



Ordinary Meeting of Council Attachments

Monday 20 November 2023

Council Chamber Realm

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COUNCILLOR BRIEFING – PUBLIC RECORD

Briefing Details:

Date: Monday 23 October 2023

Time: 6:00pm

Location: Meeting Rooms 1
& 2

Attendees:

Councillors

Cr Rob Steane OAM (Mayor)
Cr Tasa Damante (Deputy Mayor)Cr Linda Hancock
Cr Kylie SpearsCr Suzy Stojanovic
Cr Mike Symon

Council Officers:

Steve Kozlowski	Chief Executive Officer
Tony Rocca	Director/Chief Financial Officer
Adam Todorov	Director Assets & Leisure
Marianne Di Giallonardo	Director People & Places
Andrew Fuaux	Director Strategy & Development
Emma Hills	Governance Officer

		Item
Tim Cocks	Manager Leisure & Major Facilities	2
John Richardson	Coordinator Assets Projects & Facilities	2
Grant Meyer	Manager City Futures	3-4
Belinda Lim	Social Planning & Development Officer	3
Doug Evans	Strategic Environment Planner	4
Andrew Taylor	Manager Engineering & Building Services	5

Apologies:

Councillors:

Cr Tony Dib OAM, JP, Cr Paul Macdonald

Council Officers:

Nil

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Items Discussed:

Confidential

1	Council Meeting Agenda
2	CMP and Aquahub Capital works Update
3	Maroondah Health and Wellbeing Action Plan 2023-2025
4	Mullum Mullum Creek Biolink Draft Action Plan - Community Consultation
5	Flood Mapping Community Consultation - Summary Presentation
6	Community Assistance Fund
7	Items of a General Nature raised by Councillors

Record completed by:

Council Officer	Emma Hills
Title	Governance Officer



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Briefing Details:

Date: Monday 13 November
2023

Time: 6:00pm

Location: Meeting Rooms 1
& 2

Attendees:

Councillors

Cr Kylie Spears (Mayor)

Cr Paul Macdonald (Deputy Mayor)

Cr Tasa Damante

Cr Tony Dib OAM, JP

Cr Suzy Stojanovic

Cr Mike Symon

Council Officers:

Steve Kozlowski

Tony Rocca

Adam Todorov

Marianne Di Giallonardo

Andrew Fuaux

Emma Hills

Chief Executive Officer

Director/Chief Financial Officer

Director Assets & Leisure

Director People & Places

Director Strategy & Development

Governance Officer

Tim Cocks

Tara Choudari

Alex Beltramin

Heather Burns

Vincent King

Christopher Howells

Sally Haebich

Andrew Taylor

Manager Leisure & Major Facilities

Manager Leisure & Aquatics

Programs Manager

Manager Community Services

Manager Operations

Team Leader Tree Management

Tree Management Officer

Manager Engineering & Building Services

Item

1-3

1

1

3

4

4

4

5

Apologies:

Councillors:

Cr Linda Hancock, Cr Rob Steane

Council Officers:

Nil

Conflict of Interest Disclosure:

Councillors:

Cr Kylie Spears: Item 1 - Maroondah Leisure Programs
update

Reason: *Director and owner of local swim school.*

Council Officers:

Nil

Items Discussed: **## Confidential**

1	Maroondah Leisure Programs update
2	2023/4 Local Sports Infrastructure Fund
3	Proposed Community Facilities Lease & Licences
4	Tree Planting and Renewal
5	Maroondah Parking Permit Policy
6	Victorian Federal Redistribution
7	Councillor Delegates' Meeting Report
8	Items of a General Nature raised by Councillors

Record completed by:

Council Officer	Emma Hills
Title	Governance Officer



Attachment A

EASTERN TRANSPORT COALITION MINUTES OF MEETING

Date: Thursday, 21st September 2023

Time: 6.30pm – 8.30pm

Hosted by: City of Whitehorse and Online

Attendees:

Councillors

- Cr Susan Laukens, Knox City Council
- Cr Tina Liu, City of Whitehorse
- Cr Andrew Fullager, Yarra Ranges Council (alternate)
- Cr Eden Foster, City of Greater Dandenong

Officers

- Lucas Sikiotis, City of Greater Dandenong
- Christopher Marshall, City of Greater Dandenong
- Matthew Hanrahan, Knox City Council
- Shane Hardingham, Knox City Council
- Winchelle Chuson, Knox City Council
- Emma Steele, Manningham City Council
- Terry Tillotson, City of Monash
- Rachael Antonacci, City of Monash
- Chris Hui, City of Whitehorse
- Karen O’Gorman, Yarra Ranges Council
- Kim O’Connor, Yarra Ranges Council

Secretariat

- James McGarvey, The Agenda Group

Guest

- George Konstantopoulos, Director, Bus Network Review, Department of Transport and Planning

Apologies

- Cr Stuart James, City of Monash (Chair)
- Cr Tomas Lightbody, Manningham City Council
- Cr Richard Higgins, Yarra Ranges Council
- Cr Tony Dib, Maroondah City Council
- Cr Anna Chen, Manningham City Council
- Frank Vassilacos, Manningham City Council
- Michael Blowfield, Maroondah City Council
- Sandra Worsnop, City of Monash

1. Welcome and Apologies

The meeting commenced at 6.35pm. As Cr Stuart James was an apology, Cr Susan Laukens assumed the Chair and welcomed the attendees.

2. Conflicts of Interest

No conflicts of interest were raised.

3. ETC Finance Report

The finance report for the ETC for August 2023 – September 2023 is as follows:

Opening Balance for July 2023	\$78,470.91
July Invoice from TAG	\$7,500.00
Income	\$0
Closing Balance for September 2023	\$70,970.91

Moved: Cr Tina Liu

Seconded: Cr Susan Laukens

Carried

4. Ratify Previous Draft Minutes and Actions Arising

The draft minutes of the August ETC meeting (as circulated) have been amended to reflect Cr Anna Chen's attendance at the meeting in her capacity as an alternate for Manningham City Council.

Minutes of the August ETC meeting:

Moved: Cr Tina Liu

Seconded: Cr Susan Laukens

Carried

5. Guest Presentation – George Konstantopoulos

The group received a presentation from George Konstantopoulos, Director of Bus Network Planning and Reform at the Department of Transport and Planning.

Mr Konstantopoulos oversees the state's bus planning and reform and suggested the ETC also seek engagement on strategic roads and active transport and tram planning and related issues with Naomi Langdon in DTP.

Feedback from consultation to date run by DTP late last year on bus network reform, in northern Melbourne (including Manningham & Whitehorse) and other parts of the state has been consistent. Key themes include:

- need for increased frequency of services across the bus network
- reliable journey times
- better connectivity to other bus and modal services
- longer operating times, especially into evenings and on weekends
- provision of real time passenger information – enabling technology to provide commuters with certainty across the network, and
- bus stop infrastructure and safety.

The summary of consultation was quite positive and DTP is considering feedback and engaging across the department, other parts of government and Ministers' offices.

DTP will now look at circuitous bus routes for potential reform. The Department will further explore what on-demand services could mean across the network, with trial appraisals underway which should inform advice to Cabinet later this year.

The Department is now conceptualising bus network designs, to allow for delivery of trial bus reform, subject to funding availability.

This would see a second phase of community and stakeholder consultation with 'lines on maps' for consideration.

Mr Konstantopoulos confirmed that the discussion paper on Bus Network Reform prepared by the ETC has been influential and referred to by department staff in their continuing work on bus reform.

6. 2023 Advocacy Work Plan

Pedestrian Crossing projects

Mr McGarvey reported that the list of priority pedestrian crossing projects, as presented to the August ETC meeting, has been provided to the Department of Transport and Planning for consideration.

We understand the majority of projects were well received and the department has briefed the Minister's office on the package.

Individual ETC councils were urged to follow this up by communicating the importance and worth of these projects to their respective local government MPs, for potential funding in next year's state budget.

Mr McGarvey will also now provide the list of projects to the active transport and bus reform divisions of DTP for their information.

ETC achievements

Prompted by the review of the Easter Regional Trails Strategy working group and its review of its priority projects presented to the August ETC meeting, the ETC Secretariat has prepared a list of successful advocacy outcomes the ETC has supported and contributed to in recent years.

The list was circulated amongst Council officers for verification and input, and will be finalised in coming weeks.

The list will be hosted on the ETC's website and can be used in briefing stakeholders and member councils on the ETC's activities to date.

SRL

The Victorian Government has recently released precinct discussion papers for each of the planned SRL stations in stage 1 of the project. The Discussion Paper invites local residents, businesses and stakeholders to have their say before draft Precinct Visions for each of the six station areas at Cheltenham, Clayton, Monash, Glen Waverley, Burwood and Box Hill are released for further community input later this year.

The SRLA has requested an opportunity to brief the ETC on this process and update on the project generally. It was agreed that the SRLA be invited to attend the October ETC meeting.

David Southwick MP

The ETC has received a request for a meeting from the Shadow Minister for Transport Infrastructure David Southwick MP.

It was agreed in discussion that the ETC would meet with Mr Southwick to brief him on the ETC's activities and policy agenda. When a date for a meeting is set through the ETC Secretariat, ETC members will be requested to provide a small delegation to meet with Mr Southwick

7. Local Presentation

Chris Hui, City of Whitehorse provided the group with a presentation on Council's establishment of a Major Transport Projects Team.

In recent times Council has had several state government major projects within the municipality to respond to, including:

- The Mont Albert level crossing removal
- Nort East Link project
- The former Healesville Freeway reservation, and
- Suburban Rail Loop project – proposed stations at Box Hill and Burwood.

Responding to each project has drawn considerably on Council's resources. As projects have multiplied and overlapped, Council has established and grown its Major Transport Projects Team to guide Council's stance on each project, including detailed responses to EES processes.

A copy of Chris' presentation will be circulated with the meeting's minutes.

8. General Business

No general business items were raised.

9. Next Meeting

Due to a clash with a scheduled meeting of Maroondah and Yarra Ranges Councils on the date of the next ETC meeting (19th October), the host - Yarra Ranges Council – sought response from members about rescheduling the ETC meeting to the following Thursday evening, 26th October. This was generally agreed by members present at the meeting.

Therefore the next meeting will be hosted by Yarra Ranges Council and online, and will commence at 6.30pm (6.00pm for diner) on Thursday, 26th October 2023.

Action Summary

Action Items	Owner(s)	Deadline
1. Secretariat to arrange further briefing of DTP on ETC pedestrian crossing priorities	Secretariat	October 2023
2. Secretariat to arrange a delegation of ETC members to meet with David Southwick MP	Secretariat	October 2023
3. Invite an SRLA representative to update on the SRL precincts discussion papers process at an upcoming ETC meeting	Secretariat	October 2023



Attachment B

Eastern Regional Trails Strategy

Top 10 Trail Projects for Eastern Melbourne



What Has Been Achieved?

Top Ten Trail Construction Projects:

Trail name	Trail improvement project
A Yarra Valley Trail	Construct the Yarra Valley Trail
B Warburton Rail Trail	Continue the Warburton Rail Trail south from Lilydale to the Taylors Creek Trail via the Melbourne Water Pipe Track Reserve.
C Box Hill to Ringwood Rail Trail	Extend the Box Hill to Ringwood Rail Trail east from Ringwood Station to Croydon Station and to connect to the Carrum to Warburton Trail.
D Box Hill to Ringwood Rail Trail	Extend the Box Hill to Ringwood Rail Trail west from Box Hill Station to Hawthorn Station.
E Main Yarra Trail	Extend the Yarra Trail east to connect to Warrandyte.
F Waverley Rail Trail	Close gap in the Waverley Rail Trail from Beatrice Avenue (east of Camanville Station) to Stephenson's Road (west of Mount Waverley Station).
G Waverley Rail Trail	Complete the gap in the Waverley Rail Trail from Coleman Parade to Kingsway (Glen Waverley Station).
H Box Hill to Ringwood Rail Trail	Complete the gap in the Box Hill to Ringwood Rail Trail from Middleborough Road to Blackburn Road.
I Box Hill to Ringwood Rail Trail	Complete the gap in the Box Hill to Ringwood Rail Trail from Nunawading Station to Walkers Road.
J Anniversary Trail	Complete the gap on the Anniversary Trail between Riversdale Road (Fordham Avenue) and Prospect Hill Road

Other Projects Outside the Top 10:

- Dandenong Creek Trail and Burwood Highway link and bridge.
- Gardeners Creek Trail link from Sycamore Street to Station Street.

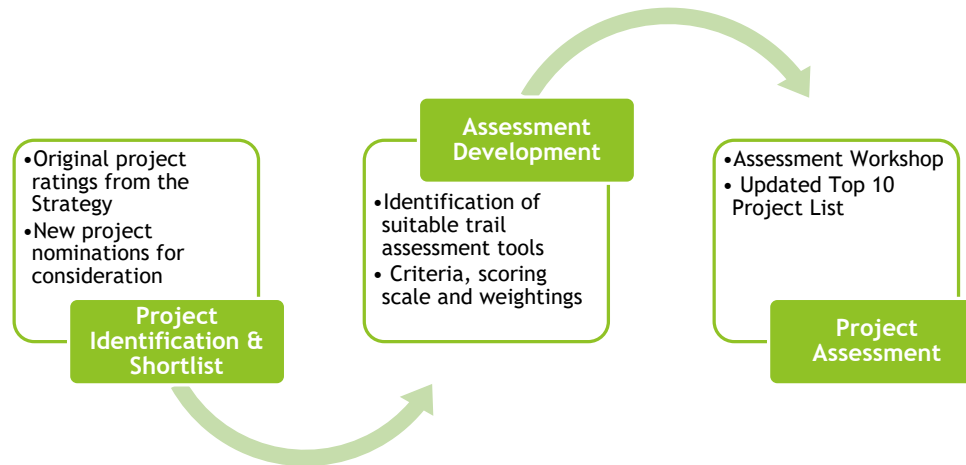
- 50% of top 10 projects delivered over 5 years
- Investment of \$57 million towards planning and construction of trail projects.

The Impact

Created vacancies on the top 10 list that necessitates a list update with the next priority projects.

Source: Eastern Regional Trail Strategy 2018

The Assessment Process



12 Criteria



Outcomes

- Destination access, such as employment, education & transport hubs
- Transport network connectivity
- Association to natural landscapes and cultural heritage
- Supports equity and inclusion
- Visitor generation



Project Deliverability

- Risks and Constraints such as approvals, community support & time.
- Constructability

The New Top 10 Trail Projects

Top 10 Construction Projects

	Name	Status	Score
1	Box Hill to Ringwood - (Ringwood To Croydon)	Technical Design - with section to be build by 2025.	285
2	Ferny Creek Trail - to Glenfern Valley Bushland Reserve		283
3	Yarra Valley Trail	Sections built with others in planning and design.	278
4	Heathmont to Belgrave Rail Trail - Upwey and Belgrave Station (Trail Upgrade)	Funding in the pipeline to construct.	265
5	Mountain Hwy shared path from Eastlink Trail to The Basin		258
6	Healesville Freeway Reserve - Forest Hill to Basin Triangle	Parks Vic are building Springvale Road to Boronia Road	256
7	Main Yarra Trail (connection to Warrandyte)	50% constructed/50% concept	247
8	Liverpool Rd (Knox-Maroonah connection)		239
9	Heathmont to Belgrave Rail Trail - Upper Ferntree Gully Station over Railway Avenue		224
10	Box Hill To Hawthorn	Feasibility Study	219

Summary of the Top 3 Projects



Ringwood to Croydon Shared User Pathway

This \$10 million project will link the Box Hill to Ringwood Trail and the Carrum to Warburton Trail to complete the Melbourne to Warburton Trail, the premier bikeway for Melbourne's East. When built it will create a continuous, direct and safe route that enhances the connection, access and experience of people walking or bike riding between the precincts of Ringwood and Croydon and those beyond.



Ferny Creek Trail - Extension to Glenfern Valley Bushland Reserve

When built the trail extension to Glenfern Valley Bushland Reserves will help bring residents and visitors on foot and bike to the reserve to connect with natural landscapes, local heritage and cultural stories.



Yarra Valley Trail

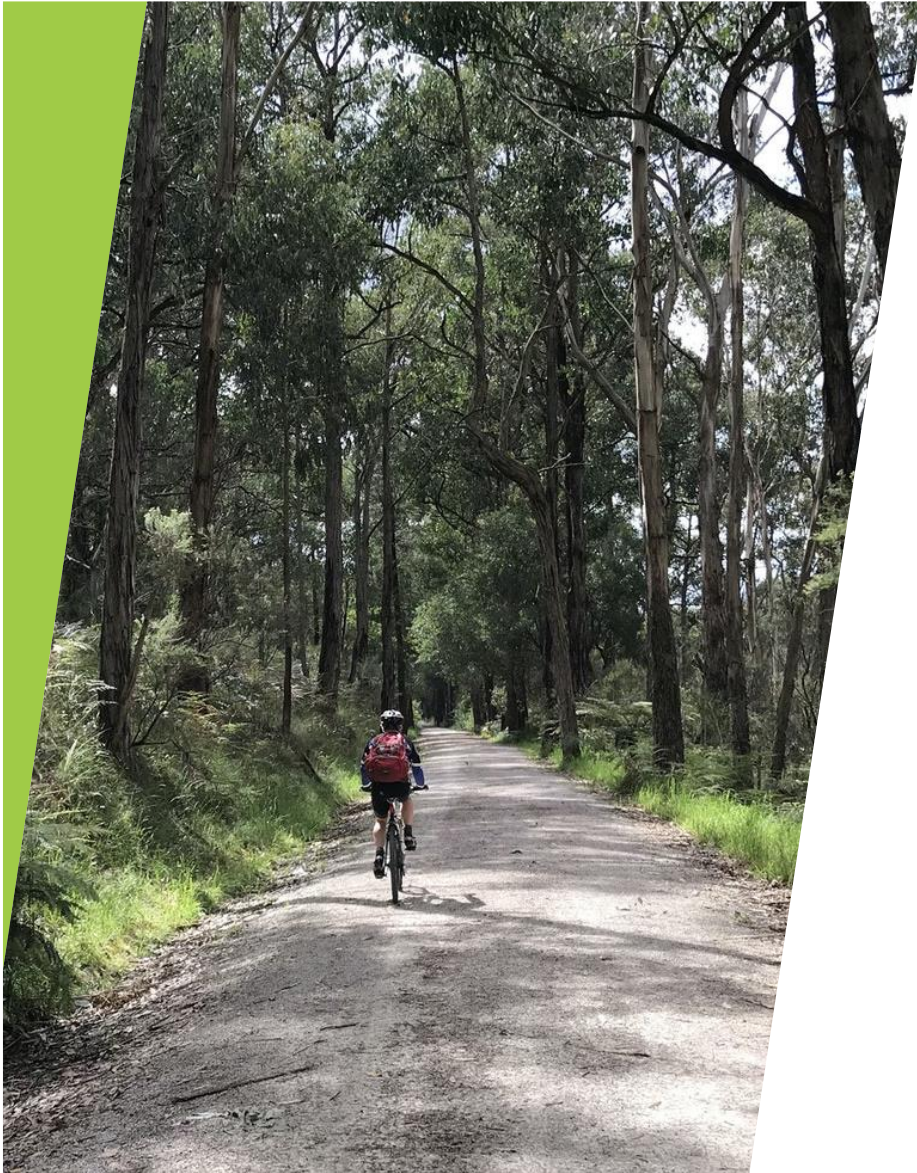
The Yarra Valley Trail will be a game-changer for tourism in the Yarra Valley. Work is underway in building a network of trails, connecting Lilydale, Yarra Glen, and Healesville, with a vision to link up to the Lilydale-Warburton Rail Trail, creating a valley-wide loop.

Stages 1 is fully funded and expected to be open in 2024. Stages 2 and 3 still require funding.



Discussion

- ▶ What is the ask and key messages?
- ▶ What advocacy tactics are available that offer best influence value?
- ▶ What formal partnerships are key to the strategy?
- ▶ What tools/material would support the advocacy strategy?



Questions



Maroondah Environment Advisory Committee – Minutes

Meeting Details:

Date: Tuesday 17 October 2023 Time: 6:45pm - 8:30pm Location: Realm

Attendees:

Councillors:

Cr Suzy Stojanovic (Chair)

Council Officers:

Andrew Fuaux, Director Strategy & Development

Aman Mehta, Strategic Planner

Emma Hills, Governance Office (Minute Taker)

Angela Asproloupou, Precinct Planner

Item 4.1

Debbie Seddon, Coordinator Corporate Planning, Risk and Information

Item 4.2

Brian Tu, Corporate and Community Facilitator

Item 4.2

Community Representatives:

John Senior

Elspeth De Fanti

Howard Elston

Liz Sanzaro

Ken Whitney

Kirsty Bishop-Fox

Apologies:

Councillors:

Cr Paul Macdonald

Council Officers:

Grant Meyer

Community Representatives:

Alicia Lehr, Lisa Keedle, Tim Malloch, Dennis Zhang

Conflict of Interest Disclosure:

Councillors:

Nil

Council Officers:

Nil

Community Representatives:

Nil

Items Discussed

1. OPENING OF MEETING AND ACKNOWLEDGEMENT OF COUNTRY

Maroondah City Council, in the spirit of Reconciliation, acknowledges the Wurundjeri People of the Kulin Nation as traditional custodians of the land on which we are gathered today, where Indigenous Australians have performed age-old ceremonies. We pay our respects to their Elders, past, present and emerging.

2. WELCOME

Cr Stojanovic welcomed everyone to the meeting. Committee members went around the table and introduced themselves.

CONFIRMATION OF MINUTES - TUESDAY, 15 AUGUST 2023

ITEM 3

The minutes of the previous meeting were confirmed.

4. ITEMS

GREENING THE GREYFIELDS PROJECT UPDATE

ITEM 4.1

Angela provided an overview of the project and outlined the key elements of the project in the municipality.

Angela provided the project background, and presented the funding support provided to date as well the current status of the project.

Angela spoke about what typical infill development looks like compared with the Greening the Greyfields approach noting that it takes a precinct wide approach to residential redevelopment through lot amalgamation.

Discussion surrounded the potential benefits of the project, and the challenges of how to get landowners to participate and the requirements to trial the project.

The Committee also spoke about how to avoid the project being misinterpreted and noted that access for vehicles and services is not specifically outlined in the plans.

MAROONDAH 2050 COMMUNITY VISION ENGAGEMENT

ITEM 4.2

Brian provided an overview of what a community vision is and how it is implemented at Maroondah. He also spoke about the current community vision and the eight thematic areas that feed into the vision.

Debbie spoke about the development of the new vision and outlined the timeline. She also spoke about the work that has been undertaken to date and the process ahead. Debbie outlined the community engagement stages and advised what each stage involves.

The Committee was divided into two groups to respond to four questions. The following are the top 3 priorities identified by the Committee for each of the questions:

What do you hope hasn't changed in Maroondah by 2050?

- Liveability
- Clean, green environment
- Opportunities for community enjoyment

What do you hope has changed in Maroondah by 2050?

- More quality open space
- Tarralla biolink project actions completed
- Strengthened relationships and recognition of First Nations people

What are the greatest opportunities for Maroondah as we head towards 2050?

- Natural environment
- Built environment and opportunities to make a difference for climate change
- Show leadership regarding sustainability

What are the greatest challenges for Maroondah as we head towards 2050?

- Capital for Councils, developers and individuals to make positive changes
- Maintaining the natural environment
- Coordinated approach to respond to challenges

Debbie spoke about the next steps for the project and advised of further opportunities to contribute to the consultation.

CONSULTATION ON DRAFT CROYDON STRUCTURE PLAN (NATURAL ENVIRONMENT) ITEM 4.3

Aman provided an overview of the consultation that has taken place for the draft Croydon Structure Plan and outlined the next steps.

Aman outlined the key challenges with regards to natural environment and climate change and presented the objective and strategies to overcome these challenges.

Discussion surrounded the actions listed under the draft Structure Plan, where the Committee was asked to vote for the top five actions from the list of actions.

The Committee identified the following top five actions that were critical to meet the objectives in relation to natural environment and climate change in the Croydon Major Activity Centre area:

- Introduce planning provisions that require the on-site rainwater retention including rainwater tanks, all-electric development with solar PV system, and EV charging infrastructure for medium and large developments (3+ dwellings).
- Proactively engage with developers to negotiate:
 - Use of innovative onsite renewable energy solutions like battery storage
 - Buildings that achieve NatHERS ratings 10% above minimum NCC requirements for developments
 - Inclusion of solar energy generation on at-grade car parks

- Trial the use of the City of Melbourne's Green Factor Tool with developments in Precinct 7 to increase greening, including green and blue roofs and vertical gardens, for new and existing buildings.
- Identify and revegetate locations on Council managed land suitable for creating understorey habitat for better ecological connection to Tarralla Creek, as part of the open space planning.
- Implement an appropriate mechanism in the Maroondah Planning Scheme to address potential flooding and inundation in the centre.

REPLACEMENT TREE AFTER REMOVAL OF WEED SPECIES

ITEM 4.4

Liz referred to the Maroondah Planning Scheme amendment that reduced the number of weed species exempt from needing a planning application for removal. She noted that some weed species do not require replacement tree to be planted. She also noted that the public may not be adhering to the requirements for a replacement tree for the weed species.

Liz spoke about how tree cover is reducing, which means that the species that rely on that cover are also in decline. Liz advised that she sees more noisy minors and less bush birds in Maroondah than before.

Liz spoke about a webinar by Jacinta Humphrey who is doing her PHD on the impacts of urban development on birds. Her research outlines why some species do better than others in urban environments, and what features are important to keep birds feeling at home in our towns and cities. The webinars are available at: <https://www.youtube.com/@BIBYTV>

Discussion surrounded the options regarding ensuring that replanting requirements under planning applications are met. The committee also spoke about the complexities of the issue noting that weed species are also a risk to native bushland.

OTHER BUSINESS AND FOR INFORMATION REPORT

ITEM 4.5

Committee members expressed interest in assisting with the planning for Maroondah's 2024 Sustainability Symposium. Aman thanked the Committee for providing ideas on potential participants at the symposium and noted that more information on the timing and themes of the symposium will be provided to the Committee in due course.

NEXT MEETING - TBC

ITEM 4.6

The 2024 meeting dates will be provided to the Committee once confirmed.

The Meeting concluded at 8:59pm.

S6 Instrument of Delegation - Members of Staff



Instrument of Delegation

to

Members of Council Staff

(Planning)



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. refers to the table of definitions in the Schedule
3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **20 November 2023**; 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
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 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 MAROONDAH CITY)
COUNCIL was affixed hereto on 20 November)
2023, in accordance with the resolution of)
Council made on 20 November 2023, in the)
presence of)

..... Councillor

..... Chief Executive Officer



SCHEDULE



DEFINITIONS

All - means	<ul style="list-style-type: none"> • Director Strategy & Development • Manager Statutory Planning • Manager City Futures • Coordinator Statutory Planning • Coordinator Strategic Planning & Sustainability • Team Leader Statutory Planning • Team Leader Environmental Planning • Team Leader Administration & Business Systems • Senior Statutory Planner • Senior Strategic Planner • Statutory Planner • Strategic Planner • Subdivision Officer • Planning Compliance Officer • Environmental Planner • Planning Administration Officer
All Planners - means	<ul style="list-style-type: none"> • Director Strategy & Development • Manager Statutory Planning • Manager City Futures • Coordinator Statutory Planning • Coordinator Strategic Planning & Sustainability • Team Leader Statutory Planning • Team Leader Environmental Planning • Senior Statutory Planner • Statutory Planner • Strategic Planner • Senior Strategic Planner • Subdivision Officer • Planning Compliance Officer • Environmental Planner
Senior - means	<ul style="list-style-type: none"> • Director Strategy & Development • Manager Statutory Planning • Manager City Futures • Coordinator Statutory Planning • Coordinator Strategic Planning & Sustainability • Team Leader Statutory Planning • Team Leader Environmental Planning



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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Senior	If authorised by the Minister The delegate must not be the author of the Recommending Officer
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	All	
s 4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	All	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	All	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Senior	The delegate must not be the author or Recommending Officer
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Senior	The delegate must not be the author or Recommending Officer
s 8A(5)	Function of receiving notice of the Minister's decision	All	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Senior	The delegate must not be the author or Recommending Officer
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Senior	The delegate must not be the author or the Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Senior	The delegate must not be the author or Recommending Officer
s 12B(1)	Duty to review planning scheme	All Planners	
s 12B(2)	Duty to review planning scheme at direction of Minister	All Planners	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	All Planners	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	All Planners	
s 17(1)	Duty of giving copy amendment to the planning scheme	All	
s 17(2)	Duty of giving copy s 173 agreement	All	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	All	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	All	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Senior	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	All	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Senior	Whereby Council is a planning authority The delegate must not be the author or Recommending Officer
s 21(2)	Duty to make submissions available in accordance with public availability requirements	All	Until the end of 2 months after the amendment comes in operation or lapses
s 21A(4)	Duty to publish notice	All Planners	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	All Planners	Except submissions which request a change to the items in s 22(5)(a) and (b)
S 22(2)	Power to consider a later submission Duty to consider a late submission, if directed by the Minister	All Planners	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	All Planners	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	All Planners	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	All Planners	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	All Planners	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Senior	The delegate must not be the author or Recommending Officer
s 28(1)	Duty to notify the Minister if abandoning an amendment	All Planners	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	All	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	All	
s 30(4)(a)	Duty to say if amendment has lapsed	All Planners	
s 30(4)(b)	Duty to provide information in writing upon request	All Planners	
s 32(2)	Duty to give more notice if required	All Planners	
s 33(1)	Duty to give more notice of changes to an amendment	All Planners	
s 36(2)	Duty to give notice of approval of amendment	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38(5)	Duty to give notice of revocation of an amendment	All Planners	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	All Planners	
s 40(1)	Function of lodging copy of approved amendment	All Planners	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	All	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	All	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	All	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Senior	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. It will affect a limited number of councils
s 46AW	Function of being consulted by the Minister	Senior	Where Council is a responsible public entity



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	All Planners	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Senior	Where Council is a responsible public entity The delegate must not be the author or Recommending Officer
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	All Planners	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Senior	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency The delegate must not be the author or Recommending Officer
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	All Planners	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	All Planners	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	All Planners	
s 46GP	Function of receiving a notice under s 46GO	All Planners	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	All Planners	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	All Planners	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Senior	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Senior	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Senior	The delegate must not be the author or Recommending Officer
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Senior	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	All Planners	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	All	
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Senior	The delegate must not be the author or Recommending Officer
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Senior	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	All Planners	Where Council is the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	All Planners	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	All Planners	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	All Planners	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Senior	Where Council is the collecting agency The delegate must not be the author or Recommending Officer
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Senior	Where Council is the collecting agency The delegate must not be the author or Recommending Officer
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	All Planners	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	All	Where Council is the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	All	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Senior	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Senior	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Senior	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Senior	<p>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)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	Senior	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	All Planners	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	All Planners	Where Council is a development agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	All Planners	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	All Planners	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	All Planners	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	All Planners	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Senior	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Senior	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Senior	Where Council is the development agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(3)	Function of receiving proceeds of sale	Senior	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Senior	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Senior	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	All Planners	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Senior	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	All Planners	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Senior	The delegate must not be the author or Recommending Officer
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Senior	The delegate must not be the author or Recommending Officer
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Senior	The delegate must not be the author or Recommending Officer
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Senior	The delegate must not be the author or Recommending Officer
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Senior	The delegate must not be the author or Recommending Officer
s 46Q(1)	Duty to keep proper accounts of levies paid	All Planners	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Senior	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Senior	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Senior	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Senior	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	Senior	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Senior	The delegate must not be the author or Recommending Officer
s 46QD	Duty to prepare report and give a report to the Minister	Senior	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period		



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airports Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribed fee, after the inspection period		
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it		
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements		
s 46Y	Duty to carry out works in conformity with the approved strategy plan	All Planners	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Senior	The delegate must not be the author or Recommending Officer
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Planners	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All	
s 50(4)	Duty to amend application	All Planners	
s 50(5)	Power to refuse to amend application	Senior	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50(6)	Duty to make note of amendment to application in register	All	
s 50A(1)	Power to make amendment to application	All Planners	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	All Planners	
s 50A(4)	Duty to note amendment to application in register	All	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	All Planners	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	All Planners	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	All Planners	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	All Planners	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 52(3)	Power to give any further notice of an application where appropriate	All Planners	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	All Planners	Notice requirements under s.52(1)(a), (b), (c) and (d) are exempt. Other notice requirements apply.
s 54(1)	Power to require the applicant to provide more information	All Planners	Note: delegates cannot require an applicant to provide more information than what is listed in new Clause 59 of the planning scheme.
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	All Planners	Note: delegates cannot require an applicant to provide more information than what is listed in new Clause 59 of the planning scheme.
s 54(1B)	Duty to specify the lapse date for an application	All Planners	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	All Planners	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	All	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Senior	The delegate must not be the author or Recommending Officer
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	All Planners	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	All	
s 57A(5)	Power to refuse to amend application	Senior	The delegate must not be the author or Recommending Officer
s 57A(6)	Duty to note amendments to application in register	All	
s 57B(1)	Duty to determine whether and to whom notice should be given	All Planners	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57C(1)	Duty to give copy of amended application to referral authority	All	
s 58	Duty to consider every application for a permit	All Planners	
s 58A	Power to request advice from the Planning Application Committee	Senior	
s 60	Duty to consider certain matters	All Planners	
s 60(1A)	Duty to consider certain matters	All Planners	Note: VicSmart applications are exempt from the requirements of s 60(1)(b), (c), (e) and (f)
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	All Planners	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Senior	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	All Planners	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Senior	The delegate must not be the author or Recommending Officer
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Senior	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Senior	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Senior	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	All Planners	
s 62(2)	Power to include other conditions	All Planners	The delegate must not be the author or Recommending Officer
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	All Planners	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Senior	The delegate must not be the author or Recommending Officer
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Senior	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Senior	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	All Planners	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	All Planners	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	All	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(3)	Duty not to issue a permit until after the specified period	All	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	All	Note: VicSmart applications are exempt from requirements of s 64(1), (2) and (3). This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	All Planners	This provision applies also to a decision to grant an amendment to a permit – see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	All	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	All	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	All	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	All	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	All	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Planners	
s 69(1A)	Function of receiving application for extension of time to complete development	All Planners	
s 69(2)	Power to extend time	Senior	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 70	Duty to make copy permit available in accordance with public availability requirements	All	
s 71(1)	Power to correct certain mistakes	All	
s 71(2)	Duty to note corrections in register	All	
s 73	Power to decide to grant amendment subject to conditions	Senior	
s 74	Duty to issue amended permit to applicant if no objectors	All Planners	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	All Planners	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	All	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	All	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	All	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	All	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	All Planners	
s 83	Function of being respondent to an appeal	All Planners	
s 83B	Duty to give or publish notice of application for review	All Planners	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Senior	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	All Planners	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	All Planners	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	All Planners	
s 84AB	Power to agree to confining a review by the Tribunal	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to issue a permit at order of Tribunal within 3 business days	All Planners	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Senior	The delegate must not be the author or Recommending Officer
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	All Planners	
s 91(2)	Duty to comply with the directions of VCAT	All	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	All	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	All Planners	
s 93(2)	Duty to give notice of VCAT order to stop development	All	
s 95(3)	Function of referring certain applications to the Minister	Senior	
s 95(4)	Duty to comply with an order or direction	All	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Senior	The delegate must not be the author or Recommending Officer
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Senior	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Senior	The delegate must not be the author or Recommending Officer
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	All Planners	The delegate must not be the author or Recommending Officer
s 96F	Duty to consider the panel's report under s 96E	All Planners	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Senior	The delegate must not be the author or Recommending Officer
s 96H(3)	Power to give notice in compliance with Minister's direction	All Planners	The delegate must not be the author or Recommending Officer
s 96J	Duty to issue permit as directed by the Minister	All Planners	The delegate must not be the author or Recommending Officer
s 96K	Duty to comply with direction of the Minister to give notice of refusal	All Planners	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	All Planners	
s 97C	Power to request Minister to decide the application	Senior	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	All	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	All Planners	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	All	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	All	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	All Planners	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Senior	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Senior	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	All Planners	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	All Planners	
s 97Q(4)	Duty to comply with directions of VCAT	All	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	All	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	All Planners	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	All Planners	
s 101	Function of receiving claim for expenses in conjunction with claim	All Planners	
s 103	Power to reject a claim for compensation in certain circumstances	Senior	
s 107(1)	Function of receiving claim for compensation	All Planners	
s 107(3)	Power to agree to extend time for making claim	Senior	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Senior	
s 114(1)	Power to apply to the VCAT for an enforcement order	Senior	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	All Planners	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Senior	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 123(1)	Power to carry out work required by enforcement order and recover costs	Senior	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Senior	Except Crown Land The delegate must not be the author or Recommending Officer
s 129	Function of recovering penalties	All	
s 130(5)	Power to allow person served with an infringement notice further time	Senior	
s 149A(1)	Power to refer a matter to the VCAT for determination	Senior	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	Senior	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Senior	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Senior	
s 171(2)(g)	Power to grant and reserve easements	Senior	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Senior	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Senior	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Senior	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	Senior	The delegate must not be the author or Recommending Officer
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Senior	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	Senior	The delegate must not be the author or Recommending Officer
---	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	Senior	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Senior	The delegate must not be the author or Recommending Officer
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Senior	The delegate must not be the author or Recommending Officer
s 178A(1)	Function of receiving application to amend or end an agreement	All Planners	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	All Planners	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	All Planners	
s 178A(5)	Power to propose to amend or end an agreement	Senior	The delegate must not be the author or Recommending Officer
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	All Planners	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	All Planners	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	All Planners	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(4)	Function of determining how to give notice under s 178C(2)	All Planners	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	All Planners	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Senior	If no objections are made under s 178D Must consider matters in s 178B The delegate must not be the author or Recommending Officer
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior	If no objections are made under s 178D Must consider matters in s 178B The delegate must not be the author or Recommending Officer
s 178E(2)(c)	Power to refuse to amend or end the agreement	Senior	If no objections are made under s 178D Must consider matters in s 178B The delegate must not be the author or Recommending Officer
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Senior	After considering objections, submissions and matters in s 178B The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior	After considering objections, submissions and matters in s 178B The delegate must not be the author or Recommending Officer
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Senior	After considering objections, submissions and matters in s 178B The delegate must not be the author or Recommending Officer
s 178E(3)(d)	Power to refuse to amend or end the agreement	Senior	After considering objections, submissions and matters in s 178B The delegate must not be the author or Recommending Officer
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	All Planners	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	All Planners	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	All Planners	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Senior	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Senior	The delegate must not be the author or Recommending Officer
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	All Planners	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	All Planners	
s 181	Duty to apply to the Registrar of Titles to record the agreement	All Planners	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	All Planners	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	All Planners	
s 182	Power to enforce an agreement	All Planners	The delegate must not be the author or Recommending Officer
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	All Planners	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	All	The delegate must not be the author or Recommending Officer



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	All Planners	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	All Planners	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	All Planners	
s 184G(2)	Duty to comply with a direction of the Tribunal	All Planners	
s 184G(3)	Duty to give notice as directed by the Tribunal	All Planners	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	All Planners	
s 198(1)	Function to receive application for planning certificate	All	
s 199(1)	Duty to give planning certificate to applicant	All	
s 201(1)	Function of receiving application for declaration of underlying zoning	All Planners	
s 201(3)	Duty to make declaration	Senior	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
-	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	Senior	The delegate must not be the author or Recommending Officer
	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	Senior	The delegate must not be the author or Recommending Officer
	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	Senior	The delegate must not be the author or Recommending Officer
-	Power to give written authorisation in accordance with a provision of a planning scheme	Senior	The delegate must not be the author or Recommending Officer
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Planners	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Planners	



PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Planners	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.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	All Planners	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	All	Where Council is the responsible authority
r 25(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 in accordance with the public availability requirements	All Planners	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	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	All Planners	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.



PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	All Planners	The delegate must not be the author or Recommending Officer
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	All Planners	The delegate must not be the author or Recommending Officer
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	All Planners	

S6 Instrument of Delegation - Members of Staff



Instrument of Delegation

to

Members of Council Staff

(Road Management Act 2004 & Regulations)



Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 20 November 2023; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 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 **MAROONDAH CITY**)
COUNCIL was affixed hereto on 20 November)
2023, in accordance with the resolution of)
Council made on 20 November 2023, in the)
presence of)

..... Councillor

..... Chief Executive Officer



SCHEDULE



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Financial & Commercial Chief Financial Officer	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Financial & Commercial Chief Financial Officer	
s 11(9)(b)	Duty to advise Registrar	Manager Financial & Commercial Chief Financial Officer	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Manager Financial & Commercial Chief Financial Officer	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Manager Financial & Commercial Chief Financial Officer	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(2)	Power to discontinue road or part of a road	Manager Financial & Commercial Chief Financial Officer	Where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Manager Financial & Commercial Chief Financial Officer	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Manager Financial & Commercial Chief Financial Officer	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	Manager Financial & Commercial Chief Financial Officer	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Manager Financial & Commercial Chief Financial Officer	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(10)	Duty to notify of decision made	Manager Financial & Commercial Chief Financial Officer	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Manager Financial & Commercial Chief Financial Officer	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Manager Projects & Asset Management Director Assets & Leisure	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Manager Projects & Asset Management Director Assets & Leisure	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Manager Projects & Asset Management Director Assets & Leisure	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Manager Projects & Asset Management Director Assets & Leisure	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 15(2)	Duty to include details of arrangement in public roads register	Manager Projects & Asset Management Director Assets & Leisure	
s 16(7)	Power to enter into an arrangement under s 15	Manager Projects & Asset Management Director Assets & Leisure	
s 16(8)	Duty to enter details of determination in public roads register	Manager Projects & Asset Management Director Assets & Leisure	
s 17(2)	Duty to register public road in public roads register	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager Projects & Asset Management Director Assets & Leisure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Projects & Asset Management Director Assets & Leisure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Projects & Asset Management Director Assets & Leisure	
s 21	Function of replying to request for information or advice	Manager Projects & Asset Management Director Assets & Leisure	Obtain consent in circumstances specified in s 11(2)



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(2)	Function of commenting on proposed direction	Manager Projects & Asset Management Director Assets & Leisure	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	Manager Projects & Asset Management Director Assets & Leisure	
s 22(5)	Duty to give effect to a direction under s 22	Manager Projects & Asset Management Director Assets & Leisure	
s 40(1)	Duty to inspect, maintain and repair a public road	Manager Projects & Asset Management Manager Operations Director Assets & Leisure	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Projects & Asset Management Manager Operations Director Assets & Leisure	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services Director Assets & Leisure	
s 42(1)	Power to declare a public road as a controlled access road	Manager Projects & Asset Management Director Assets & Leisure	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Manager Projects & Asset Management Director Assets & Leisure	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria for Victoria and Minister for Local Government before road is specified	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Engineering & Building Services Director Strategy & Development	
s 49	Power to develop and publish a road management plan	Manager Projects & Asset Management Director Assets & Leisure	
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager Projects & Asset Management Director Assets & Leisure	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Projects & Asset Management Director Assets & Leisure	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager Projects & Asset Management Director Assets & Leisure	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Manager Projects & Asset Management Director Assets & Leisure	
s 54(6)	Power to amend road management plan	Manager Projects & Asset Management Director Assets & Leisure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Projects & Asset Management Director Assets & Leisure	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Projects & Asset Management Director Assets & Leisure	
s 63(1)	Power to consent to conduct of works on road	Manager Engineering & Building Services Director Strategy & Development	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Projects & Asset Management Manager Operations Director Assets & Leisure	Where Council is the infrastructure manager



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Manager Engineering & Building Services Manager Community Safety Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Director Strategy & Development	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Engineering & Building Services Manager Community Safety Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Manager Operations	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(3)	Power to request information	Manager Engineering & Building Services Manager Community Safety Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Manager Operations	Where Council is the coordinating road authority
s 68(2)	Power to request information	Manager Engineering & Building Services Manager Community Safety Coordinator Local Laws Team Leader Local Laws Team Leader Parking Service Local Laws Officer Manager Operations	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Director Strategy & Development Director Assets & Leisure	
s 72	Duty to issue an identity card to each authorised officer	Manager Projects & Asset Management	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85	Function of receiving report from authorised officer	Manager Engineering & Building Services Manager Operations Manager Projects & Asset Management	
s 86	Duty to keep register re s 85 matters	Manager Engineering & Building Services Manager Operations Manager Projects & Asset Management	
s 87(1)	Function of receiving complaints	Manager Engineering & Building Services Manager Operations Manager Projects & Asset Management	
s 87(2)	Duty to investigate complaint and provide report	Manager Engineering & Building Services Manager Operations Manager Projects & Asset Management Director Strategy & Development Director Assets & Leisure	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Manager Engineering & Building Services Manager Operations Manager Projects & Asset Management	
s 112(2)	Power to recover damages in court	Manager Engineering & Building Services Manager Operations Manager Projects & Asset Management	
s 116	Power to cause or carry out inspection	Manager Engineering & Building Services Manager Operations Manager Projects & Asset Management	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Manager Projects & Asset Management Manager Engineering & Building Services	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Projects & Asset Management Manager Operations	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager Projects & Asset Management Manager Operations Director Assets & Leisure	
s 121(1)	Power to enter into an agreement in respect of works	Manager Engineering & Building Services Manager Operations Director Strategy & Development	
s 122(1)	Power to charge and recover fees	Coordinator Development Engineering Manager Engineering & Building Services Manager Operations Director Strategy & Development	
s 123(1)	Power to charge for any service	Manager Engineering & Building Services Manager Operations Director Strategy & Development	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services Director Assets & Leisure	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services Director Assets & Leisure	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services Director Assets & Leisure	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services Director Assets & Leisure	
sch 2 cl 5	Duty to publish notice of declaration	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services Director Assets & Leisure	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 12(5)	Power to recover costs	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Manager Engineering & Building Services Manager Operations	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Manager Engineering & Building Services Manager Operations	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Engineering & Building Services Manager Operations	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority, responsible authority or infrastructure manager



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 16(5)	Power to consent to proposed works	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Coordinator Development Engineering Manager Engineering & Building Services	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Coordinator Development Engineering Manager Engineering & Building Services Director Development & Amenity	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7 cl 18(1)	Power to enter into an agreement	Coordinator Development Engineering Manager Engineering & Building Services Director Strategy & Development	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Manager Projects & Asset Management Manager Engineering & Building Services Director Strategy & Development	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services Director Strategy & Development	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Engineering & Building Services Director Strategy & Development	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Engineering & Building Services Director Strategy & Development	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Engineering & Building Services Manager Operations Director Assets & Leisure	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Manager Engineering & Building Services Manager Operations Director Assets & Leisure	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4	Manager Engineering & Building Services Manager Operations Director Assets & Leisure	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)



ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	Manager Projects & Asset Management Manager Operations Director Assets & Leisure	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Projects & Asset Management Manager Operations Director Assets & Leisure	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Manager Projects & Asset Management Manager Operations Director Assets & Leisure	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Manager Projects & Asset Management Manager Operations Manager Engineering & Building Services	
r 13(1)	Duty to publish notice of amendments to road management plan	Manager Projects & Asset Management Director Assets & Leisure	Where Council is the coordinating road authority



ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Manager Projects & Asset Management Director Assets & Leisure	
r 16(3)	Power to issue permit	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority



ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Manager Operations	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Manager Operations	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Manager Operations Manager Engineering & Building Services	



ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Coordinator Development Engineering Manager Operations Manager Engineering & Building Services	Where Council is the coordinating road authority

FINANCIAL REPORT

Three months ended

30 September 2023



Financial Report
Three months ended 30 September 2023

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Financial Report
Three months ended 30 September 2023

1. Income Statement

For the three months ending 30 September 2023

	YTD Forecast Budget \$'000	YTD Actual Results \$'000	YTD Forecast Variance \$'000	Annual Forecast \$'000	Adopted Budget \$'000	Variance Adopted To Forecast \$'000
Income						
Rates & charges	107,503	107,504	1	107,835	107,639	196
Statutory fees & fines	1,429	1,431	2	5,470	5,404	65
User fees	8,119	8,183	64	31,020	30,601	419
Contributions - cash	2,469	2,457	(12)	6,846	6,732	114
Grants - operating (recurrent)	1,506	1,546	41	5,925	7,960	(2,036)
Grants - operating (non-recurrent)	565	553	(12)	1,417	372	1,045
Other income	1,122	1,122	0	2,034	1,980	54
Net gain (loss) on disposal of property, infrastructure, plant & equipment	(23)	165	188	(93)	(93)	0
Total income	122,688	122,960	272	160,453	160,596	(143)
Expenses						
Employee costs	18,240	18,181	59	67,895	66,055	(1,840)
Materials and services	9,390	9,928	(538)	31,993	30,712	(1,281)
Contractors	6,294	6,225	69	27,954	27,678	(276)
Depreciation and amortisation	7,215	7,215	0	28,867	28,862	(5)
Amortisation - right of use assets	0	0	0	1,523	1,523	0
Finance costs	0	0	0	915	915	0
Finance costs - leases	0	0	0	218	218	0
Other expenses	453	543	(90)	680	701	21
Total expenses	41,593	42,092	(500)	160,044	156,664	(3,380)
Underlying surplus (deficit)	81,095	80,868	(227)	409	3,932	(3,523)
Grants - capital (recurrent and non- recurrent)	914	894	(20)	31,393	32,476	(1,083)
Comprehensive result	82,009	81,762	(247)	31,802	36,408	(4,606)

Financial Report
Three months ended 30 September 2023

2. Balance Sheet

As at 30 September 2023

	30/09/2023	30/09/2022	30/06/2023
	\$ '000	\$ '000	\$ '000
Assets			
Current assets			
Cash and cash equivalents	38,118	32,799	74,061
Trade and other receivables	109,665	102,810	9,795
Other financial assets	41,856	47,022	14,575
Inventories	489	518	424
Other assets	1,581	597	881
Total current assets	191,709	183,747	99,736
Non-current assets			
Trade and other receivables	313	447	313
Other financial assets	0	1,057	0
Investments in associates, joint arrangements and subsidiaries	1,916	2,534	1,915
Property, infrastructure, plant and equipment	2,085,420	2,007,381	2,087,642
Right-of-use assets	8,653	1,308	8,652
Intangible assets	1,053	748	1,054
Total non-current assets	2,097,355	2,013,474	2,099,576
Total assets	2,289,064	2,197,221	2,199,312
Liabilities			
Current liabilities			
Trade and other payables	(28,487)	(7,495)	(32,935)
Trust funds and deposits	(18,486)	(18,461)	(6,065)
Unearned income	(8,278)	(14,755)	(8,216)
Provisions	(14,758)	(14,155)	(14,805)
Interest-bearing liabilities	(3,750)	(2,715)	(2,836)
Lease liabilities	(1,451)	0	(1,451)
Total current liabilities	(75,210)	(57,581)	(66,308)
Non-current liabilities			
Trust funds and deposits	(132)	(330)	(132)
Unearned income	(11,043)	(25,549)	(11,043)
Provisions	(1,111)	(1,223)	(1,111)
Interest-bearing liabilities	(17,812)	(21,562)	(18,726)
Lease liabilities	(7,294)	(1,344)	(7,294)
Total non-current liabilities	(37,392)	(50,008)	(38,306)
Total liabilities	(112,602)	(107,589)	(104,614)
Net assets	2,176,462	2,089,631	2,094,698

Financial Report
Three months ended 30 September 2023**Equity**

Accumulated surplus	846,932	848,746	846,929
Surplus (deficit) for period	81,762	69,483	-
Reserves	1,247,768	1,171,403	1,247,769
Total equity	2,176,462	2,089,631	2,094,698

Financial Report
Three months ended 30 September 2023

3. Statement of Cash Flows

For the three months ended 30 September 2023

	30/09/2023	30/09/2022
	\$'000	\$'000
Cash flows from operating activities		
Rates and charges	6,781	22,179
Statutory fees and fines	1,431	994
User fees	9,746	12,460
Grants - operating	2,099	1,862
Grants - capital	864	1,662
Contributions - monetary	2,457	2,174
Interest received	710	656
Trust funds and deposits taken	13,796	2,448
Other receipts	412	0
Net GST refund/payment	214	7,901
Employee costs	(18,600)	(16,097)
Materials and services	(20,994)	(16,156)
Trust funds and deposits repaid	(1,612)	(2,240)
Net cash provided by/ (used in) operating activities	(2,696)	17,844
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	(6,320)	(7,131)
Proceeds from sales of property, infrastructure, plant and equipment	355	309
Payments for investments	(32,625)	(47,457)
Proceeds from sales of investments	5,343	23,359
Net cash provided by/ (used in) investing activities	(33,247)	(30,920)
Cash flows from financing activities		
Finance costs	0	0
Proceeds from borrowings	0	0
Net cash provided by/ (used in) financing activities	0	0
Net increase (decrease) in cash and cash equivalents	(35,943)	(13,076)
Cash and cash equivalents at the beginning of the period	74,061	45,875
Cash and cash equivalents at the end of the financial period	38,118	32,799

Financial Report
Three months ended 30 September 2023

4. Statement of Capital Works

For the three months ending 30 September 2023

	YTD Forecast Budget \$'000	YTD Actual * \$'000	YTD Bud Var \$'000	Forecast Budget ** \$'000	Amount Carried Forward \$'000	Adopted Budget \$'000
Classification						
Buildings	1,130	1,443	(313)	10,809	(1,613)	12,838
Roads	441	465	(24)	5,336	(42)	3,652
Footpaths and cycleways	586	587	(2)	2,544	24	3,200
Carparks	395	397	(2)	28,366	101	29,023
Drainage	733	743	(10)	6,704	1,701	4,925
Waste management	5	0	5	50	0	50
Other capital roads and drainage	29	30	(2)	402	258	1,055
Recreational leisure and community facilities	(512)	96	(609)	1,228	(1,210)	1,901
Parks and open space	578	577	2	2,655	534	1,931
Commercial centres	71	71	0	292	217	50
Fixtures, fittings and furniture	30	34	(3)	120	0	120
Plant, machinery and equipment	849	690	159	3,560	1,005	2,906
Computers and telecommunications	70	75	(5)	1,558	1,691	371
Property sales	0	4	(4)	0	0	0
Building renewal	312	324	(11)	1,252	52	3,751
Total capital works	4,718	5,535	(817)	64,876	2,718	65,773

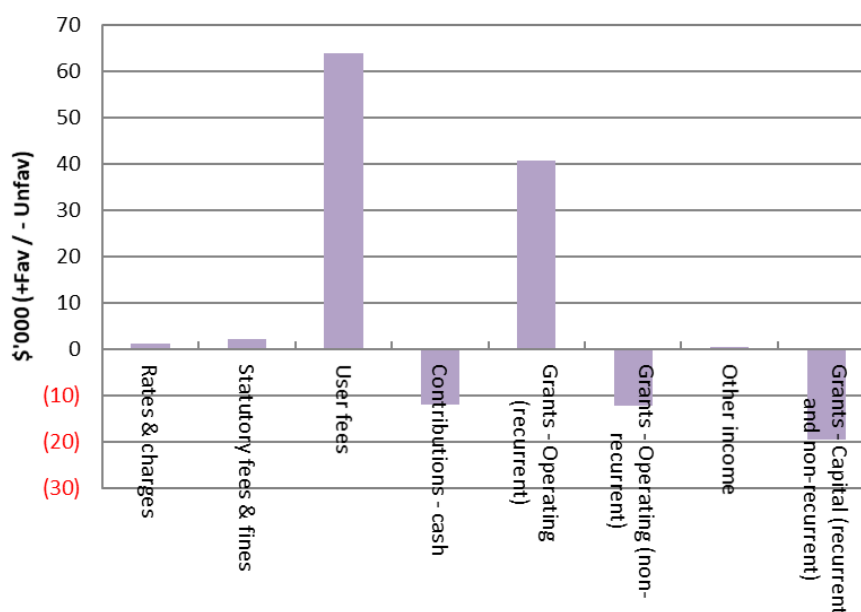
* YTD Actual expenditure includes Carried Forwards

** Forecast Budget expenditure includes Carried Forwards

Financial Report
Three months ended 30 September 2023

5. Financial and Capital Analysis

Income – YTD Forecast Budget variances



The graph illustrates how each income stream is performing year to date against forecast, by variance. Key variances of note include:

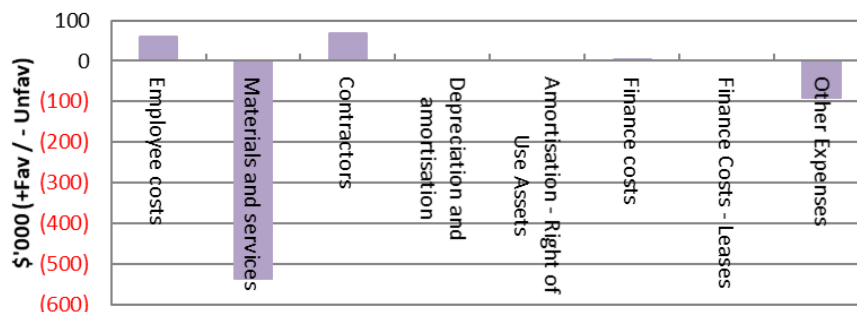
Favourable Variances:

- User Fees \$64k - Timing variance is mainly in the leisure area and K café at Aquahub & Aquanation sales performing strongly in income generation than predicted at this point in time by \$93k Leisure and \$53k K Café.
- Net gain (loss) on disposal of property, infrastructure, plant & equipment \$188k - Mainly represents in \$207k plant & fleet income.

Financial Report

Three months ended 30 September 2023

Expenses – YTD Forecast Budget variances

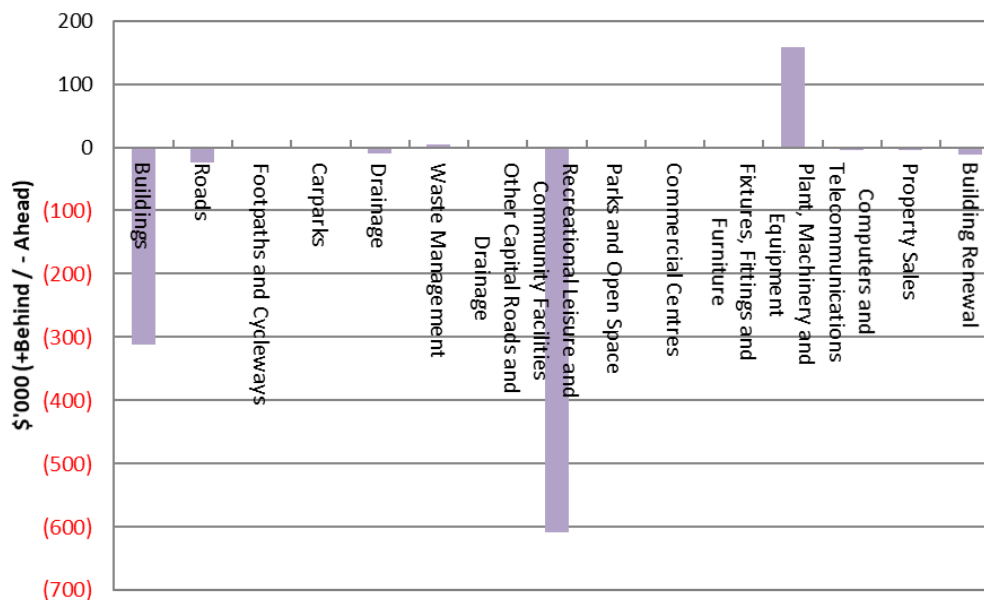


The table illustrates how each expense stream is tracking year to date against forecast, by variance. Key variances of note include:

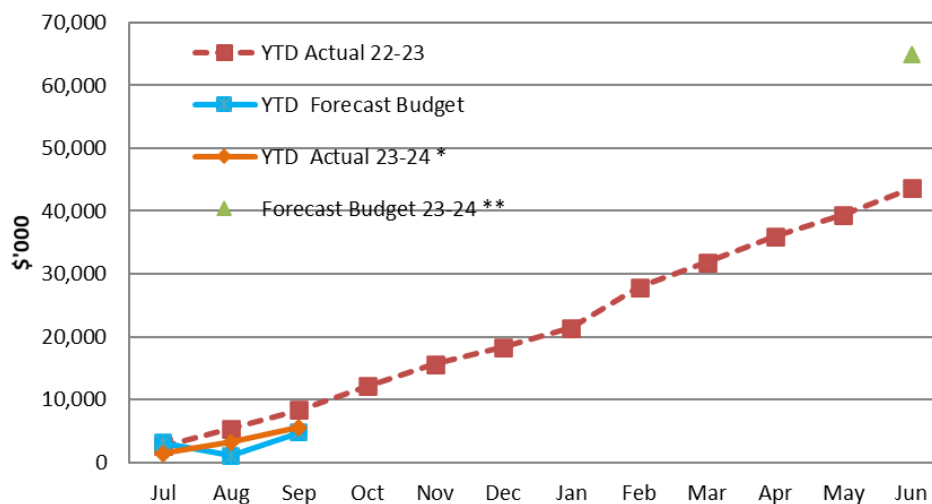
Unfavourable Variances:

- Materials and Services (\$538k) - Timing variances are mainly in Business & Precincts (\$36k), Cyber & Technology (\$39k), Assets (\$32k), Financial & Commercial (\$22k) and Chief Financial Officer (\$74k).
- Other Expenses (\$90k) - Mainly driven by (\$61k) end of year grant adjustment.

Capital Works – YTD Forecast Budget variances by asset class



The graph above indicates year to date variance against Forecast per classification. (Represents table 4 above - Statement of Capital works)

Financial Report
Three months ended 30 September 2023**Capital works YTD expenditure cumulative**

*YTD Actual expenditure includes Carried Forwards

**Forecast Budget expenditure includes Carried Forwards and future years' projects brought forward

This graph demonstrate that the capital program is on par with overall budget predictions.

The Forecast Capital Expenditure program for 2023/24 is \$64.88 million. A carry forward amount from 2022/23 of \$2.7 million is included in the forecast for the current period.

The chart above indicates how Council is performing year to date against the forecast, as well as how we are tracking to achieve the period end target of \$4.7 million. Council has spent 8.53% of its forecast at the end of the first quarter.

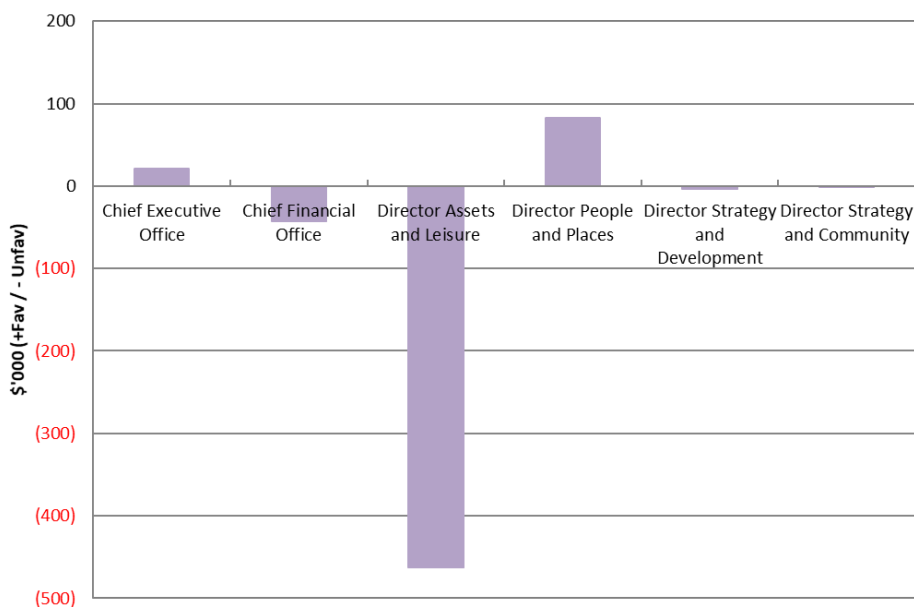
Financial Report
Three months ended 30 September 2023

Directorate Analysis

	YTD Forecast Net \$'000	YTD Actual Net \$'000	YTD Bud Var Net \$'000	Annual Forecast Net \$'000
Department				
Chief Executive Office	(473)	(453)	21	(1,763)
Chief Financial Office	(7,650)	(7,693)	(43)	(32,140)
Director Assets and Leisure	(5,840)	(6,303)	(463)	(22,943)
Director People and Places	(3,615)	(3,532)	83	(17,555)
Director Strategy and Development	(591)	(595)	(4)	(4,836)
Director Strategy and Community	(46)	(47)	(0)	(46)
	(18,216)	(18,622)	(407)	(79,283)
Capital Grants & Contributions	914	894	(20)	31,393
Net (Gain)/Loss on disposal of equipment	(23)	165	188	(93)
Other non-attributable *	99,334	99,325	(9)	79,785
Net (surplus) deficit	82,009	81,762	(247)	31,802

* Other non-attributable includes rate & charges revenue, grants commission, depreciation, and insurance.

Department net cost YTD Budget variances (depiction of the table above)



This graph shows variances by director level. Timing variance in Director Assets and Leisure is related to materials and running cost.

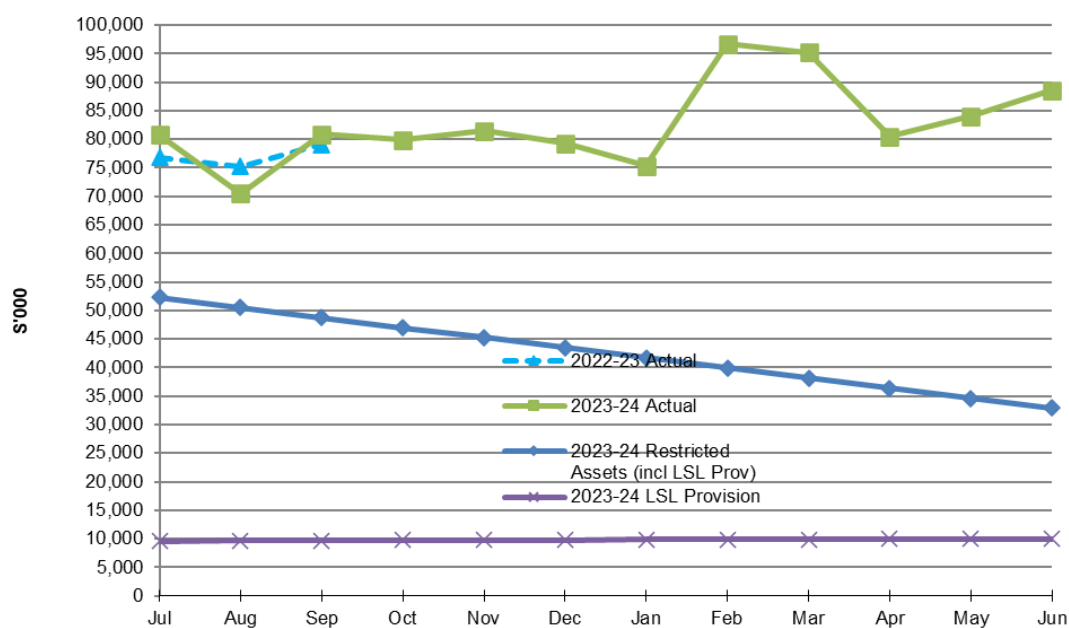
Financial Report
Three months ended 30 September 2023

6. Financial Position

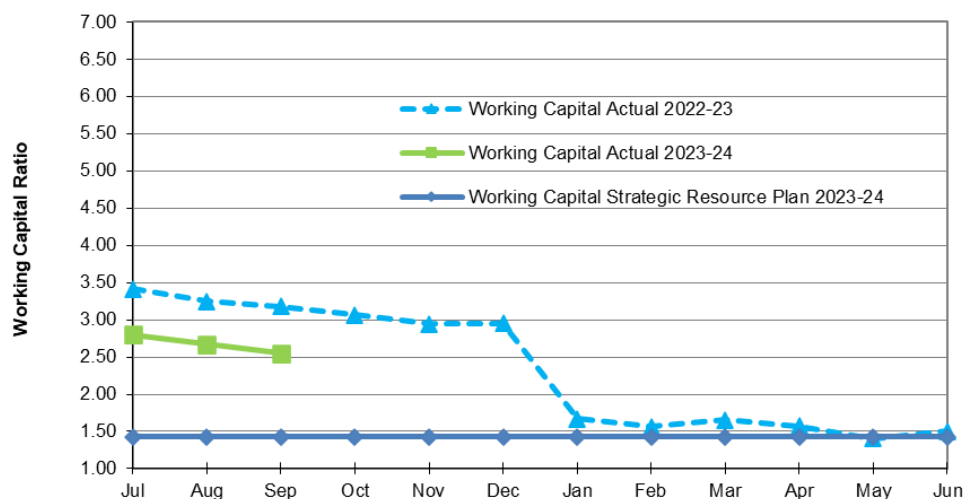
	2023-24 Sep Actual \$'000	2022-23 Sep Actual \$'000	2023-24 Adopted Budget \$'000	2022-23 June EOFY Actual \$'000
Cash and investments	79,974	80,879	41,368	88,636
Net current assets	116,499	126,166	16,607	33,428
Net assets and total equity	2,183,621	2,089,631	2,091,739	2,094,698

The Financial Position as of 30 September 2023 shows cash and investment balances of \$79.97 million and a net current asset position of \$116.50 million. The net asset position as of 30 September 2023 is \$2.18 billion. Cash and investment balances are above expectations identified in the Long-Term Financial Strategy for the current period of 2023/2024.

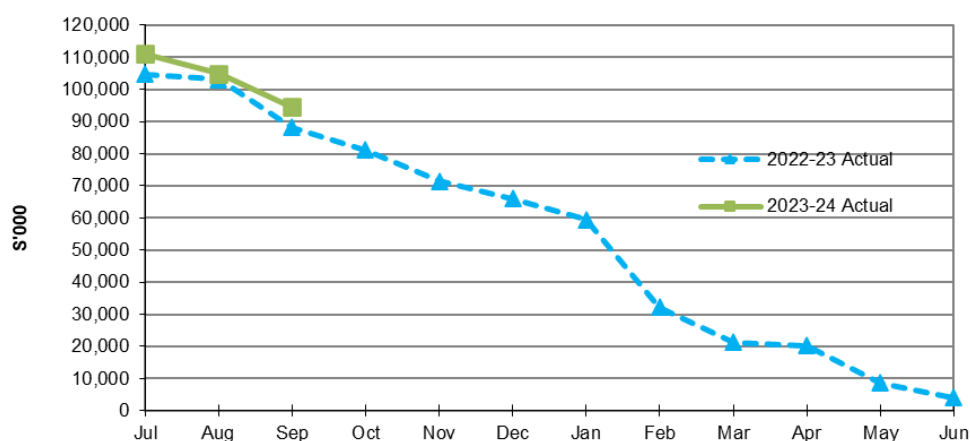
Actual cash & investments balance by month



This graph reflects that there are sufficient cash reserves to cover both restricted assets and any fluctuations in cash flow. The levels fluctuate during the year in line with inflows from peak rate payment periods and expense cycles. Restricted Assets refer to unexpended grants and developer's contributions as well as provision for Long Service Leave.

Financial Report
Three months ended 30 September 2023**Actual working capital ratio by month**
(Current Assets / Current Liabilities)

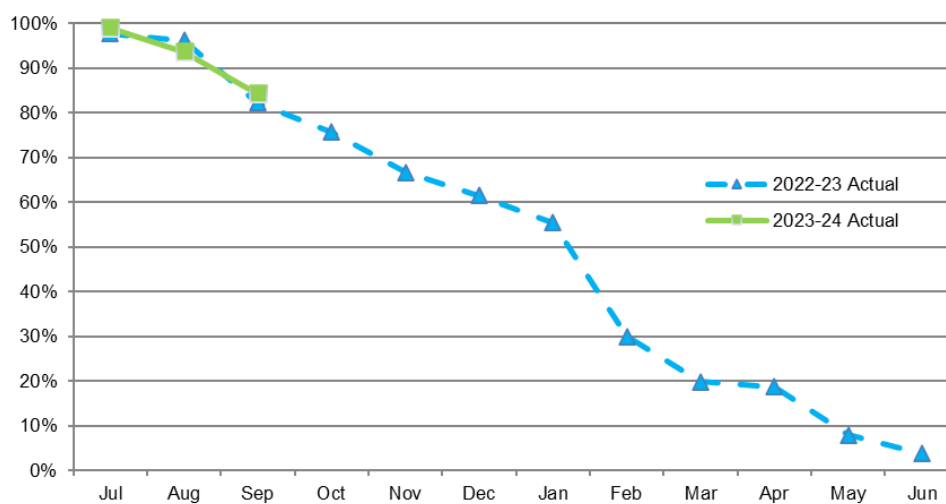
The working capital ratio is a measure of liquidity. It is always essential for this figure to be greater than 1.00, with the VAGO recommended level being more than 1.50. Council's working capital ratio as of 30 September 2023 is 2.55.

Actual rates outstanding balances by month

The chart above compares the rates outstanding as at 30 September 2023 to the same time last financial period. Our collection rate follows a similar pattern to previous periods, based on rate instalments occurring at set times throughout the financial period. Council has one of the highest debt recovery performances in comparison to other local government authorities.

Financial Report
Three months ended 30 September 2023

The September result indicates a similar trend of rates outstanding as compared to the same stage last year, taking into account rates being struck in July of this year.

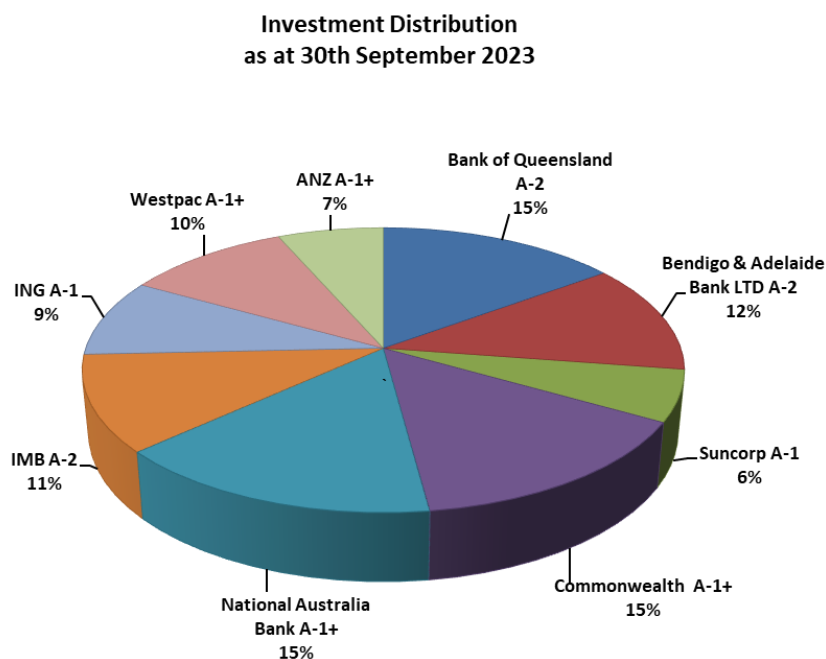
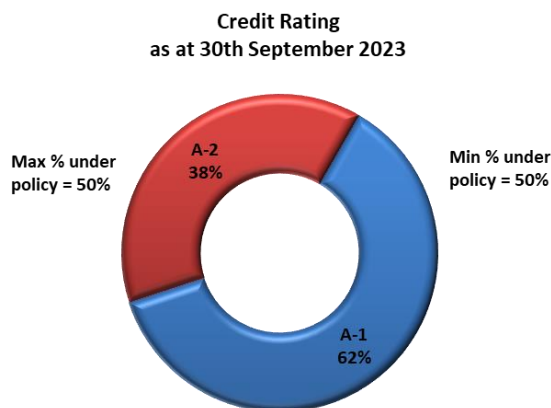
Rates debtor collection rate by %

Rate debtor's collection levels during 2023/2024 are in line with expectations, taking into account rates being struck in July of this year.

Financial Report
Three months ended 30 September 2023

7. Cash and Investments

The following graphs indicate the diversification and credit ratings of the investment portfolio at the end of September. The table lists all the investments held as of 30 September 2023. Council's Investment Policy is to maintain a portfolio's balance between A-1 and A-2 investments and hold no greater than 15% of the portfolio with one investing partner.



Financial Report

Three months ended 30 September 2023

Investments as at 30/9/2023							
Institution	Credit Rating	Maturity Date	Period Days	Yield %	Type	\$000's	%
Commonwealth	A-1+			1.35	On-Call	8,005	11.7%
ING	A-1	02-Oct-23	2-Oct-23	5.21	Term Dep	3,000	4.4%
IMB	A-2	03-Oct-23	3-Oct-23	4.95	Term Dep	2,500	3.7%
ANZ	A-1+	23-Oct-23	23-Oct-23	4.54	Term Dep	2,500	3.7%
Bendigo & Adelaide Bank LTD	A-2	08-Nov-23	8-Nov-23	4.85	Term Dep	2,500	3.7%
ANZ	AA-	13-Nov-23	13-Nov-23	4.48	Term Dep	2,000	2.9%
Suncorp	A-1	20-Nov-23	20-Nov-23	4.80	Term Dep	2,000	2.9%
National Australia Bank	A-1+	27-Nov-23	27-Nov-23	4.73	Term Dep	2,014	2.9%
National Australia Bank	A-1+	18-Dec-23	18-Dec-23	4.83	Term Dep	2,000	2.9%
ING	A-1	09-Oct-23	9-Oct-23	5.21	Term Dep	2,000	2.9%
Bank of Queensland	A-2	16-Oct-23	16-Oct-23	5.10	Term Dep	2,500	3.7%
National Australia Bank	A-1+	16-Oct-23	16-Oct-23	5.07	Term Dep	2,000	2.9%
IMB	A-2	23-Oct-23	23-Oct-23	5.00	Term Dep	2,000	2.9%
Bendigo & Adelaide Bank LTD	A-2	30-Oct-23	30-Oct-23	5.05	Term Dep	1,500	2.2%
Suncorp	A-1	27-Nov-23	27-Nov-23	4.82	Term Dep	2,000	2.9%
National Australia Bank	AA-	04-Dec-23	4-Dec-23	4.92	Term Dep	2,000	2.9%
Westpac	AA-	07-Dec-23	7-Dec-23	4.36	Term Dep	4,049	5.9%
Bank of Queensland	A-2	11-Dec-23	11-Dec-23	4.70	Term Dep	2,500	3.7%
National Australia Bank	A-1+	13-Dec-23	13-Dec-23	4.85	Term Dep	2,522	3.7%
Bendigo & Adelaide Bank LTD	A-2	13-Dec-23	13-Dec-23	4.50	Term Dep	2,018	3.0%
IMB	A-2	20-Dec-23	20-Dec-23	4.70	Term Dep	3,029	4.4%
Westpac	AA-	03-Jan-24	3-Jan-24	4.74	Term Dep	3,000	4.4%
Bank of Queensland	A-2	20-Mar-24	20-Mar-24	5.37	Term Dep	4,174	6.1%
Commonwealth	A-1+	02-Oct-23	2-Oct-23	4.53	Term Dep	2,019	3.0%
ING	A-1	22-Dec-23	22-Dec-23	4.63	Term Dep	1,021	1.5%
Bendigo & Adelaide Bank LTD	A-2	09-Feb-24	9-Feb-24	4.40	Term Dep	1,069	1.6%
Bank of Queensland	A-2	14-Mar-24	14-Mar-24	4.70	Term Dep	1,074	1.6%
Bendigo & Adelaide Bank LTD	A-2	11-Jul-24	11-Jul-24	5.55	Term Dep	1,382	2.0%
						68,376	100%

Term Dep = Term Deposit NCD = Negotiable Certificate of Deposit

Council's performance against the industry wide benchmark (Bank Bill Swap Reference Rate – Average Bid which summarises the returns on banks bills over the period chosen) is provided below:

Benchmark: 90 days Bank Bill Swap Reference Rate – Average Bid (Source: Australian Financial Markets Association)	3.70%
Maroondah Investment Portfolio as at 30 September 2023	4.84%

MAROONDAH CITY COUNCIL

Balance Sheet
as at 30/9/2023

	30/09/2023	30/09/2022	Comments
	\$ '000	\$ '000	
Assets			
Current assets			
Cash and cash equivalents	38,118	32,799	Cash and term deposits are split between this account and "other financial assets" depending on the length of investment (over/under 90 days).
Trade and other receivables	109,665	102,810	Comprises many debtor balances, and is largely made up of outstanding rates.
Other financial assets	41,856	47,022	
Inventories	489	518	
Other assets	1,581	597	
Total current assets	191,709	183,747	
Non-current assets			
Trade and other receivables	313	447	
Other financial assets	-	1,057	
Investments in Associates, Joint Arrangements and Subsidiaries	1,916	2,534	
Property, Infrastructure, Plant and Equipment	2,085,420	2,007,381	
Right Of Use Asset	8,653	1,308	Reflects the 10 year lease of Waste trucks.
Intangible assets	1,053	748	
Total non-current assets	2,097,355	2,013,474	
Total assets	2,289,064	2,197,221	
Liabilities			
Current liabilities			
Trade and other payables	(28,487)	(7,495)	Higher payables reflects Heatherdale & Heathmont Carpark Grant balance.
Trust funds and deposits	(18,486)	(18,461)	
Unearned Income	(8,278)	(14,755)	
Provisions	(14,758)	(14,155)	
Interest Bearing Liabilities	(3,750)	(2,715)	
Current Lease Liabilities	(1,451)	-	
Total current liabilities	(75,210)	(57,581)	
Non-current liabilities			
Trust funds and deposits	(132)	(330)	
Unearned Income	(11,043)	(25,549)	Reflects the reduction of Heathmont Carpark Grant.
Provisions	(1,111)	(1,223)	
Interest Bearing Liabilities	(17,812)	(21,562)	Relates to ANZ loan facility used in the funding of Aquanation's construction and TCV loan taken in May 2022. Decrease reflects 6 monthly repayments.
Lease liabilities	(7,294)	(1,344)	Reflects the 10 year lease of Waste trucks.
Total non-current liabilities	(37,392)	(50,008)	
Total liabilities	(112,602)	(107,589)	
Net assets	2,176,462	2,089,631	
Equity			
Accumulated surplus	846,932	848,746	
Surplus (deficit) for period	81,762	69,483	
Reserves	1,247,768	1,171,403	
Total equity	2,176,462	2,089,631	

Cash Flow Analytics - for the period ending 30 September 2023

	30/09/2023 \$'000	30/09/2022 \$'000	Comments
Cash flows from operating activities			
Rates and charges	6,781	22,179	Timing variance due to a higher balance of rates receivables compared to Sep 2022.
Statutory fees and fines	1,431	994	
User fees	9,746	12,460	
Grants - operating	2,099	1,862	
Grants - capital	864	1,662	
Contributions - monetary	2,457	2,174	
Interest received	710	656	
Trust funds and deposits taken	13,796	2,448	Variance is a result of the movements in various deposit accounts.
Other receipts	412	-	
Net GST refund/payment	214	7,901	
Employee costs	(18,600)	(16,097)	
Materials and services	(20,994)	(16,156)	Timing variance due to a higher balance of materials and services payable and reflects Heatherdale & Heathmont Carpark Grant balance.
Trust funds and deposits repaid	(1,612)	(2,240)	
Net cash provided by/(used in) operating activities	(2,696)	17,844	
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	(6,320)	(7,131)	
Proceeds from sales of property, infrastructure, plant and equipment	355	309	
Payments for investments	(32,625)	(47,457)	Investment balances fluctuate based on the timing and maturity of council's investment profile.
Proceeds from sales of investments	5,343	23,359	
Net cash provided by/(used in) investing activities	(33,247)	(30,920)	
Cash flows from financing activities			
Finance costs	-	-	
Repayment of borrowings	-	-	
Interest paid - lease liability	-	-	
Repayment of lease liabilities	-	-	
Net cash provided by/(used in) financing activities	-	-	
Net increase (decrease) in cash and cash equivalents	(35,943)	(13,076)	
Cash and cash equivalents at the beginning of the period	74,061	45,875	
Cash and cash equivalents at the end of the financial period	38,118	32,799	

Maroondah City Council Council Plan 2021 - 2025 Priority Actions Progress Report



Quarter 1, 2023/24 Financial Year
Status as at 30 September 2023

Maroondah City Council

Council Plan 2021 - 2025 Priority Actions Progress Report

Quarter 1, 2023/24 (as at 30 September 2023)






The *Council Plan 2021-2025* is Maroondah City Council's key medium-term strategic document that sets key directions and priority actions to work towards the long-term community vision outlined in the refreshed *Maroondah 2040: Our future together community vision*.

The Council Plan plays a vital role in shaping Maroondah's future over a four-year period. It identifies both challenges and opportunities for our community at local and regional level within the context of the community's long-term Maroondah 2040 vision. It also forms the basis for Council to make decisions regarding resources and priorities in response to community needs and aspirations.

Each year, Council presents to the community an updated set of key directions and priority actions for implementing the four-year Council Plan. This helps to ensure that the Plan continues to be aligned with *Maroondah 2040: Our future together*, the community's long-term vision, and is responsive to community needs and expectations.

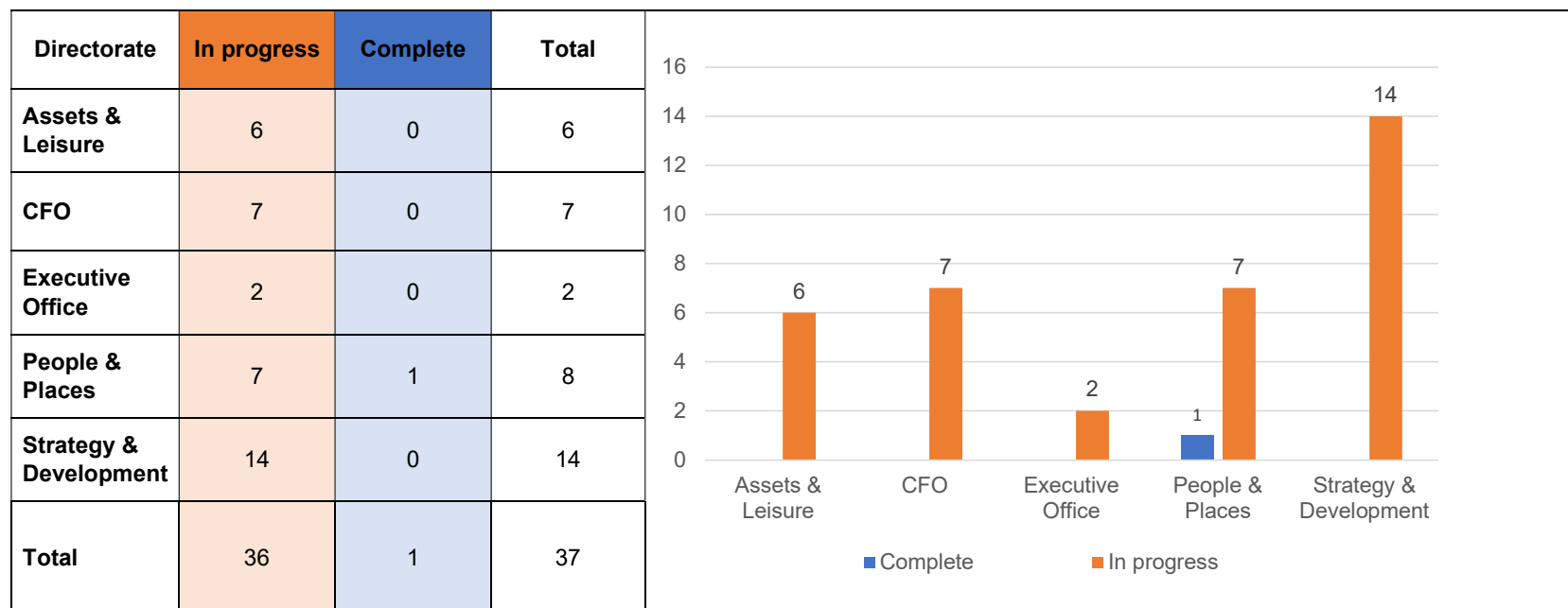
The Council Plan is implemented through a service delivery planning process, and outcomes are measured and reported regularly. This report identifies Council's progress in relation to the Council Plan Priority Actions for the 2023/24 financial year. Some actions span multiple years as identified in the Council Plan 2021-2025. Progress is identified as at 30 September 2023.

The following status icons assist with interpreting the progress of Council Plan Priority Actions:

-  Priority action is currently on track and/or progressing as expected.
-  Priority action is at risk of not being on track.
-  Priority action is currently not on track and/or not progressing as expected
-  Priority action has been achieved
-  Priority action has been deferred to another year

1. Summary of Progress

There are 37 Priority Actions listed in the *Council Plan 2021-2025* for the 2023/24 financial year. As at 30 September 2023, one (1) action has been completed and 36 actions are in progress.



Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions
Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
A safe, healthy and active community	1	Review, update and implement Council's Physical Activity Strategy; and develop and implement a Stadium Sport Strategy	The Stadium Sports Strategy was endorsed by Council on 18 September 2023. Community consultation for the Physical Activity Strategy commenced with Café Consult at Maroondah Festival in November 2022 and will be completed by the end of the year.	In progress	😊	2023/24	Assets & Leisure	Leisure & Major Facilities
	2	Finalise and implement the <i>Maroondah Liveability, Wellbeing and Resilience Strategy 2021-2031</i> ^ (including the <i>Health and Wellbeing Action Plan</i> and <i>Positive Ageing Framework and Action Plan 2021-2025</i>) in accordance with the <i>Public Health and Wellbeing Act 2008</i>	The Health and Wellbeing Action Plan 2023-2025 has been endorsed and outlines the priority actions and other related initiatives Council will undertake to work towards many of the health and wellbeing outcomes of the Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031 during the 2023/24 and 2024/25 financial years.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	3	Work in partnership with a broad range of service providers and agencies to develop and deliver services and cultural experiences in the Croydon Community Wellbeing Precinct	Hub B stakeholders continue to establish themselves in their new premises, and are establishing new partnerships and ways of working due to their co-location. Exploration of potential tenants and operations for Hub A are underway.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	4	Continue to monitor the social and economic impacts of the COVID-19 pandemic and provide responses aligned to community needs	Respective Council service areas continue to monitor the ongoing social and economic impacts of the COVID-19 pandemic to ensure service delivery is aligned to community needs.	In progress	😊	2023/24	Strategy & Development	Community Safety
	5	Work in partnership with the Victorian Government to support the construction of a new hospital in Maroondah to ensure the location and construction maximises community benefit	Council continues to work in partnership with the Victorian Government to support the construction of a new hospital in Maroondah to ensure the location and construction maximises community benefit.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
A prosperous and learning community	6	Advance planning to reinforce the sense of place and Local Neighbourhoods to enable people the choice to live local through the provision of services and daily needs from across a network of neighbourhoods within Maroondah	Council continues to participate in the Local Neighbourhoods Municipal Planning Project. This provides access to grant funding and the opportunity to work with the Victorian Government to plan for local neighbourhoods in Maroondah. A Liveable Neighbourhoods Strategy has been prepared to advance planning of local neighbourhood initiatives and identify opportunities for social, economic and capital investment in Maroondah's neighbourhoods and local activity centres.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	7	Work in partnership to implement the <i>Bayswater Business Precinct Transformation Strategy</i> and investigate and implement innovative opportunities to enhance business capability, skill development, employment and education pathways for the manufacturing sector	Work continues to implement the Strategy. Progress is being monitored and guided by the recently established governance structures. Work has commenced on the scoping and development of an overarching spatial plan that will address access, activity centre, and physical amenity outcomes. The revised business case for the physical Bayswater Business Precinct (BBP) hub is progressing and approaching final draft stage. Recruitment for a new BBP Coordinator is underway.	In progress	😊	Beyond 2024/25	People & Places	Business & Precincts

Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions
Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
A prosperous and learning community	8	Work in partnership to plan for and support the Victorian Government three and four year old kindergarten reforms, including advocating for funding at all levels of Government for new and redeveloped facilities to enable these reforms in Maroondah	Council continues to work with Department of Education and Victorian School Building Authority in regards to the rollout of the Best Start, Best Life Kindergarten reforms in Maroondah, which includes increasing the hours of funded Kindergarten for three and four year old children. Council was successful in obtaining funding to extend the Kindergarten Initiative Project Officer position for a further twelve months to support feasibility studies on Council's early years infrastructure. Council and the Department of Education are working towards developing a pipeline of infrastructure works to help meet the significant increase in demand for Kindergarten due to the reforms.	In progress	😊	Beyond 2024/25	People & Places	Community Services
	9	Implement the Ringwood Metropolitan Activity Centre Master Plan including enhancing the Maroondah Highway Boulevard and Staley Gardens	Victorian Government advocacy being undertaken seeking funding for the future upgrade of Maroondah Highway Boulevard. Urban design work and traffic analysis has been progressing over the past quarter. Results of the consultation undertaken in April 2023 are being analysed to inform development of design principles for creation of a Staley Gardens landscape masterplan.	In progress	😊	Beyond 2024/25	People & Places	Business & Precincts
	10	Successfully transition the Eastern Regional Libraries service to a Beneficial Enterprise Model	Council endorsed the Your Library Agreement for execution on 19 June 2023. Transition to Your Library Limited commenced on 1 July 2023.	Complete	✓	2023/24	People & Places	Community Services

Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions
Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
A vibrant and culturally rich community	11	Design the Karralyka redevelopment, and undertake staged redevelopment works	Council will continue the design and construct for the staged redevelopment of the venue subject to funding. The proposed redevelopment will include a new multi-purpose foyer expansion, outdoor paved terraced area leading from the enhanced foyer space, and some accessibility improvements	In progress	😊	Beyond 2024/25	Assets & Leisure	Projects & Assets Management
	12	Implement the <i>Arts and Cultural Development Strategy 2020-2025</i> and work with the Maroondah Arts Advisory Committee to maximise arts and cultural opportunities across Maroondah	<p>Implementation of the Arts and Cultural Development Strategy 2020-2025 continues to realise positive outcomes. 46,619 people visited Ringwood Arts Precinct (ArtSpace at Realm, Maroondah Federation Estate) and Wyreena, with 1,222 people participating actively in 98 events. 86 (52 local) artists and cultural groups were supported to produce or present their work, and 63 (40 local) artists and community members participated in arts networks and related events. In the Ringwood Arts Precinct, in partnership with Your Library, the Neighbourhood Tales exhibition by artist Selina Ou was launched attracting 195 people. Group exhibitions Texture of Memory by T-Collective and Our Plants, Our Heritage supported by Multicultural Women Victoria also opened at Maroondah Federation Estate Gallery, showcasing mature-age and multicultural female artists exploring themes including belonging, environment, trauma, memory and resilience. The Spring Folk Concert, part of Maroondah Mix, platformed local folk acts in partnership with the Victorian Folk Music Club.</p> <p>NAIDOC Week was celebrated and coordinated across venues for the first time featuring the Mullum Mullum Community Blak Arts group exhibition at Maroondah Federation Estate with partners Mullum Mullum Indigenous Gathering Place, From Our Elders video installation in ArtSpace at Realm, NAIDOC gallery walking tours, large-scale Elders Portrait public art on Realm Windows, and bundang exhibition by Tricia 'Vandal' Van Der Kuyp at Wyreena. The major creative placemaking and public art project, Reignite Croydon - Laneway Lights, co-funded by the Victorian government, progressed to concept design stage with the successful artists and all building owners approving.</p> <p>Planning for the integration of arts and cultural facilities, including black box theatre in the Croydon Community Wellbeing Precinct and the Wyreena Heritage Masterplan continues.</p> <p>Maroondah Arts Advisory Committee advised on the Maroondah City Council Art Collection policy, which is currently under review.</p>	In progress	😊	Beyond 2024/25	People & Places	Business & Precincts

Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions

Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
A clean, green and sustainable community	13	Work in partnership to deliver the staged implementation of the Reimagining Tarralla Creek project	Council continues its partnership with Melbourne Water to deliver the next stage of the Re-imagining Tarralla Creek project. Discussions are underway to identify opportunities to align works on the upcoming Kilsyth to Croydon South Water Mains Renewal Project with delivery of the Swinburne section (Stage 4) of the Re-imagining Tarralla Creek project.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	14	Implement Council's <i>Sustainability Strategy 2022-2031</i> , including development of a Climate Change Plan integrating carbon reduction and climate adaptation measures	Council continues to implement the <i>Sustainability Strategy 2022-2031</i> . The Strategy includes actions that will promote environmental, social and economic sustainability, addressing themes of the built environment, climate change, community connections, a green economy, green infrastructure, governance, evaluation and improvement. The Climate Action Plan is under development and will provide a holistic approach to managing climate change mitigation, adaptation and risk across Council and the community.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	15	Develop and implement Council's <i>Waste, Litter and Resource Recovery Strategy 2020-2030</i>	The strategy continues to be implemented with the successful rollout of the food organics garden organics (FOGO) service in May 2023. The focus of activities during Q1, 2023/24 has involved the monitoring and evaluation of the FOGO service, ensuring risks to the new service are managed (such as contamination impact on markets). A review of the waste strategy has been initiated and will incorporate changes from the new Circular Economy (Waste Reduction and Recycling) Act, new Federal targets for Municipal Solid Waste (MSW), and include information about the new FOGO service performance. The new Waste Services Policy is nearing completion, with endorsement to be sought in Q2. 2023/24.	In progress	😊	Beyond 2024/25	CFO	Finance & Commercial
	16	Prepare and implement a series of Biolink Action Plans that implement the Maroondah Habitat Connectivity Study	In 2022/23, eight 'biolinks' were identified for improving habitat connectivity across the municipality. The first Plan - the Mullum Mullum Creek Draft Biolink Action Plan - has been developed with community consultation to be undertaken in November and December 2023. Detailed planning for two further biolinks is underway.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	17	Implement a streetscape enhancement program, including a significant increase in tree planting	Council will continue undertaking this program including targeting inappropriate trees under power lines.	In progress	😊	Beyond 2024/25	Assets & Leisure	Operations

Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions
Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
An accessible and connected community	18	Work in partnership with the Victorian Government to implement road improvement works at: •New Street, Ringwood •Reilly Street and Wantirna Road, Ringwood •Eastfield Road, Ringwood East •Plymouth Road and Kirtain Drive, Croydon Undertake carpark improvement works at: •McAlpin Reserve, Ringwood North •Dorset Recreation Reserve, Croydon	The upgrade to Plymouth Road and Kirtain Drive is being delivered by the Department Transport and Planning (DTP / VicRoads) and commenced in late 2022 with early service installation works associated with traffic signals and pedestrian operated signals. Due to delays in service authority works experienced by DTP, the project is now expected to be completed by end of of the 2023 calendar year.	In progress	😊	2023/24	Strategy & Development	Engineering & Building
	19	Design and construct an activity centre carpark in Ringwood	Council will continue to design and construct the Ringwood Activity Centre Carpark in 2023/24 and 2024/25.	In progress	😊	2024/25	Assets & Leisure	Projects & Assets Management
	20	Work in partnership with the Victorian Government to support the removal of level crossings at Bedford Road Ringwood; Dublin Road Ringwood East and Coolstore Road Croydon; and the construction of new stations at Ringwood East and Croydon	The Level Crossing Removal works are underway and progressing well, with initial rail occupations being undertaken at all three sites throughout Q1, 2023/24 in preparation for major construction blitz activities scheduled for 2024. Construction of the new Dublin Road road bridge is well underway, scheduled for opening in October 2023, whilst the relocation of the Croydon memorial has also commenced and is scheduled for completion in preparation for Remembrance Day 2023.	In progress	😊	2024/25	Strategy & Development	Engineering & Building
	21	Advocate to the Australian and Victorian Governments for the provision of new and upgraded transportation infrastructure in Maroondah	In 2023/24, Council will continue advocacy work to address the major transport needs of the Maroondah community.	In progress	😊	Beyond 2024/25	Executive Office	Senior Executive
	22	Work in partnership to undertake renewal works on the Mullum Mullum Creek and Colchester Road shared trails; and continue footpath construction in the Principal Pedestrian Network	During 2023/24, Council will work in partnership to undertake renewal works on the Mullum Mullum Creek trail. Renewal of the section of trail from Marilyn Crescent to Kalinda Road will be completed across the 2023/24 and 2024/25 financial years. The footpath construction program for Maroondah's Principal Pedestrian Network for 2023/24 is planned to include: Colchester Road (Canterbury Road to Collier Road); Morinda Street (Loma Street to Railway Avenue); Highton Street (Loma Street to Railway Avenue); Smithdene Avenue (Loma Street to Railway Avenue); Rupert Street (no. 17 Rupert Street to Mullum Mullum Creek); Maroondah Highway (Dampier Grove to Hillcrest Avenue); Maroondah Highway (Hughes Park Reserve frontage); Fairview Avenue (Eastfield Road to Patterson Street); Canterbury Road (Wantirna Road to no. 305 Canterbury Road); and Evelyn Road (Loughnan Road to no. 3 Evelyn Road)	In progress	😊	Beyond 2024/25	Strategy & Development	Engineering & Building

Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions
Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
An attractive, thriving and well built community	23	Develop a new Croydon Structure Plan and prepare a planning scheme amendment to incorporate the policy into the Maroondah Planning Scheme	The Draft Croydon Major Activity Centre Structure Plan was made available for consultation from 31 August 2023. Consultation will close on 22 October 2023, after which submissions will be reviewed. After the Structure Plan has been adopted by Council, permission will be sought from the Minister for Planning to commence preparation of a planning scheme amendment.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	24	Work in partnership to implement the Greening the Greyfields project to facilitate a sustainable approach to urban redevelopment in identified residential precincts	In 2022/23, Amendments C134maro and C136maro for the two identified residential precincts were gazetted in the Maroondah Planning Scheme. Council is continuing to work with stakeholders to implement the Greening the Greyfields project in two identified residential precincts and participation is being sought from relevant landowners.	In progress	😊	Beyond 2024/25	Strategy & Development	City Futures
	25	Undertake the staged redevelopment of the Croydon Community Wellbeing Precinct	Council will continue to design and construct the staged redevelopment of the Croydon Community Wellbeing Precinct inline with the endorsed Masterplan throughout 2023/24.	In progress	😊	Beyond 2024/25	Assets & Leisure	Projects & Assets Management
	26	Undertake flood mitigation works in New Street, Ringwood, Sherbrook Avenue catchment in Ringwood, and Scenic Avenue and Wingate Avenue catchments in Ringwood East; and work in partnership to develop flood mitigation solutions for central Croydon	In 2023/24, Council will continue to implement flood mitigation works at identified sites. The Sherbrook Catchment (Stage 3) drainage upgrades in Ringwood from Bourke Street to Charter Street commenced in early July 2023 and will be completed in late 2023; development and prioritisation of drainage upgrades are continuing for Mullum Mullum Road/Panfield Avenue, Through Road/San Remo Road and Erica Crescent/Daisy Street sub-catchments with works programmed for future years. Investigation and discussion with external agency partners/catchment authority partners regarding flood mitigation for central Croydon catchment also continues.	In progress	😊	Beyond 2024/25	Strategy & Development	Engineering & Building

Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions
Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
An inclusive and diverse community	27	Investigate and implement additional all gender changing facilities at local sporting venues	Works have commenced on the relocation of changing facilities from Manson Reserve to Quambee Reserve.	In progress	😊	2023/24	Assets & Leisure	Leisure & Major Facilities
	28	Implement the <i>Gender Equality Act 2020</i> , including the <i>Maroondah Gender Equality Action Plan 2021-2025</i>	The Gender Equality Action Plan (GEAP) is complete and has been submitted to the GE Commission and published on Councils' website consistent with the provisions of the Act. Key GEAP actions have commenced with a major organisational investment in face to face/interactive sexual harassment prevention training delivered to all Council employees. Initial Gender Impact Assessment (GIA) processes have been conducted, while an expert external consultant has been engaged to provide GIA training, coaching and support to relevant Council service area management who provide and/or facilitate externally facing services and strategies. Council actively participated in the 2023 People Matter Survey for local government conducted by The Commission for Gender Equality in the Public Sector. This was the second occasion that Council has participated following its participation in the initial survey conducted in 2021. Employee survey participation rates were higher in 2023, with the results generally indicating that Council's workplace indicators are heading in a positive direction. While there remains scope for improving the perceived experience of employees, Council's relative performance typically exceeded published LG sector performance benchmarks. Council is preparing to satisfy its progress reporting obligations to the GE Commission as required in early 2024.	In progress	😊	2023/24	People & Places	People & Culture
	29	Continue to monitor and respond to Australian Government Aged Care Reforms to ensure that Council services adapt appropriately to meet current and future community needs, and advocate for ongoing support and care for Maroondah senior citizens	Council continues to monitor the My Aged Care reform agenda. The Australian Government has announced that reforms will not occur prior to July 2025 in line with the recommendations of the Royal Commission into Aged Care.	In progress	😊	2024/25	People & Places	Community Services
A well governed and empowered community	30	Advocate on key local issues on behalf of the Maroondah community, including in the lead up to the Australian and Victorian Government elections in 2024/25 and 2026/27	During 2023/24 Council will continue its advocacy to both the Australian and Victorian governments to seek funding to address a range of key priority infrastructure, sporting and transportation improvement projects that will benefit the Maroondah community.	In progress	😊	Beyond 2024/25	Executive Office	Senior Executive
	31	Implement and deploy the <i>Customer Service Strategy 2020</i> that will continue to advance Council's commitment to be highly responsive and customer focused	The Strategy is still in operation with a review to commence during 2023/24. The review will focus on Council's commitment to being highly responsive and customer-focussed across all service areas of Council. A draft should be available in mid-2024.	In progress	😊	Beyond 2024/25	People & Places	Communications & Citizen Experience

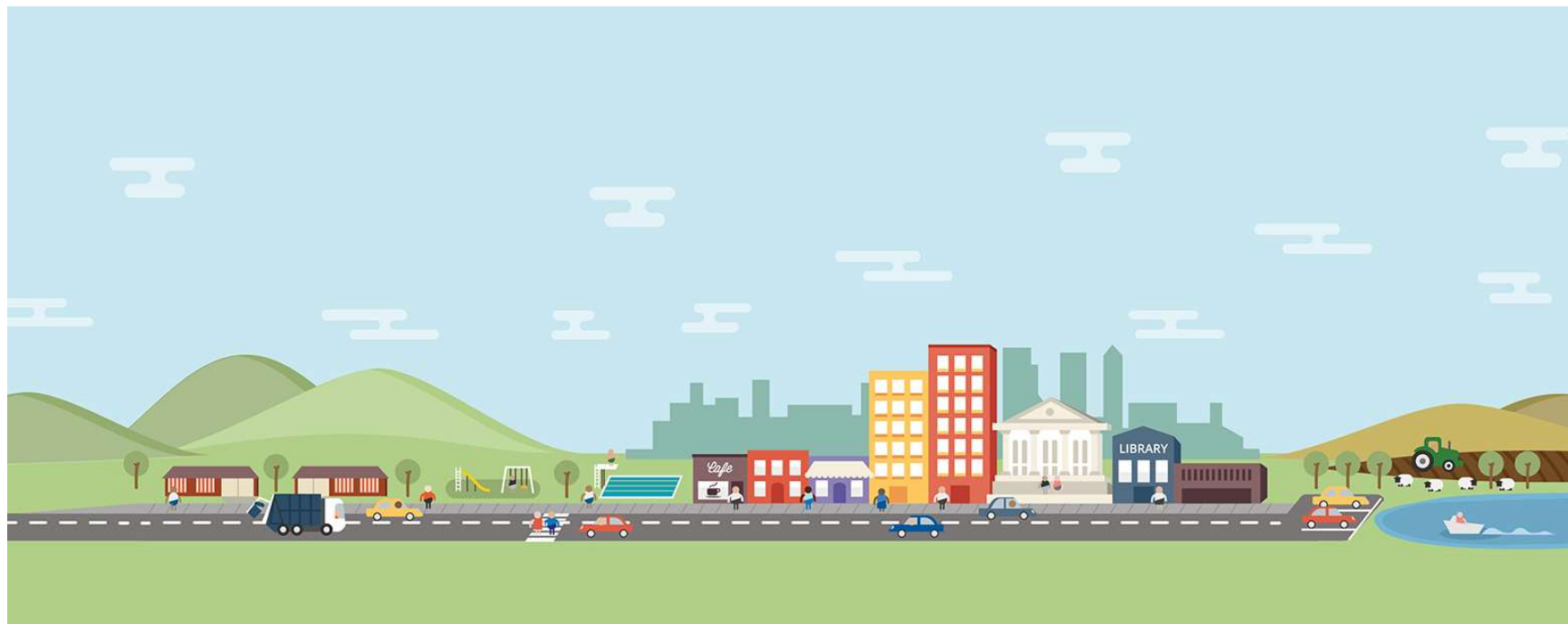
Council Plan 2021 - 2025

Year 3 - 2023/24 Priority Actions
Q1 Progress Reporting - as at 30 September 2023



Maroondah 2040 Outcome Area	No.	Council Plan Priority Action	Progress Comment	Project Status	On Track	Target Completion	Directorate	Service Area
A well governed and empowered community	32	Work in partnership with the Victorian Electoral Commission to coordinate a Council Election in October 2024 for the 2024-2028 period	Planning has commenced for coordination of the Local Government Elections in October 2024. In addition, a byelection is now being planned for Barneong Ward in late 2023 following the resignation of the Ward Councillor in September 2023.	In progress	😊	2024/25	CFO	Governance & Performance
	33	Develop a strategy for Connected Communities involving digitising metrics to understand and respond efficiently to community needs	A Connected Communities working group has been assembled and a consultant engaged to assist with defining vision and accompanying strategic documents. A Council-wide current/desired future state survey has commenced and consultant facilitated vision session conducted. A preliminary report is being prepared with additional scoping work to follow.	In progress	😊	2024/25	CFO	Cyber & Technology
	34	Enhance connections between Council's statutory committees (including advisory committees) and the Integrated Planning Framework to ensure alignment with emerging community priorities	Council has reviewed the terms of reference for each of the seven advisory committees to enhance alignment and ensure effective community representation.	In progress	😊	2024/25	CFO	Governance & Performance
	35	Engage the community in developing a new Community Vision and prepare the <i>Council Plan 2025-2029</i> following election of a new Council	Council has commenced development of a new Maroondah 2050 Community Vision involving background research into current and emerging trends. Broad community engagement commenced in September 2023 and will continue until December 2023. Engagement is being undertaken online via the Your Say Maroondah website, through pop-up engagement in local neighbourhoods, at local community events, and through workshops with key stakeholders and community groups.	In progress	😊	Beyond 2024/25	CFO	Governance & Performance
	36	Undertake a review of a range of Council technological systems	Council has completed a review of its financial system with a recommendation to tender for an enterprise resource planning (ERP) system. A review of Council's Asset Management System is currently underway.	In progress	😊	Beyond 2024/25	CFO	Cyber & Technology
	37	Evolve organisational capacity and implement systems to minimise risks to cybersecurity impacts	Council continues to implement mitigation measures to address cyber security risks. Measures include: incident procedures, compliance with Essential 8 standards, end user training, and engagement of a 24/7 Security Operations Centre service.	In progress	😊	Beyond 2024/25	CFO	Cyber & Technology

Local Government Performance Reporting Framework 2023/24 Reporting Year



SERVICE PERFORMANCE INDICATOR RESULTS - YTD Quarter 1
(1 July – 30 September 2023)





Introduction

The Local Government Performance Reporting Framework (LGPRF) is a key State Government initiative which seeks to improve the transparency and accountability of council performance to ratepayers as well as provide a more meaningful set of information for the community.

The framework entails a range of performance measures, and a governance and management checklist of items which together build a comprehensive picture of council performance.

The following report provides the prescribed Local Government Performance Reporting Framework service performance indicator results for the end of Q1 2023/24.

The following status icons assist in interpreting the service performance results



	Result is currently on track / progressing as expected / within expected range for the reporting period
	Result is neutral / yet to be finalised / being monitored
	Result is currently not on track / not progressing as expected / outside expected range for the reporting period
	Result not available / New measure with no comparison available



Animal Management

Provision of animal management and responsible pet ownership services to the community including monitoring, registration, enforcement and education

Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Timeliness	Number of days taken to action animal requests <i>Expected range: 1 to 10 days</i>						
Time taken to action animal requests		1.02 days	1.01 days	1.01 days	1.03 days	This measure relates to the average number of days between the receipt and the first response action for all animal management requests. The time taken to action animal management requests remains consistent with previous quarters.	
Service standard	% of collected animals reclaimed <i>Expected range: 30% to 90%</i>						
Animals reclaimed		70.30%	73.57%	65.45%	70.3%	This measure considers the percentage of collected registrable animals reclaimed under the <i>Domestic Animals Act 1994</i> . The number of animals reclaimed has decreased marginally because of an increase in the number of animals surrendered, post Covid.	
Service standards	% of animals rehomed <i>Expected range: 20% to 80%</i>						
Animals rehomed		15.76%	19.29%	18.79%	18.99%	This measure considers the percentage of collected registrable animals under the <i>Domestic Animals Act 1994</i> that are rehomed. The number of animals rehomed has decreased due to an increase in the number of animals being reclaimed by their owners.	

Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Service cost	\$ direct cost of the animal management service per registered animal <i>Expected range: \$3 - \$40</i>					This measure captures the direct cost of the animal management service per registrable animal under the <i>Domestic Animals Act 1994</i> .	
Cost of animal management service		\$1.12	\$1.11	\$5.25	\$5.33	There is only a slight variation for the cost of animal management services compared to the same time in the previous financial year.	
Health and safety	No of prosecutions <i>Expected range: 50% - 200%</i>					This measure captures the percentage of successful animal management prosecutions under the <i>Domestic Animals Act 1994</i> .	
Animal management prosecutions		100%	100%	100%	100%	This measure has now changed to a percentage value instead of a numeric value. The number of animal management prosecutions remains within the expected range.	



Aquatic Facilities

Provision of indoor and outdoor aquatic facilities to the community and visitors for wellbeing, water safety, sport and recreation



Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Service standard							
Health inspections of aquatic facilities	Number of health inspections per Council aquatic facility <i>Expected range: 1 to 4 inspections</i>	1 inspection	1 inspection	1 inspection	2 inspections	Health inspections for Council aquatic facilities are conducted annually, generally in Quarter 2 of the financial year. One inspection has been completed, with two to follow for the remainder of the calendar year.	
Utilisation							
Utilisation of aquatic facilities	Number of visits to aquatic facilities per head of municipal population <i>Expected range: 1 to 10 visits</i>	2.83 visits	1.61 visits	9.43 visits	4.43 visits	The utilisation of aquatic facilities has increased in Q1 2023/24 in comparison to the same time in the previous financial year. The rise in utilisation can be attributed to various factors such as improved facilities, increased health promotion, and introductions of new programs and initiatives at Council aquatic facilities.	
Service cost							
Cost of aquatic facilities	\$ direct cost less any income received of providing aquatic facilities per visit <i>Expected range: \$3 to \$20</i>	-\$1.46	\$1.24	\$0.29	\$2.61	This measure considers the overall cost to Council of running its aquatic facilities, less revenue received. The cost of aquatic facilities has reduced in comparison to the same quarter in the previous year. This favourable change can be attributed to the heightened utilisation of each of the facilities.	



Food Safety

Provision of food safety services to the community including registrations, education, monitoring, inspections and compliance

Service indicator/measure	Measure expressed as:	YTD Calendar Year (Q3) 2023	YTD Calendar Year (Q3) 2022	EOY Calendar Year 2022	EOY Calendar Year 2021	Comment	Status
Timeliness Time taken to action food complaints	Number of days taken to action food complaints <i>Expected range: 1 to 10 days</i>	1.56 days	1.51 days	1.53 days	1.67 days	This indicator measures the average number of days taken for Council to respond to food complaints, from receipt, to first response action. The data shown is for the 2023 calendar year which aligns with reporting to the Department of Health (DoH). The number of days to action food complaints is within the expected range. Where possible Council's Environmental Health Officer's ensure they respond to requests as soon as they are received.	
Service standard Food safety assessments	% of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment <i>Expected range: 50% to 120%</i>	63.32%	59.76%	98.24%	99.11%	This measure relates to the percentage of registered Class 1 and Class 2 food premises that receive an annual food safety assessment. Data shown is for the 2023 calendar year, to align with reporting to the Department of Health (DoH). The number of food safety inspections is slightly higher for this quarter than in the previous year. The target of 100% assessment completion is planned to be met by 31 December 2023.	
Service cost	\$ direct cost of the food safety service per registered food premises	\$189.05 (financial year)	\$174.21 (financial year)	\$737.18 (financial year)	\$641.56 (financial year)	This measure captures the direct cost of providing food safety services (per food premises).	



Cost of food safety service	Expected range: \$300 to \$1,200					The cost of the food safety service has increased slightly compared to the same time in the previous financial year, due to increased workforce requirements.	
Health and safety							
Critical and major non-compliance notifications	% of critical and major non-compliance outcome notifications that are followed up by council Expected range: 60% to 100%					This indicator measures the percentage of both critical and major non-compliance outcome notifications which are followed up by Council. Council aims to respond to 100% of these notifications. Data shown is for the 2023 calendar year, to align with reporting to the Department of Health (DoH). There was only slight variation compared to the same time in the previous financial year.	
		89.90%	92.75%	100.00%	83.33%		
Service Standards							
Food Safety Standards	% of food samples obtained per required number of food samples Expected range: 50% to 100%					This new indicator measures the percentage of food samples obtained per required number of food samples. Data will be collected over the coming quarters for future analysis.	
		67.79%	N/A	N/A	N/A		



Governance

Provision of good governance to the community including making and implementing decisions with reference to community engagement, policy frameworks and agreed practice

Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Transparency Council resolutions at meetings closed to the public	% of Council resolutions made at meetings closed to the public <i>Expected range: 0% to 30%</i>	10.81%	14.29%	15.49%	13.13%	This indicator measures the percentage of Council resolutions at an ordinary or special Council meeting, or at a meeting of a special committee consisting only of Councillors and are closed to the public under Section 66 of the <i>Local Government Act 2020</i> . The percentage of Council resolutions at meetings closed to the public has decreased due to fewer tender evaluation recommendations/reports that required Council approval (>\$500,000).	
Consultation and engagement Satisfaction with community consultation and engagement	Satisfaction rating out of 100 <i>Expected range: 40 to 70</i>	Not available	Not available	56	59	Satisfaction is measured as part of the annual Community Satisfaction Survey, with results to be made available in June 2024	
Attendance Council attendance at Council meetings	% of Council attendance at ordinary and special Council meetings <i>Expected range: 80% to 100%</i>	81.48%	92.59%	89.81%	83.33%	Each year, a range of ordinary and special meetings of Council are held. This indicator measures the overall Councillor attendance levels for these meetings.	

					The percentage of attendance at Council meetings has decreased due to leave of absences taken in quarter 1 2023/24.
Service cost	\$ direct cost of the governance service per councillor				
Cost of elected representation	<i>Expected range: \$30,000 to \$80,000</i>				
		\$18,083.11	\$12,260.44	\$60,914.56	\$54,133.44
					<p>This measure captures the direct cost of delivering the governance service per elected representative.</p> <p>The cost of elected representation has increased slightly when compared to the same time in the previous financial year, due to an increase in activities as the Council term progresses. Nb Costs remain within budget.</p> 
Decision making	Satisfaction rating out of 100				
Satisfaction with Council decisions	<i>Expected range: 40 to 70</i>	Not available	<i>Not available</i>	58	59
					<p>Satisfaction is measured as part of the annual Community Satisfaction Survey, with results to be made available in June 2024</p> 



Libraries

Provision of print and digital based resources to the community in a variety of formats including collection services, e-services, research tools and interactive learning programs




Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Resource standard	% of recently purchased library collection that has been purchased in the last 5 years <i>Expected range: 40% to 90%</i>					This measure refers to the percentage of the library collection that has been purchased in the last five years. Results show a slight decrease compared to the same time in the previous year but is still within range.	
Recently purchased library collection		72.17%	77.37%	78.43%	79.27%		
Service cost	\$ direct cost of the library service <i>Expected range: \$10 to \$90</i>					This measure captures the direct cost of the library service per municipal population. Cost of library services per population has been consistent, even with the change in the indicator moving from cost of library service per visit, to per population in 2020.	
Cost of library service		\$6.63	\$4.61	\$19.71	\$17.37		
Utilisation	Number of collection item loans per population <i>Expected range: 4 to 8</i>					This new measure looks at the number of collection item loans per population. Data will be collected over the coming quarters for future analysis	
Library loans per population		2.4	N/A	N/A	N/A		



Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Participation	% of resident municipal population who are registered library members <i>Expected range: 20% to 40%</i>	22.92%	N/A	N/A	N/A	This new measure looks at the percentage of resident municipal population who are registered library members. Data will be collected over the coming quarters for future analysis.	?
Participation	Library visits per population <i>Expected range: 2 to 6</i>	1.14	N/A	N/A	N/A	This new measure looks at the number of library visits per head of population. Data will be collected over the coming quarters for future analysis.	?



Maternal and Child Health

Provision of universal access to health services for children from birth to school age and their families including early detection, referral, monitoring and recording child health and development

Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Service standard Infant enrolments in the MCH service	% of infants enrolled in the MCH service <i>Expected range: 90% to 110%</i>	101.03%	101.68%	101.33%	101.09%	The Maternal Child Health (MCH) service enrolls newborn infants in the service (at the home visit) following receipt of a birth notification from the hospital. All birth notifications received by Council result in an MCH enrolment, however, the phasing of birth notifications and enrolment across reporting periods can result in the reported figure being less than, or greater than 100%.	
Service cost Cost of the MCH service	\$ cost of the MCH service per hour of service delivered <i>Expected range: \$50 to \$200</i>	\$76.46	\$65.56	\$76.47	\$97.53	This measure refers to the cost of Councils MCH service per hours of service delivered. The cost of the Maternal Child Health service and hours worked is influenced by the availability of staff and the need to use relief nurses. There is a slight variation in costs in this quarter in comparison to the same time in the previous year.	
Participation Participation in MCH service	% of children enrolled who participate in the MCH services <i>Expected range: 70% to 100%</i>	44.90%	45.25%	73.42%	76.19%	This measure captures participation of children in key age and stage M&CH visits and can be influenced by: the move of families in and out of the council area, availability of appointments due to service/staff availability, newly arrived families to Australia being aware of the service, and some potential accessibility restrictions for families.	

Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Participation							
Participation in MCH service by Aboriginal children	% of Aboriginal children enrolled who participate in the MCH service <i>Expected range: 60% to 100%</i>	58.24%	59.76%	84.69%	78.31%	This measure captures the percentage of Aboriginal children enrolled who participate in the service. Participation rates for Aboriginal children varies over time due to Aboriginal families moving in and out of Maroondah and accessing services outside of the municipal boundaries.	
Satisfaction							
Participation in first MCH home visit	% of infants enrolled in the MCH service who receive the first MCH home visit <i>Expected range: 90% to 110%</i>	95.19%	95.97%	101.33%	96.99%	This measure considers the percentage of infants enrolled in the MCH service who participated in 4-week KAS visits. The percentage outcome can be influenced by appointments that are scheduled, but have not yet been attended.	



Roads

Provision of a network of sealed local roads under the control of the municipal council to all road users



Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Satisfaction of use							
Sealed local road requests	Number of sealed local road requests per 100 kilometres of sealed local road <i>Expected range: 10 to 120 requests</i>	23.91	33.26	113.31	93.96	Road requests are defined as customer requests logged within Council's corporate customer service application <i>Infor Pathway</i> . Requests include line marking, pothole repairs, damaged roads and patching, and road sweeping. The number of sealed road requests has decreased for the period.	
Condition							
Sealed local roads below the intervention level	% of sealed local roads that are below the renewal intervention level <i>Expected range: 80% to 100%</i>	97.71%	97.71%	98.65%	98.85%	Council applies a technical level of service intervention figure to a Pavement Condition Index (PCI) out of 5 in Council's pavement management system, (SMEC Pavement Management System). The deterioration of our road network has been modelled by our PMS. There was no variation in this result when compared to the previous year.	
Service cost							
Cost of sealed local road reconstruction	\$ direct reconstruction cost per square metre of sealed local roads reconstructed <i>Expected range: \$20 to \$200</i>	Not available	Not available	\$385.77	\$250.31	This measure considers the total project cost associated with the reconstruction of a sealed local road.. The project cost may include but is not limited to: traffic control, road base, road surface, kerb, stormwater drain and traffic management device costs. Some works have commenced in the second	



						quarter however the costs have not been fully released. This measure will be updated in coming quarters.	
Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Service cost							
Cost of sealed local road resealing	\$ direct resealing cost per square metre of sealed local roads resealed <i>Expected range: \$4 to \$30</i>	Not available	<i>Not available</i>	\$36.89	\$25.37	Council only uses asphalt products for resealing in line with community expectations. Generally, where advanced pavement deterioration is present (i.e. crocodile cracking) Council undertakes deep lift patching prior to resealing. Only reseals for a full road block, as defined in Council's asset register, has been included in this figure. Reseals that do not cover an entire road block are considered to be a patch and are not included. Some works have commenced in the second quarter however the costs have not been fully released. This measure will be updated in coming quarters.	?
Satisfaction							
Satisfaction with sealed local roads	Satisfaction rating out of 100 <i>Expected range: 50 to 100</i>	Not available	<i>Not available</i>	63	67	Satisfaction is measured as part of the annual Community Satisfaction Survey, with results to be made available in June 2024.	?



Statutory Planning

Provision of land use and development assessment services to applicants and the community
including advice and determination of applications



Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Timeliness							
Time taken to decide planning applications	Days between receipt of a planning application and a decision on the application <i>21.25 Expected range: 30 to 110 days</i>	33	34	35	29	This measure looks at the median number of days taken between receipt of a planning application and a decision on the application. In addition to Council's dedication to provide timely decisions, Council's electronic planning application process allowed for increased efficient processing time. The time taken to decide on planning applications remains low at 33 days (on average) for the quarter.	
Service standard							
Planning applications decided within 60 days	% of planning application decisions made within required timeframe days <i>Expected range: 40% to 100%</i>	76.34%	55.77%	73.99%	83.54%	In accordance with the Planning and <i>Environment Act 1987</i> , a council is permitted 60 statutory days to determine a planning application. The 60 statutory days includes weekends, public holidays and commences from when the application is lodged. The legislation allows for the 60-day statutory clock to be stopped and re-started in certain circumstances. Planning application decisions have increased compared to the same time in the previous financial year. This is reflective of more staff vacancies being filled in comparison to the same time in the previous year.	




Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Service cost							
Cost of statutory planning service	\$ direct cost of the statutory planning service per planning application <i>Expected range: \$500 to \$4,000</i>	\$2,784.23	\$2,611.59	\$1,917.15	\$1,919	This measure looks at the direct cost to Council to provide the statutory planning service per planning application received. The direct cost of the statutory planning service was higher than the same time in the previous financial year due to there being a reduction in the number of planning applications received.	
Decision making							
Planning decisions upheld at VCAT	% of decisions subject to review by VCAT that were not set aside <i>Expected range: 30% to 100%</i>	92.31%	100%	95.45%	89.19%	If an applicant disagrees with the decision of Council in relation to a planning application, they can appeal the decision at the Victorian Civil and Administrative Tribunal (VCAT). This indicator measures the percentage of planning application decisions made by Council, appealed by an applicant and subject to review by VCAT that were not set aside (i.e. VCAT agreed with the decision of Council). Of the 13 VCAT decisions made in the reporting period, 12 have been upheld by the Tribunal, resulting in a success rate of 92.31% of Council decisions being supported.	



Waste Collection

Provision of kerbside waste collection service to the community including garbage and recyclables

Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Satisfaction							
Kerbside bin collection requests	Number of kerbside bin collection requests per 1000 kerbside bin collection households <i>Expected range: 10 to 300 requests</i>	15.13	21.25	86.34	88.87	Council provides a comprehensive waste management service that strives to meet best practice standards in terms of kerbside collection. This indicator focuses on the kerbside bin collection service. Council provides a three-bin waste collection service (garbage, recyclables, and green organics). These requests relate to cancellations, damaged bin repairs/replacements or replacing stolen bins. There was only a slight variation in kerbside bin collection requests compared to the same time in 2022/23. Routes are now well established and have moved through the transition of being a new contract.	
Service standard							
Kerbside collection bins missed	Number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts <i>Expected range: 1 to 20 bins</i>	2.79	4.90	4.65	4.79	This indicator identifies the ratio of bins missed compared to scheduled bin collections. This includes 120L, 80L, second bin and fortnightly recycling kerbside bin collection. There has been a reduction of missed kerbside bin collection, demonstrating an improvement in service delivery.	

Service indicator/measure	Measure expressed as:	Q1 YTD 2023/24	Q1 YTD 2022/23	EoY 2022/23	EoY 2021/22	Comment	Status
Service cost							
Cost of kerbside garbage collection service	\$ direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin <i>Expected range: \$40 to \$150</i>	\$32.11	\$35.82	\$133.36	\$131.30	This measure looks at the direct cost to Council to provide the kerbside garbage bin collection service per kerbside garbage bin. The cost of the kerbside garbage collection increased due to an increase in the landfill levy.	
Service cost							
Cost of kerbside recyclables collection service	\$ direct cost of the kerbside recyclables collection service per kerbside recyclables collection bin <i>Expected range: \$10 to \$80</i>	\$16.75	\$18.92	\$66.22	\$75.74	This measure looks at the direct cost to Council to provide the kerbside recyclables collection service per kerbside recyclables bin. There was only a slight variation in the cost of kerbside recyclables compared to the same time in 2022/23	
Waste diversion							
Kerbside collection waste diverted from landfill	% of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill <i>Expected range: 20% to 60%</i>	58.19%	53.00%	56.22%	55.50%	This measure refers to the percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill. There is only a slight variation on the amount of waste diverted from landfill compared to the same time in 2022/23	

Indicative timeline*

August 2023

- Direction to commence redistribution
- Current enrolment quota

25 October 2023

- Enrolment statistics available
- Calls for suggestions to the redistribution

November 2023

- Suggestions period closes (6pm, 24 November 2023)
- Suggestions made available for viewing (27 November 2023)
- Comments on suggestions are able to be made (27 November 2023)

December 2023

- Comments on suggestions period closes (6pm, 8 December 2023)
- Comments on suggestions available for viewing

Quarter 4 (Oct - Dec) 2023 and Quarter 1 (Jan-Mar) 2024

- Redistribution Committee convenes to consider proposed electoral divisions

Quarter 2 (April-June) 2024

- Proposed redistribution report released
- Calls for objections for the proposed redistribution
- Objections period closes
- Objections available for viewing
- Comments on objections are able to be made
- Comments on objections period closes
- Comments on objections available for viewing

Quarter 2 (April -June) 2024 and Quarter 3 (July-Sept) 2024

- Augmented Electoral Commission meets to determine electoral divisions

To be advised

- Augmented Electoral Commission announces electoral divisions
- Further objection period (if required)

17 October 2024

- Augmented Electoral Commission makes determination of electoral divisions redistribution. Notice of Determination is published in the Commonwealth Notices Government Gazette.

After determination

- Report is tabled in Parliament

After tabling

- Report is made publicly available

**Timetable current as of the 18 October 2023*

**CALLS FOR SUGGESTIONS TO THE REDISTRIBUTION****VICTORIAN FEDERAL REDISTRIBUTION 2023/24****21 November 2023****Overview**

Public notice was given by the Australian Electoral Commission (AEC) that Victoria is undergoing a redistribution of House of Representative Divisions (seats) due to the number of Divisions decreasing from 39 to 38, following a determination of the Electoral Commissioner on 27 July 2023.

When a Division is removed it is also a requirement to review and assess all current Divisions against the prescribed statutory voter ranges, which are:

- Plus and minus 10% of the current enrolment quota; and
- Plus and minus 3.5% of the projected enrolment quota as at 17 April 2028.

The review process is undertaken by the Victoria Redistribution Committee and is supported by the Australian Electoral Commission. At the present time it is very difficult to make any definitive comments and/or suggestions as no maps of possible boundary changes across the state are available.

The public consultation process is quite extensive with several opportunities for public comment and suggestions.

Preliminary Analysis

The City of Maroondah is currently represented by the single seat of Deakin which is the suggested way forward as per the attached map.

Over two successive distributions in 2018 and 2021, Maroondah was progressively united into a single federal seat, being the electorate of Deakin. This correctly united all the Maroondah communities that centre on Ringwood and Croydon.

Council notes that Deakin currently meets and is projected to meet, the division elector threshold requirements both now and moving forward without a change to the boundaries. As of the 9 August 2023, the Division of Deakin meets the division requirement by having 113,714 enrolments with a predicted 123,966 enrolments by 17 April 2028.

Representation

Maroondah City Council is of the view that as a guiding principle, the Australian Electoral Commission should ensure that communities of interest are not split, and portions of the community are not disadvantaged through dislocation from natural/geographic/population centres of attraction.

Council notes that the municipal City of Maroondah is fully enclosed within the current Deakin division, including the major activity centres of Ringwood and Croydon. This division enables the single federal representative for all constituents within the Maroondah community.

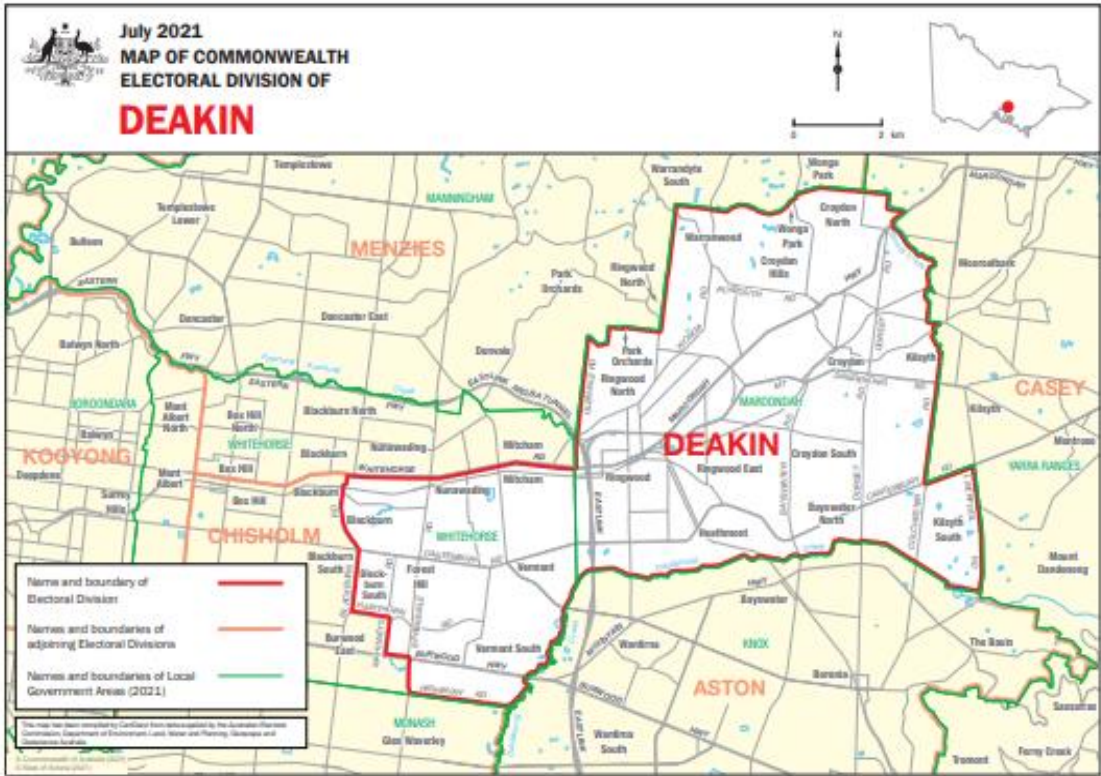
Council frequently advocates on local and regional matters to other levels of Government and strong relationships with local members of Parliament are critical. The current electoral boundary allows for continued ease of consultation and focused advocacy for the municipality under a single seat. Therefore, Council reiterates its position of the strong desire for representation by a single electorate Federal representative.

Conclusion

Maroondah City Council most strongly advocates that our municipality continues to be wholly represented by a single federal electorate.

Steve Kozlowski
CHIEF EXECUTIVE OFFICER
MAROONDAH CITY COUNCIL

21 November 2023





Maroondah Parking Permit Policy

Date adopted: << insert Day Month Year >>

Responsible Service Area: Engineering & Building Services / Community Safety

Purpose

The purpose of this policy is to:

- Outline the role of parking permit schemes in the City of Maroondah.
- Establish principles to guide Council decisions about parking permit schemes.
- Identify key considerations for determining whether a parking permit scheme is needed, to be amended or cancelled.
- Provide for the creation of rules to participate in parking permit schemes.
- Establish responsibilities within Council for parking permit schemes.

Scope

This policy applies to the creation and management of parking permit schemes by Maroondah City Council. The policy should be read in conjunction with the *Maroondah Parking Permit Schemes & Guidelines* and information accompanying the relevant parking permit scheme.

This policy does not apply to:

- The Accessible Parking Permit Scheme – including Australian Disability Parking Permits for individuals and organisations and Double Time Permits – which is managed by VicRoads.
- Parking permit schemes within the City of Maroondah that were not established by Council (for example, a staff or student parking permit schemes in private car parks).

Objectives

The objective of this policy is to facilitate reasonable access to parking resources in areas of high parking demand by establishing parking permit schemes that achieve an appropriate balance between competing parking needs.

Through the creation of effective parking permit schemes, it is Council's aim to:

- Provide a clear, balanced and contemporary approach to parking management that reflects best practice.
- Support strategic land use objectives established by the Maroondah Planning Scheme.
- Manage parking demand associated with increases in land use intensity.
- Support a diverse mix of economic and community activities.
- Strike an appropriate balance between competing parking needs.

Policy Control Schedule

Policy Title: Maroondah Parking Permit Policy		Policy type: << Insert text >>
Current version approved: << Insert text >>	Current version number: << Insert text >>	Policy review date: << Insert text >>
Parent policy: Maroondah Parking Framework	Child policy/policies: Maroondah Parking Permit Schemes & Guidelines	Policy responsibility: Engineering & Building Services / Community Safety

Maroondah Parking Permit Policy



- Improve traffic safety.
- Promote increased use of sustainable transport modes and reduce Maroondah's carbon footprint by encouraging mode shift in areas with good access to public transport.
- Implement efficient and effective operational arrangements that support fair access to parking and enforce the strategic outcomes sought through parking management and permit schemes.

Principles

Council's approach to the establishment and management of parking permit schemes reflects the following guiding principles:

- Vehicle parking is a valuable and finite resource that can deliver substantial public and private good when allocated effectively and efficiently.
- Reasonable access to parking is important to municipal amenity but should not determine land use decisions.
- Parking permit schemes are an effective way to balance competing parking needs in areas of high parking demand.
- Parking permit schemes can be used to support strategic land use outcomes.
- The cost to establish and administer a parking permit scheme should be met by those who benefit from the operation of scheme.
- Council parking permit schemes are not operated for the purpose of generating profit.
- It is not compulsory to participate in parking permit schemes.
- The integrity of parking permit schemes is central to their effective operation and the achievement of strategic parking outcomes.

Relationship to Maroondah 2040

Maroondah 2040 – Our Future Together is a comprehensive community vision for the future of our municipality. The creation of effective parking permit schemes supports a range of key directions established by Maroondah 2040 and contributes the realisation of our community vision.

Community Outcome	Key Directions	Relationship to Parking Scheme Policy
A safe, healthy and active community	1.1, 1.5, 1.15	Appropriate & effective parking permit schemes facilitate access to services and have a positive impact on road safety.
A prosperous and learning community	2.2, 2.3, 2.4, 2.7, 2.14	Effective parking permit schemes support economic activity by facilitating efficient vehicular access to businesses & service providers.
A clean, green and sustainable community	4.4, 4.5, 4.8, 4.10, 4.14, 4.15	Parking permit schemes can encourage uptake of more sustainable transport options & less polluting modes of personal transport. By minimising the need for new parking infrastructure, parking permit schemes can also help to preserve public open space.
An accessible and connected community	5.2, 5.4, 5.5, 5.6	Effective parking permit schemes can reduce vehicle congestion and improve accessibility by balancing competing parking needs in areas of high demand.

Maroondah Parking Permit Policy



An attractive, thriving and well built community	6.9, 6.11	Parking permit schemes can minimise parking spill over, ease vehicle congestion and facilitate access to activity centres. By reducing the need for additional parking infrastructure, permit schemes can also help to 'unlock' valuable land for other uses.
An inclusive and diverse community	7.1, 7.11, 7.14	Parking permit schemes support transport choices and access to private vehicle transport for residents with limited transport options.
A well governed and empowered community	8.2, 8.14	Parking permit schemes are a fair and efficient way to help balance competing parking needs by providing reasonable access to finite parking resources.

Alignment with Council's Mission & Values

Consistent with Council's mission and values, the application of this policy will guide the creation of parking permit schemes that:

- Reflect best practice, innovative approaches to parking management.
- Improve community amenity and minimise the impacts of parking spill over.
- Enhance accessibility and balance different parking needs.
- Are managed in a fair and open manner.
- Respond to the diverse needs and expectations of our community.

Background

The *Maroondah Parking Framework* (2019) and *Action Plan* outlines how Council will manage and plan for our community's future parking needs. The plan recognises that parking is a valuable resource that can deliver substantial public and private good when managed effectively and efficiently.

As parking needs and impacts are heavily influenced by the type of activities that occur on nearby land, more intensive land use is frequently associated with an increase in parking demand. Often, parking associated with one land use will spill over into adjacent areas, impacting nearby residents, businesses and other land users.

As the authority with primary responsibility for parking policy, allocation, management and enforcement, Council recognises the need to ensure parking resources are managed in a manner that supports strategic land use decisions while minimising the negative impacts of parking demand associated with more intensive land uses.

In areas of high parking demand, parking permit schemes can help to facilitate reasonable access to parking by balancing competing parking needs.

Policy Position

The following policy statements will guide Council decisions in relation to the creation and administration of parking permit schemes in the City of Maroondah.

Creating Parking Permit Schemes

Maroondah Parking Permit Policy



1. Parking permit schemes are created by Council pursuant to Schedule 11, clause 1 of the *Local Government Act 1989*. Parking permit schemes may be created by a resolution of Council or by authority delegated by a resolution of Council.
2. When creating parking schemes, Council will have regard for its role and functions as a road authority pursuant to Division 2 of the *Road Management Act 2004*.
3. Parking permit schemes in general provide permit holders limited exceptions to parking restrictions in the area where the permit scheme operates.
4. Council may create or modify a parking permit scheme if it determines it is necessary or advantageous to do so having regard for:
 - a. Demand for parking in the area, including short term demand increases and the demand for parking at particular times.
 - b. The availability and accessibility of existing or planned vehicle parking nearby.
 - c. Competing parking needs in the area.
 - d. The needs of specific user groups.
 - e. Whether parking restrictions alone are sufficient for managing competing parking demands.
 - f. The prevailing road and traffic conditions.
 - g. The safety of road users.
 - h. The type and intensity of activities occurring on land serviced by the parking.
 - i. The Maroondah Planning Scheme including the Municipal Strategic Statement, planning maps and ordinances that apply to land serviced by the parking.
 - j. Strategies, plans, frameworks and masterplans that apply to land serviced by the parking.
 - k. The outcome of consultation with land users occupying or using land serviced by the parking.
 - l. The best interests of the community.
 - m. Any other matter relevant to the creation of the parking permit scheme.
5. For the purpose of this policy, parking may service land notwithstanding that the parking is not adjacent to the land.
Example: Parking in a residential street may be servicing a shopping centre, school or railway station nearby.
6. Council may cancel a parking permit scheme:
 - a. If it is satisfied that it is no longer necessary or advantageous for the scheme to continue operating, or
 - b. It is no longer sustainable to maintain a parking permit scheme in a specified area or across the municipality, including parking permit demand exceeding parking supply, or
 - c. Any other circumstance that Council deem necessary to cancel a parking permit scheme
Example: A different parking management arrangement is identified or impacts from change of adjacent land use (i.e. closure of school, health service, public amenities).

Maroondah Parking Permit Policy



Parking Permit Scheme Rules

7. Council may develop rules to participate in a parking permit scheme.
8. Parking permit scheme rules may:
 - a. Establish eligibility to participate in a parking permit scheme.
 - b. Require the payment of fees.
 - c. Identify applicable fee concessions.
 - d. Establish conditions of use for parking permits.
 - e. Establish the duration of parking permits.
 - f. Identify circumstances in which Council may cancel a parking permit.
 - g. Provide for any other matter necessary for the good operation of the parking permit scheme.
9. Council may modify parking permit scheme rules to ensure the good operation of the scheme.

Cost to participate in a Parking Permit Scheme

10. Council shall determine the cost to participate in a parking permit scheme having regard for:
 - a. The cost to Council to administer the scheme.
 - b. The market value of parking in the area in which the scheme operates.
 - c. Whether the permit is issued for commercial purposes.
 - d. Parking demand.
 - e. The availability and accessibility of other vehicle parking nearby.
 - f. The land uses the permit scheme is intended to support.
 - g. The price needed to be charged to incentivise or disincentivise:
 - i. Land uses; or
 - ii. Parking behaviour.
11. At its discretion, Council may waive or vary parking permit scheme fees in exceptional circumstances.

Policy Implementation

This policy applies to the creation of new parking permit schemes and the renewal of existing parking permit schemes by Council.

More detailed information about permit scheme administration and the implementation of this policy can be found in the accompanying *Maroondah Parking Permit Schemes & Guidelines*.

Roles & Responsibilities

The policy and accompanying guidelines will be jointly administered by the following Council teams and service areas:

- Local Laws
- Traffic & Transportation Engineering
- Integrated Planning
- Business and Activity Centre Development

The following table outlines the responsibilities of each team and service area for planning permit schemes:

Action	Responsible Service Area / Team
Permit Applications and Issuance	Local Laws
Permit Eligibility	Local Laws Traffic & Transportation Engineering
Permit Misuse Investigation and Enforcement	Local Laws

Maroondah Parking Permit Policy



Permit Revocation	Local Laws
Permit Scheme Introduction	Traffic & Transportation Engineering City Futures Business and Activity Centre Development (where appropriate) Local Laws
Permit Scheme Review	Traffic & Transportation Engineering City Futures Business and Activity Centre Development (where appropriate) Local Laws
Permit Scheme Removal	Traffic & Transportation Engineering City Futures Business and Activity Centre Development (where appropriate) Local Laws

Related Legislation

The role of Council as a road authority is established by the *Road Management Act 2004*.

Clause 1 of Schedule 11 of the *Local Government Act 1989* establishes the powers of Councils over parking, including parking permit schemes.

The power for Council to erect traffic control devices (for example, the erection of permit parking signs) is contained in the *Road Safety (Traffic Management) Regulations 2019*.

Specific parking offences are established by the *Road Safety Road Rules 2017*, including the offence of *Stopping in a permit zone* (regulation 185).

The *Road Safety Act 1986* establishes powers for Council to issue parking infringements within the municipal boundary of the City of Maroondah, including infringements related to parking.

Council's approach to parking management is consistent with the requirements and principles established by the *Local Government Act 2020*.

Related Policies, Strategies & Procedures

The development of this policy has been informed by the following policies, strategies and plans:

- Plan Melbourne 2017-2050
- Maroondah 2040 – Our Future Together
- Maroondah Council Plan 2021-2025
- Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031
- Maroondah Planning Scheme including:
 - Maroondah Municipal Strategic Statement
 - Local Planning Policies
 - Zones
 - Overlays
- Ringwood Metropolitan Activity Centre Masterplan
- Croydon Town Centre Structure Plan
- Ringwood East Activity Centre Structure Plan
- Heathmont Activity Centre Structure Plan

Maroondah Parking Permit Policy



- Maroondah Parking Framework and Action Plan
- Activity Centre Parking Strategies
- Ringwood Transport and Movement Strategy
- Community Engagement Policy

The policy is directly related to the *Maroondah Parking Framework and Action Plan*, *Maroondah Parking Permit Schemes & Guidelines* and individual parking permit schemes, as shown below.

Supporting Documents

Maroondah Parking Framework and Action Plan

Maroondah Parking Permit Schemes & Guidelines

