilet block

## ATTACHMENT 1. Millgrove Community Plan 2021-2024

**Set up *TOURISM and RECREATIONAL* activities**

Project/Action	Next Steps	When	Who
Organise fun events with a focus on young families	<ul style="list-style-type: none"> <li>• Draw up master plan</li> <li>• Determine event grounds</li> <li>• Invite stallholders etc</li> <li>• Lobby for sponsors</li> </ul>	2021-2024	MRAG Committed volunteers Yarra Ranges Council
Erect a Rotunda around barbeque in Memorial Park Reserve	<ul style="list-style-type: none"> <li>• Lobby Yarra Ranges Council</li> <li>• Draw up plan</li> <li>• Seek donations of materials</li> </ul>	2021-2023	MRAG Yarra Ranges Council Local tradesmen/ volunteers
Create Miniature Railway in Memorial Park Reserve near Warburton Rail Trail	<ul style="list-style-type: none"> <li>• Determine location</li> <li>• Contact mini railway groups</li> <li>• Investigate tracks, wagons, storage space, maintenance etc</li> <li>• Feasibility study</li> <li>• Seek donations</li> <li>• Funding</li> <li>• Planning</li> <li>• Construction</li> </ul>	2022-2023	MRAG Yarra Ranges Council VicRoads Local skilled volunteers Local other volunteers
Introduce bocce (petanque) to the market or have permanent area set up on the Memorial Park Reserve	<ul style="list-style-type: none"> <li>• Lobby for volunteers</li> <li>• Acquire game equipment</li> <li>• Create area to play the game</li> </ul>	2021-2022	Local volunteers MRAG Yarra Ranges Council
Weekly 'games on the green'	<ul style="list-style-type: none"> <li>• Lobby for volunteers</li> <li>• Lobby Millwarra PS + Preschool</li> <li>• Create plan, including storage for games</li> <li>• Acquire game equipment</li> </ul>	2021-2022	Local volunteers MRAG Millwarra PS Millgrove Preschool
Viewing platform at the sawmill	<ul style="list-style-type: none"> <li>• Determine location</li> <li>• Draw up a plan</li> <li>• Lobby for donations / funding of materials</li> </ul>	2023-2024	MRAG Local skilled volunteers Owner sawmill



Example Miniature Railway



## ATTACHMENT 1. Millgrove Community Plan 2021-2024

**Set up *TOURISM and RECREATIONAL* activities**

Project/Action	Next Steps	When	Who
Parks & gardens improvement (*2015)	<ul style="list-style-type: none"> <li>Seek donations</li> <li>Lobby Yarra Ranges Council</li> </ul>	ongoing	MRAG Yarra Ranges Council Local volunteers
Create a log bogey at the entrance to the Memorial Park Reserve (*2015)	<ul style="list-style-type: none"> <li>Lobby Yarra Ranges Council</li> <li>Draw up a plan and present to Council</li> <li>Seek donations of materials</li> </ul>	2022-2023	MRAG Yarra Ranges Council Skilled volunteers Mill owner
Playground McKenzie King Drive Reserve (Anticipated delivery 2024)	<ul style="list-style-type: none"> <li>Lobby for group of parents and other interested volunteers</li> <li>Millgrove Preschool</li> <li>Millwarra PS</li> <li>Create plan with Council support</li> </ul>	2023-2024	Parent volunteer group MRAG Millgrove Preschool Millwarra PS Yarra Ranges Council
Art on 'blind' shop walls ('trompe de l'oeil' or similar)	<ul style="list-style-type: none"> <li>Contact landholder</li> <li>Draw up a plan</li> <li>Seek artist</li> </ul>	2021-2022	MRAG Landholder
Some playground equipment at Memorial Park Reserve	<ul style="list-style-type: none"> <li>Lobby for group of parent and other interested volunteers</li> <li>Millgrove Preschool</li> <li>Millwarra PS</li> <li>Create plan with Council support</li> </ul>	2021-2023	Parent volunteer group MRAG Millgrove Preschool Millwarra PS Yarra Ranges Council



## Annex 1: Areas for Action and Project Ideas

### 1. Infrastructure

- River Road walkway and footbridge to connect River Road to Dee Road
- Renew/renovate toilet blocks at Memorial Park Reserve and Dee Road Bridge
- Renew/makeover McKenzie King Drive Playground
- Water bubbler/water bottle refill tap at O'Shannassy Aqueduct and next to Millgrove CFA
- Seating along the O'Shannassy Aqueduct trail
- Set up Millgrove's history for public access on MRAG's website
- Seal Wonga Road
- Signage for public amenities
- Shelters and extra picnic tables at O'Shannassy Aqueduct car park
- Better advertising of community halls and community space
- Reconstruction of walking track to Platts Falls
- Pedestrian extension on Dee Rd Bridge
- Traffic mirror at corner of Tulloch and River Roads
- Traffic mirror at the corner of Dee Road and McNamara's Road
- Dee Road walking track – rock on river embankment to stop erosion
- Permanent steps + pram/bike/wheelchair access, next to McKenzie King Bridge Bus stop, to get onto the Warburton Trail
- Riverside paths linking Ronald Grove through to Riverturn Lane, Warburton and Whinwell street Millgrove through to Station Road Wesburn.
- Town water to McNamara Road
- Improve footpath between shops to McKenzie King Drive to accommodate both walkers and cyclists.
- Street furniture around wetlands area and Memorial Park Reserve
- Township entry way signage
- Build toilets at O'Shannassy Aqueduct Carpark
- BMX track
- Install a map at the O'Shannassy Aqueduct Look Out pointing to places of interest
- Update tables and chairs at the shops and add some cover



Toilets at Memorial Park Reserve



Dee Rd toilet block



Ronald Grove

## 2. Community Safety

- CCTV + lighting
- Walking track parallel to Dee Road all the way up to the O'Shannassy Aqueduct Carpark for safety of walkers and cyclists
- Next to McKenzie King Bridge Bus stop: Permanent steps + pram/bike access to get onto the Warburton Trail
- Widen and seal the top of Dee Road leading to Aqueduct
- Another fire truck
- Mirror on corner of Dee Rd / McNamarras Rd, it is a blind spot
- River Road walkway and footbridge/ crossover between River Road and Dee Road
- Visibility traffic island at shop precinct
- Seal Wonga Rd
- Concern in regard to deer – damage/accidents etc
- Establish speed humps at the corner of Cavanagh Road and Gillis Street
- More slow down signs on unmade roads
- Safety: walking track behind CFA - needs widening of track or a mirror
- More signage for community and emergency radio
- Road signs – 'ducks crossing'
- Fence around Millgrove Saw Mill for safety
- 'Single lane' signage at the Dee Rd bridge
- Some undercover shelter for the homeless to sleep
- Establish CCTV and lighting around shops



**3. The local environment**

- Address feral animal control (deer, rabbits, foxes) using non- toxic means
- Respond to damage to property and road accidents occurring due to increased number of feral deer
- Community Garden Plots
- Free food cart for sharing home grown produce – Community Exchange
- Develop the wetland area (near traffic lights) with seating – Natural Environment
- Address weeds
- Ensure board walk along highway remains above water level
- Signs around river walks to encourage people to take their rubbish home
- Wild life tunnel under Warburton Hwy
- Painting of shops to beautify our town centre
- Public fitness equipment
- Keep things as rural as possible and simple
- Stop river embankment erosion on Dee Road track
- Make Millgrove a plastic free environment
- More sealed roads

**4. Services**

- Our very own Community House
- More frequent bus service connection to Lilydale trains (from and to)
- Town water to McNamara Road
- Renovate inside of public toilet blocks around township (e.g.like Mooroolbark)
- Short distance walking group
- Research and documentation of Millgrove's history
- Introduce Bocce game (petanque) to the market or have space set up for it on the 'village green'
- Increase frequency of market
- A bush dance at Millgrove
- Improved transport services



## 5. Tourism & Recreation

- Mural on shop walls e.g. re goldmining/ native animals/ log truck
- Organise fun events with a focus on young families
- Events signage / banners
- Viewing platform at the sawmill
- Miniature Railway in Park near rail trail
- Observation deck River Road, near Dee Road Bridge
- Drink Bottle carry bag for walkers with Millgrove 'embroidered' on it
- Millgrove tote bag
- Reconstruction of walking track to Platts Falls
- BMX track
- Sculptures in gardens relating to Millgrove history
- Seating along O'Shannassy Aqueduct Trail
- Update the picnic tables area near the shops + provide shelter
- Shelter over BBQ in Memorial Park Reserve
- Install a map at the O'Shannassy Aqueduct Lookout pointing to places of interest
- Shelters over picnic tables at O'Shannassy Aqueduct Lookout
- A labyrinth with a meeting area for locals
- Bus service to Mount Donna Buang in winter
- Observation deck on River Road near the Dee Road Bridge
- Pedestrian extension on Dee Road Bridge
- Miniature railway in Memorial Park Reserve behind the rail trail
- Introduce bocce (petanque) to the market or have permanent area set up
- Weekly 'Games on the Green'; for all local residents to connect with their community
- Establishment of a small playground in the Memorial Park Reserve
- Development of a wet land area
- Lobby for beautification of shops



**NOTES**

**NOTES**



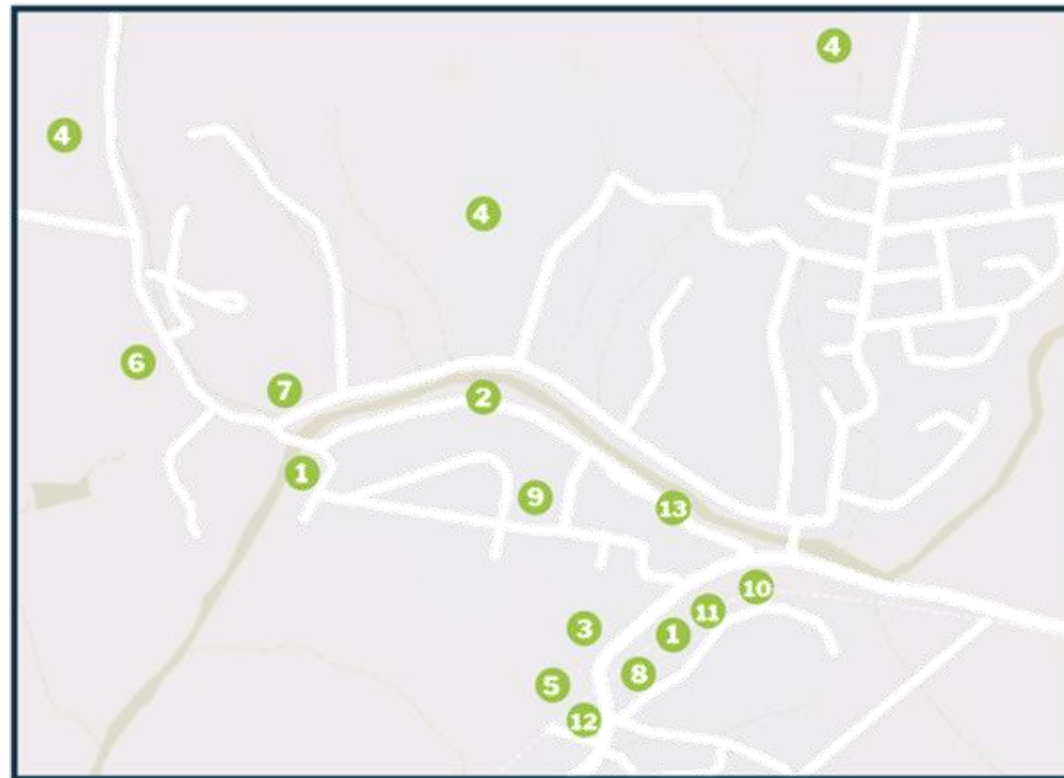
 [www.mrag.net.au](http://www.mrag.net.au)

 [info@mrag.net.au](mailto:info@mrag.net.au)

 Millgrove Residents Action Group

 millgroveresidentsactiongroup

## Map of MRAG's new projects for Millgrove



1. Renovation of public toilets in two sites around the township.
2. Prevent further erosion of river embankment on walking track Dee Road and recreate safe river access by reinforcing embankment.
3. Erect a cover over picnic seating at the Millgrove shops and landscape the site.
4. Lobby for feral animal control, including deer, to protect environment and resident's safety.
5. Establish Millgrove's very own Community House.
6. Create foot path from Dee Road Bridge to Aqueduct Carpark for safe access to Aqueduct Trail.
7. River Road Project stage 2 Pedestrian extension to Dee Road Bridge for safety purposes (like e.g. Brisbane Bridge, Warburton).
8. Development of Wetland area near Millgrove Reserve.
9. Free food cart for sharing home grown produce.
10. Placing gabions around the Memorial Park Reserve.
11. Create a Miniature Railway in Millgrove Reserve park.
12. Interpretation gateway with map, information, and business promotion at Millgrove train station site.
13. Improvement Dee Road walking track.

MRAG's website will become a wealth of information for our community

Contact us and get involved.

[www.mrag.net.au](http://www.mrag.net.au)

[info@mrag.net.au](mailto:info@mrag.net.au)

[f Millgrove Residents Action Group](#)

[@millgroveresidentsactiongroup](#)



## MILLGROVE COMMUNITY PLAN 2021-2024



### OUR VISION

Working to create a welcoming, safe and vibrant place, by being inclusive, caring and positive.

Millgrove, a place we are proud to call home.

### OUR MISSION STATEMENT

To contribute towards and foster the community spirit within Millgrove





MRAG was established in 2005.

In consultation with the community, MRAG presented the first Community Development Plan to the Yarra Ranges Council in 2015. Since then at least 65% of projects have been achieved.

Such as:

- monthly Trivia Night
- MRAG Facebook Page
- various footpaths including 'Nadires Walk'
- enclosed Community Notice Board
- new Avenue of Honour
- Christmas decorations throughout town
- new picnic tables Dee Road River walking track
- monthly markets at the Memorial Park Reserve (every 3rd Saturday and 5th Sunday of the month)
- lobbying for various projects including drainage problem and road sealing Cavanagh Road.

MRAG is proud to announce that the first stage of the River Road Walking Track will be realised thanks to a State Government grant received in 2018. Planning is in its final stages with support from the Yarra Ranges Council and implementation will start soon.

Ongoing beautification of Millgrove's parks and gardens and management of Dee Road river walking track by dedicated volunteers.

## “With the community's help we can achieve great things

Projects where MRAG needs help from the local community:

- Free food cart for sharing home grown produce
- Millgrove's own reusable bags
- Community Festival
- Community garden plots
- Create a Miniature Railway behind Memorial Park Reserve
- Weekly games on the green
- Set up New Residents Welcome Group
- Interpretation gateway with map, information, and business promotion at Memorial Park Reserve
- Improvement Dee Road walking track
- Face board at Memorial Park Reserve



## “Consultation with the community

In August 2018 planning for an updated Community Plan started.

A range of community consultative strategies was used to generate ideas and discussion, including:



In total 220 people actively participated.



Facebook surveys



The utilisation of meetings including the MRAG AGM



Face to face with residents and tourists



Walk-in conversations at the local newsagent

Whilst still incorporating actions from the 2015 Community Development Plan, the following projects would need explicit mentioning of 'priority' when approaching authorities and/or when applying for grants etc.

The following list was agreed on, with no particular order of priority for the project:

- Renovation of public toilets around the township
- Prevent further erosion of river embankment on walking track Dee Road and recreate safe river access by reinforcing embankment
- Erect a cover over picnic seating at the Millgrove shops and landscape the site
- Lobby for feral animal control, including deer, to protect environment and resident's safety
- Establish Millgrove's very own Community House
- Create foot path from Dee Road Bridge to Aqueduct Carpark for safe access to Aqueduct Trail
- River Road Project stage 2: Pedestrian extension to Dee Road Bridge for safety purposes (like e.g. Brisbane Bridge, Warburton)
- Development of Wetland area near Millgrove Reserve
- Placing permanent gabions around the Memorial Park Reserve

## ENVIRONMENT AND INFRASTRUCTURE

No. of Pages – 4

### 7.7 EOI6105 6255 - Construction of Forest Street, Yarra Glen

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**RESPONSIBLE OFFICER**      Acting Director Environment & Infrastructure

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#### SUMMARY

This report summarises the evaluation process and seeks Council approval for the Construction of Forest Street, Yarra Glen.

The item has been included in the public agenda to facilitate openness and transparency in Council's decision making. Confidential attachments have been included with the report which contain commercially sensitive information that is not to be disclosed whilst the meeting is open to the public.

As part of its 2019 budgetary process, the Federal Government announced a nine-year, \$150 Million funding initiative for Yarra Ranges Council to seal roads within the Dandenong Ranges and surrounding areas. At its meeting on 24 September 2019 Council endorsed a list of roads to be constructed using this funding to be facilitated by means of Special Charge Schemes.

Forest Street, Yarra Glen was included on this list of roads and in accordance with Council's Special Charge Scheme Policy, landowner support has been sought and obtained for construction of the road. The project has been listed in Council's 2020/21 Capital Expenditure Program.

The Special Charge Scheme Statutory Process has been successfully completed and the project is ready for construction.

#### RECOMMENDATION

***That***

**1. Council**

- (a) ***Endorses the outcome of the Request for Quotation process via the EOI6105 – Road Construction & Associated Works Panel for the Construction of Forest Street, Yarra Glen and awards Jotomex Civil Contracting Pty Ltd for the total lump sum price of \$978,224.20 (GST exclusive), \$1,076,046.62 inclusive of GST and inclusive of all provisional items as defined in this proposal.***
- (b) ***Approves a 10% contingency amount of \$97,822.42 (GST exclusive), \$107,604.66 Inclusive of GST.***

**(c) Approves the Director of Environment and Infrastructure be delegated the authority to sign the contract documents.**

**2. The confidential attachments to this report remain confidential indefinitely as they relate to matters specified under section 3(1) (g)(ii) of the Local Government Act 2020.**

## **DISCLOSURE OF CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## **PROPOSAL**

To seek Council approval to enter into a new contract for EOI 6105 6255 Forest Street, Yarra Glen – Road Construction.

## **RELATED COUNCIL DECISIONS**

Not Applicable

## **BACKGROUND**

As part of its 2019 budgetary process, the Federal Government announced a nine-year, \$150 Million funding initiative for Yarra Ranges Council to seal roads within the Dandenong Ranges and surrounding areas.

To support efficient procurement processes, Council sought Expressions of Interest from contractors to establish a panel of twelve (12) pre-qualified Road Construction and Associated Works contractors to EOI6105. From this list Council would seek quotations for road construction and associated works, as and when funding allows.

Under the terms and conditions of the panel arrangement any contracts valued over \$1 million would require a formal declaration report indicating the estimated cost and budget be accepted by Council before the project can proceed to construction.

On 7 April 2021, Council invited five (5) pre-qualified suppliers from the Road Construction and Associated Works Panel to submit their pricing for the road construction of Forest Street, Yarra Glen.

The tender process remained open for seventeen days, closing on 23 April 2021 and five (5) Submissions were received.

## STRATEGIC LINKS

By recommending suppliers that present a best value for money outcome, this report supports the Council Plan 2017-21 strategic objectives of Quality Infrastructure and Liveable Places. Local road construction also has benefits related to the strategic objective of a Vibrant Economy, Agriculture and Tourism.

## CONSULTATION

Stakeholders of this process were consulted and included as voting evaluation panel members for this tender.

## FINANCIAL IMPLICATIONS

The total cost of the lump sum contract for the road construction is \$978,224.20 (GST exclusive), \$1,076,046.62 Inclusive of GST including all provisional sums.

A 10% contingency amount of \$97,822.42 (GST exclusive), \$107,604.66 Inclusive of GST to be included for the project.

Funds are allocated to this project from:

- The 2019 Federal Government \$150 Million funding initiative for Yarra Ranges Council to seal roads within the Dandenong Ranges and surrounding areas; and
- Landowner Contributions as part of a Special Charge Scheme beginning in the 22/23 financial year. The funding details are provided within the Confidential attachment.

Works are anticipated to commence in June 2021 with works expected to reach practical completion by 12 November 2021.

## KEY ISSUES

This tender process has been carried out in accordance with the requirements of Council's Procurement Policy.

Tenderer's submissions were assessed for conformity with the tender documents and no tenders were eliminated from further evaluation as a result of any non-conformances.

The Evaluation Panel scored tenders against pre-established evaluation criteria. A summary of the evaluation criteria follows.

Evaluation Criteria	Weighting
Price	85%
Resourcing	5%
Timeframes	10%

***Environmental Impacts***

This has been considered as part of the project specification and evaluation process.

***Social Impacts***

There are no social impacts directly associated with this report.

***Economic Impacts***

There are no direct economic impacts associated with this report.

***Risk Assessment***

This has been considered as part of the project design, contract terms and conditions, and the evaluation process.

**CONCLUSION**

The evaluation of each applicant by the tender panel, considering clarifications on the submission prices, was clear in supporting Jotomex Civil Contacting Pty Ltd as the preferred tenderer for EOI 6105 6255 Forest Street, Yarra Glen – Road Construction.

**ATTACHMENTS**

- 1 EOI6105 6255 Confidential Attachment Final (*Confidential*)

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## **8. COUNCILLOR MOTIONS**

*In accordance with Chapter 3 Division 4 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

There were no Councillor motions received prior to the Agenda being printed.

## **9. URGENT BUSINESS AND ITEMS RAISED THROUGH THE CHAIR**

*In accordance with Chapter 3 Rule 24 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

## **10. PETITIONS**

*In accordance with Chapter 3 Rule 60 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.*

There were no Petitions received prior to the Agenda being printed.

## **11. DOCUMENTS FOR SIGNING AND SEALING**

*In accordance with Clause 87 of Meeting Procedures and Use of Common Seal Local Law 2015 as prescribed by Section 14(2)(c) of the Local Government Act 2020.*

There were no documents for signing and sealing received prior to the Agenda being printed.

## 12. INFORMAL MEETING OF COUNCILLORS

Chapter 8, Rule 1, of the Governance Rules requires that records of informal meetings of Councillors must be kept and that the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting tabled at the next convenient Council meeting and recorded in the Minutes of that Council meeting.

An 'informal meeting of Councillors' is defined in the Governance Rules as a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors; and
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

The records for informal meetings of Councillors are attached to the report

### RECOMMENDATION

*That the following records of the informal meetings of Councillors, copies of which are attached to the report, be received and noted*

1. **4 May 2021 - Council Briefing**[↓](#).
2. **4 May 2021 - Council Forum**[↓](#).

4 May 2021 - Council Briefing

# Informal meeting of Councillors

## Public Record



Meeting Name:	Council Briefing		
Date:	4 May 2021	Start Time: 6.34pm	Finish Time: 6.50pm
Venue:	Via videoconference		
Attendees:	Councillors:	Cathrine Burnett-Wake (from 6.40pm), Jim Child, Len Cox, David Eastham, Richard Higgins, Fiona McAllister, Johanna Skelton & Sophie Todorov	
	CEO/Directors:	Mark Varmalis (Acting Chief Executive Officer), Andrew Hilson (from 6.40pm), Jane Sinnamon (Acting Director Environment & Infrastructure), Kathleen McClusky & Jane Price	
	Officers:	Sarah Candeland & Sarah Osanz	
Apologies	Cr Tim Heenan		
Declarations of Interest:	Nil		
Matter/s Discussed:	7.1	2021-22 Draft Annual Budget including Capital Expenditure Program, 2021-25 Rating and Revenue Strategy, 2021-25 Council Action Plan - for Adoption In Principle	
	7.2	Victorian Electoral Commission's Election Report for the 2020 Yarra Ranges Shire Council General Election	
	7.3	2022 Grants for Community Initiation Report	
	7.4	Yarra Strategic Plan - endorsement process	
	7.5	Edmond Crescent (West from No.5) and George Street, Wandin North Special Charge Scheme Final Cost	
Completed By:	Sarah Osanz		

4 May 2021 - Council Forum

# Informal meeting of Councillors

## Public Record



Meeting Name:	Forum		
Date:	4 May 2021	Start Time: 7.01pm	Finish Time: 10.10pm
Venue:	Via videoconference		
Attendees:	Councillors:	Cathrine Burnett-Wake, Jim Child, Len Cox, David Eastham, Tim Heenan, Richard Higgins (from 7.04pm), Fiona McAllister, Johanna Skelton & Sophie Todorov	
	CEO/Directors:	Mark Varmalis (Acting Chief Executive Officer), Andrew Hilson, Jane Sinnamon (Acting Director Environment & Infrastructure), Kathleen McClusky & Jane Price	
	Officers:	Sarah Candeland, Alison Fogarty, Alanna Ford, Nathan Islip, Steve Jones, Birgit King, Kym Mallamaci, Guy Masters, Sarah Osanz, Allison Southwell & Tracey Varley	
Apologies			
Declarations of Interest:	Nil		
Matter/s Discussed:	1.1	Actions and Agreements Records - 20 April 2021	
	1.5	Draft Budget Document	
	1.7	Draft Council Action Plan 2021-25	
	1.2	Review of Vision 2036	
	1.3	Update on COVID Pandemic Recovery	
	1.4	Review of Delegations Made to Council Staff	
	1.6	Lilydale Revitalisation Project - Phase 2 Projects	
	2.1	Organisational Performance Report to Councillor January to March 2021	
	2.2	Capital Works Program Quarterly Report - March 2021	
	2.3	Major Projects Quarterly Report to end of March 2021	
	2.4	Indicative Forum & Council Meeting Schedule	
	2.5	Mayor & CEO Updates	
Completed By:	Sarah Osanz		

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### **13. REPORTS FROM DELEGATES**

### **14. CONFIDENTIAL ITEMS**

*In accordance with section 66(2)(a) of the Local Government Act 2020*

There were no Confidential Items listed for this meeting.

### **15. DATE OF NEXT MEETING**

The next meeting of Council is scheduled to be held on Tuesday 8 June 2021 commencing at 7.00pm, via videoconference.



***In providing for the good governance of its community, Councillors are reminded of their obligation to abide by the provisions as set within the Local Government Act 2020 and the Code of Conduct for Councillors.***

***When attending a Council Meeting, Councillors should adhere to the procedures set out in the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.***

*The following is a guide for all Councillors to ensure they act honestly, in good faith and in the best interests of Yarra Ranges as a whole.*

- 1. Councillors will respect the personal views of other Councillors and the decisions of Council.*
- 2. Councillors may publicly express their own opinions on Council matters but not so as to undermine the standing of Council in the community.*
- 3. The Mayor is the official spokesperson for Council.*
- 4. Councillors will incur expenditure in a responsible manner and in accordance with the Councillor Expenditure and Policy.*
- 5. Councillors will avoid conflicts of interest and will always openly disclose any direct and indirect interests where they exist.*
- 6. Councillors will act with integrity and respect when interacting with Council staff and members of the public.*
- 7. Councillors will demonstrate fairness in all dealings and conduct and be open with and accountable to the community at all times.*
- 8. Councillors will conduct themselves in a manner that does not cause detriment to Council or the Yarra Ranges community.*