



MELTON CITY COUNCIL

Minutes of the Meeting of the Melton City Council

27 April 2026

Public Copy

TABLE OF CONTENTS

1.	OPENING PRAYER AND RECONCILIATION STATEMENT	5
2.	APOLOGIES AND LEAVE OF ABSENCE	5
3.	CHANGE TO THE ORDER OF BUSINESS	5
4.	DEPUTATIONS	5
5.	DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR	5
6.	ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	6
7.	SUMMARY OF INFORMAL MEETING OF COUNCILLORS	7
	7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS	7
8.	CORRESPONDENCE INWARD	10
9.	PETITIONS AND JOINT LETTERS	10
10.	RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING	10
11.	PUBLIC QUESTION TIME	10
12.	PRESENTATION OF STAFF REPORTS	22
	12.1 MELTON CITY COUNCIL DRAFT BUDGET 2026/2027	22
	For Council to consider the proposed Annual Budget 2026/27 to be published for community feedback for a period of two weeks from 28 April 2026 to 12 May 2026.	
	12.2 MAYORAL COMMUNITY INITIATIVE 2025-26 - 'CREATIVE CONNECTIONS'	144
	To propose to Council the City of Melton Creative Connections project as the Mayoral Community Initiative for the 2025-26 Mayoral term.	

12.3	RESPONSE TO NOTICE OF MOTION 988 (CR VANDENBERG) - HOPKINS ROAD, DEANSIDE AND NOTICE OF MOTION 989 (CR VANDENBERG) - TARLETONS ROAD, BONNIE BROOK	147
	To provide a response to Notice of Motion 988 (Cr Vandenberg) – Hopkins Road, Deanside and Notice of Motion 989 (Cr Vandenberg) – Tarleton Road, Bonnie Brooke.	
12.4	COMMUNITY GRANT AND FUND PROGRAM ROUND NOVEMBER TO DECEMBER 2025	154
	To advise Council of the outcomes of the November-December 2025 assessment of Community Grants Program.	
12.5	NAMING OF NEW COMMUNITY BUILDING IN DIGGERS REST - SHORTLISTED NAMES FOR COMMUNITY CONSULTATION	160
	To present the proposed naming theme and shortlisted names for endorsement to undertake community consultation to name the new community building in Diggers Rest.	
12.6	COBBLEBANK BUILDING NAME - FINAL APPROVAL	165
	To present the proposed final name for endorsement for the new community building in Cobblebank for submission to Geographic Names Victoria.	
12.7	NOMINATION OF ADVISORY COMMITTEE MEMBERS	169
	To seek Council approval for the appointment of nominated community representatives to four (4) of Council’s Advisory Committees, to fill several vacancies which have occurred as result of community representatives resigning or being withdrawn from the committees in accordance with the requirements of Council’s Advisory Committee’s Terms of References.	
12.8	ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES	173
	To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.	
13.	REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS	274
14.	NOTICES OF MOTION	274
15.	URGENT BUSINESS	274

16.	CONFIDENTIAL BUSINESS	275
16.1	COMMUNITY ACHIEVEMENT AWARDS 2026 To present to Council the Minutes of the 2026 Community Volunteer Achievement Awards Assessment Panel Meeting held on 30 March 2026.	277
16.2	CONTRACT NO. 25-210 - PROVISION OF SECURITY SERVICES To seek Council's approval for the award of Contract No. 25-210 - Provision of Security Services.	282
16.3	CONTRACT NO 2612-0653 - MANAGED SERVICES PROVIDER FOR CONTINGENT LABOUR To seek Council's approval for the award of Contract No. 2612-0653 – Managed Services Provider for Contingent Labour commencing April 2026 to March 2028 with an option for a further term of two (2) x one (1) years at Council's discretion.	290
16.4	CONTRACTUAL MATTER To consider a contractual matter.	312
17.	CLOSE OF BUSINESS	314

MELTON CITY COUNCIL

MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL
HELD IN THE COUNCIL CHAMBERS, MELTON CIVIC CENTRE,
232 HIGH STREET MELTON ON 27 APRIL 2026 AT 6:03 PM

Present: Cr Dr P Zada (Deputy Mayor)
Cr S Abboushi
Cr K Majdlik
Cr B Morris
Cr S Ramsey
Cr J Shannon
Cr B Turner
Cr A Vandenberg
Cr J Verdon

R Wai, Chief Executive Officer
S Romaszko, Director City Futures
L Rowland, Chief Financial Officer
T Scoble, Director City Life
N Whiteside, Director City Delivery
E Keogh, Head of Governance
R Hodgson, Manager Governance
T Delia, Senior Coordinator Governance

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Deputy Mayor, Cr Zada opened the meeting at 6.03pm with the opening prayer and reconciliation statement.

2. APOLOGIES AND LEAVE OF ABSENCE

The Mayor Cr Carli submitted an apology for the meeting.

3. CHANGES TO THE ORDER OF BUSINESS

Nil.

4. DEPUTATIONS

Nil.

5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR

Nil.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 23 March 2026 be confirmed as a true and correct record.

Motion

Crs Ramsey/Abboushi.

That the Minutes of the Meeting of Council held on 23 March 2026 be confirmed as a true and correct record.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS

- Monday 16 March 2026 Summary of Informal Meeting of Councillors
- Monday 23 March 2026 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 16 March 2026 and 23 March 2026 provided as **Appendices 1 and 2** respectively to this report, be received and noted.

Motion

Crs Abboushi/Morris.

That the Summaries of Informal Meetings of Councillors dated 16 March 2026 and 23 March 2026 provided as **Appendices 1 and 2** respectively to this report, be received and noted.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - 16 March 2026
2. Summary of Informal Meeting of Councillors - 23 March 2026



INFORMAL MEETING OF COUNCILLORS

<i>MEETING DETAILS:</i>			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 16 March 2026	Time Opened:	5.18 pm
		Time Closed:	7.05 pm
Councillors present:	Cr L Carli (Mayor) Cr Dr P Zada (Deputy Mayor) Cr K Majdlik Cr J Shannon (online) Cr B Turner Cr J Verdon		
Officers present:	R Wai	Chief Executive Officer	
	L Rowland	Chief Financial Officer	
	S Romaszko	Director City Futures	
	T Scoble	Director City Life	
	N Whiteside	Director City Delivery	
	E Keogh	Head of Governance	
	R Hodgson	Manager Governance	
	A Biscan	Manager Recreation & Facility Activation (Item 2 & 3)	
Guests	Nil		
Apologies	Cr S Abboushi Cr B Morris Cr S Ramsey Cr A Vandenberg		
Matters discussed:	1. Draft Reports 2. City of Melton Draft Aquatic and Leisure Strategy Update – Additional Information 3. Aquatic and Leisure Centre (Fraser Rise) Management Model 4. General Updates from Officers		
<i>CONFLICT OF INTEREST DISCLOSURES:</i>			
Were there any conflict of interest disclosures by Councillors?			No
<i>REPORT PRODUCED BY:</i>			
Officer name:	Renee Hodgson, Manager Governance	Date:	Monday 16 March 2026



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 23 March 2026	Time Opened:	6.18 pm
		Time Closed:	6.43 pm
Councillors present:	Cr L Carli (Mayor) Cr Dr P Zada (Deputy Mayor) Cr S Abboushi Cr K Majdlik Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr J Verdon		
Officers present:	R Wai	Chief Executive Officer	
	L Rowland	Chief Financial Officer	
	S Romaszko	Director City Futures	
	T Scoble	Director City Life	
	N Whiteside	Director City Delivery	
	E Keogh	Head of Governance	
	R Hodgson	Manager Governance	
Guests	Nil		
Apologies	Cr A Vandenberg		
Matters discussed:	1. Draft Reports		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors			No
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson, Manager Governance	Date:	Monday 23 March 2026

8. CORRESPONDENCE INWARD

Nil.

9. PETITIONS AND JOINT LETTERS

Nil.

10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

11. PUBLIC QUESTION TIME

Submitter: Srinivasan Palanisamy	
Question asked of Council	Response
The community welcomed the announcement of the \$1.9 million intersection upgrades for Exford Road at both Wilson Road and Northcott Street in the 2025/2026 planning. Given the importance of these intersections for local traffic flow and safety, what is the current timeline for delivery, and when can residents expect to see works begin on-site?	The Exford Road/Wilson Road and Exford Road/Northcott Street Intersection Upgrade Project is in the final design and approvals stage. Service relocation works are expected to commence on this site in the next six months with construction works anticipated to commence in 2027, subject to Award of Contract.
Submitter: Lochlan Greene	
Question asked of Council	Response
Will Melton City Council consider revisiting and implementing a 2021 proposal to upgrade Station Rd and Brooklyn Rd to a signalised intersection? This proposal received strong community support. This intersection is currently a single lane roundabout, which is routinely throughout the day (and night) a choke point which will only get worse and worse as the area continues to "boom". This was put forward to the community in 2021 and since then it is needed now more than ever.	In 2021 Council officers investigated an upgrade of the Station Road and Brooklyn Road intersection, including signalisation, noting at the time the nearby level crossing was expected to remain in place. The proposed signals were intended to help manage traffic flows, particularly when level crossing boom gates were operating. Since that time, the delivery of the level crossing removal project has changed traffic conditions in the area and will provide improved network performance. As a result, Council considers it appropriate to reassess the operation of this intersection once the level crossing works are complete and traffic patterns have stabilised.

Cr Majdlik departed the Chamber at 6.10pm.

Submitter: Lochlan Greene	
Question asked of Council	Response
<p>Will the council consider abandoning the minor adjustment works scheduled for Northcott Street & Wilson Road intersections which do not cause any real problems for local residents, and instead focus on the major daily congestion at Brooklyn Rd & Station Street intersection which is a major choke point for local residents travelling to and from Melton South & the nearby Railway Station. Melton is the fastest growing region in the state and deserves better intersections around the railway station</p>	<p>Council officers note that the Coburns Road and Station Street intersections on Brooklyn Road experience congestion, particularly during peak travel periods, and understands the impact this has on residents travelling to and from Melton South and the railway station.</p> <p>Council manages and prioritises intersection upgrades across the City based on safety risk, network performance, available funding and external approvals</p> <p>The works planned for the Northcott Street and Wilson Road intersections are being delivered in response to demonstrated road safety concerns identified through the Victorian Government’s Safe Local Roads and Streets Program. These projects are specifically focused on reducing crash risk and improving safety outcomes, rather than addressing congestion, and are funded on that basis.</p>

Submitter: Kaitlyn Williams	
Question asked of Council	Response
<p>With the State Government's 3-week closure of Hopkins Road imminent, large volumes of diverted traffic are expected to impact Troups Road North and Leakes Road in Rockbank. What specific mitigation measures has Melton City Council implemented or formally requested to minimise congestion and ensure the safety of residents on these council owned roads and continuity of access to Rockbank residents in and out of surrounding estates?</p>	<p>Council is aware that the Victorian Government's temporary closure of Hopkins Road is expected to result in increased traffic volumes on surrounding roads and notes the communities concerns about congestion, safety and access to and from local estates during this period.</p> <p>Council officers have raised these concerns with the Victorian Government project team responsible for the works and has advised that the road closure will have impacts on the local community that must be appropriately managed. Under the legislative framework governing this project, the Victorian Government is required to develop and implement a traffic management and guidance scheme that addresses the impacts of diverted traffic and demonstrates to Council how safety and access will be maintained.</p> <p>While Council does not determine the traffic management solutions for external State-led projects, it will continue to liaise with the project team to ensure local impacts are identified and addressed.</p>

Cr Majdlik returned to the Chamber at 6.13pm.

Submitter: Kaitlyn Williams	
Question asked of Council	Response
<p>If adequate mitigation measures are not already in place for Troups Rd Nth & Leakes Rd, will Melton City Council commit to implementing urgent temporary traffic management prior to the Hopkins Road closure?</p>	<p>The Hopkins Road works are managed by the Victorian Government's Level Crossing Removal Project Team, and the design and implementation of detour routes and associated traffic management sit with that agency.</p> <p>Council's Traffic and Transport Team has been actively liaising with the Level Crossing Removal Project Team and have raised concerns about the proposed detours and the impacts on the surrounding local road network, including Leakes Road and Troups Road North.</p>

Submitter: Ronald Drewitz	
Question asked of Council	Response
Is it possible for the Shire to provide a double axle trailer for me (Ron Drewitz - long time resident) to pick up from the Shire to pick up rubbish along Melton roadsides and take to the tip. It needs to be Shire Marked so I can get in free. I will try to arrange with other retirees to assist in collecting some of this rubbish.	<p>Thank you for your interest in keeping our City clean.</p> <p>Council will not be able to provide a trailer to collect rubbish due to the complexities of risk and insurance, however, Council's Waste and Cleaning Operations team will be in contact to discuss other potential options for supporting your efforts.</p> <p>Council also encourages residents to report dumped rubbish to Council for investigation and removal.</p>
Submitter: Rahul Purumandla	
Question asked of Council	Response
Could you please provide the total amount of developer contributions collected to date for the Rockbank area, and the total amount of those funds that have been spent on infrastructure within Rockbank (excluding Aintree)?	Council has received \$57.7 million in developer and community infrastructure levies from the inception of the Rockbank Precinct Structure Plan. Of these funds collected, \$40.0 million has been spent on infrastructure in Rockbank. As per the Precinct Structure Plan, developer and community infrastructure levies collected cannot be used to fund infrastructure elsewhere and the funds not yet spent will contribute to future infrastructure within Rockbank.
Submitter: Rahul Purumandla	
Question asked of Council	Response
Given these safety concerns and the difficulty pedestrians face in crossing Leakes Road, could the council please consider installing a pedestrian crossing with traffic signals? If this road falls under state jurisdiction, could the council advocate to the relevant authority on behalf of the community?	<p>Council is progressing the Leakes Road / Wescott Parade intersection upgrade project which will see the delivery of a new roundabout and appropriate pedestrian crossing facilities designed to improve safety and accessibility. Construction of this project is planned to commence in the 2026/27 financial year.</p> <p>Further south of the railway crossing on Leakes Road, Council officers are assessing additional options to improve pedestrian facilities, noting any identified projects will need to be considered as part of Council's Annual Budget process for funding consideration.</p>

Submitter: Ace Estevez	
Question asked of Council	Response
On the back of Motion 997, can the council advise on the date when the letter was sent to the Victorian Minister of planning for suburb designation of Mt Atkinson?	Correspondence was sent regarding suburb designation discrepancies on 26 March 2026.
Submitter: Ace Estevez	
Question asked of Council	Response
As part of council advocacy efforts to alleviate against service disadvantage for Mt Atkinson still tagged as Truganina suburb, did council investigate about an existing AusPost Parcel Locker already in place since Mid Dec'25 before organising a 2nd AusPost parcel in Mar'26 located only 1 Km away from each other?	The parcel lockers located the Mt Atkinson Children's and Community Centre were approved prior to the installation of lockers at the nearby location. It was determined that there was sufficient demand to warrant both locations. Council is continuing to work with Australia Post to determine future sites for parcel lockers across the City.
Submitter: Seema Sharma	
Question asked of Council	Response
Can Council confirm the agreed completion date outlined in the development agreement between the City of Melton and the Mt Atkinson Estate developers for the Mt Atkinson East Sports Precinct?	Pursuant to the section 173 agreement between Council and the developer, the agreed timeline for delivery of the developer delivered elements of the Mt Atkinson East Sports Precinct is 30 June 2028. This does not include the elements of the project which will be delivered by Council, following the developer delivered work.
Submitter: Seema Sharma	
Question asked of Council	Response
Has Council prepared any internal review, report, or lessons-learned document outlining the causes of delays in achieving sod-turn readiness for the Mt Atkinson East Sports Precinct? If so, will this document be made publicly available?	There is no review, document or report as referred to in the question. A learning implemented, is Council no longer applies for grant funding for projects that are not within its approved capital plan.

Submitter: Gaurav Sharma	
Question asked of Council	Response
<p>Could the council advise on the total count of projects included in the council advocacy document for the upcoming state elections?</p>	<p>Council's refreshed advocacy focus was announced in January 2026.</p> <p>Advocacy priorities take a whole of city approach to seek investment in services and infrastructure and are grouped under six themes being:</p> <ul style="list-style-type: none"> • Employment and Investment Attraction • Transport • Education and Skills • Health and Wellbeing • Environment, and • Financial Sustainability. <p>Under each theme sits a wide range of investment needs aimed at creating opportunity, supporting liveability, attracting investment and delivering equity in access to transport, education and services.</p> <p>Council will continue to advocate for the needs of our city in the lead up to the Victorian election with a focus on more investment in roads and public transport.</p>
Submitter: Gaurav Sharma	
Question asked of Council	Response
<p>Could the council advise on the total count of projects directly benefiting residents of Mt Atkinson community included in the council advocacy document for the upcoming state elections?</p>	<p>Council's Advocacy priorities take a whole of city approach to seek investment in services and infrastructure that aim to benefit all City of Melton residents.</p> <p>With investment in roads and public transport a focus for the upcoming State election advocacy projects relevant to Mt. Atkinson include the Western Highway upgrade, duplication of Hopkins Road, the electrification on the Melton line including a new station at Mt. Atkinson.</p>

Submitter: Swetang Pandya	
Question asked of Council	Response
On the back of Motion 997, can the council please advise on the date when the letter was sent to the Victorian Minister of health regarding health & disability services misalignment due to missing suburb designation for Mt Atkinson ?	The letter was sent on 26 March 2026.
Submitter: Swetang Pandya	
Question asked of Council	Response
Could the council please advise if a response has been received from Victorian Minister of health for Mt Atkinson services misalignment ?	A response from the Minister for Health has not yet been received.
Submitter: Lalima Joshi	
Question asked of Council	Response
Could the council advise on reasons for delay in commencement of the upgrades for the Middle Road in Truganina which was included in the Melton Council budget in 2025-26 and has now been included again in 2026-27 ?	<p>The Middle Road project has not been delayed and is progressing as planned, noting the project was included in both the 2025/26 and 2026/27 budgets because it is being delivered across multiple stages, rather than as a single-year construction activity.</p> <p>Projects of this nature require a range of external approvals and technical work before construction can commence. This includes processes such as a Cultural Heritage Management Plan, drainage design and approvals, and other statutory and service authority requirements.</p> <p>Funding is therefore allocated across different financial years to support planning, design, approvals and construction phases as the project progresses.</p> <p>Construction for the Middle Road upgrade is currently planned to commence in the 2026/27 financial year, consistent with the adopted budget and project program.</p>

Submitter: Lalima Joshi	
Question asked of Council	Response
<p>Could the council advise what measures are been undertaken to expedite the delivery of upgrade for the Middle Road in Truganina which is the key detour for a strained Hopkins Road ?</p>	<p>To support timely delivery, Council officers are actively progressing the required planning, design and external approval processes needed ahead of construction. This includes advancing statutory approvals, coordinating technical investigations such as drainage design, and working with relevant external agencies to address approval requirements as efficiently as possible. These activities are being undertaken in parallel where practicable to ensure the project is construction-ready within the planned timeframe.</p> <p>While Council must follow established legislative and approval processes, this approach helps minimise delays and supports commencement of construction in the 2026/27 financial year as programmed.</p>

Submitter: Ricky Christian	
Question asked of Council	Response
<p>Could the council advise if the matter of suburb designation discrepancies for Mt Atkinson was covered during the Mayor's meeting with the Victorian and Federal MPs?</p>	<p>No, these meetings are intended to discuss City of Melton wide topics in accordance with Council's adopted advocacy priorities.</p> <p>This matter was the subject of direct correspondence to the relevant Ministers as required by the Notice of Motion.</p>

Cr Vandenberg departed the Chamber at 6.22pm.

Submitter: Ricky Christian	
Question asked of Council	Response
<p>Could the council advise the sequence of advocacy prioritisation for duplication of Taylor road, Grand Boulevard and Caroline Springs Boulevard?</p>	<p>Council takes any opportunity to advocate on road projects required for our City. Parts of Caroline Springs Blvd have been duplicated and Taylors Rd is included in Council's endorsed Advocacy priorities. Grand Blvd is still in development stages with substantial work still to occur</p>

Submitter: David O'Connor	
Question asked of Council	Response
Despite all the promises associated with the municipal status change from Shire to City, would Council please summarise the realised outcomes of the change, including the need to seek access to the Growth Areas Infrastructure Contribution funds fourteen years on?	We are not aware of promises made at the time that Melton became a City – but welcome the submitter to provide specific examples that we can follow up. The Growth Areas Infrastructure Contribution (GAIC) is a State Government levy imposed on growth areas. GAIC existed when Melton was a Shire as well as a City.
Submitter: David O'Connor	
Question asked of Council	Response
Would Council consider the introduction of a library kiosk for Diggers Rest similar to those which are currently provided to residents within the City of Hume through Hume City Council?	<p>Currently, Diggers Rest is served by a Library Access Point located in the Diggers Rest Family Services Centre, Corner of Houdini Drive and Plumpton Road.</p> <p>Council has plans to extend library service delivery in the new Diggers Rest Children's and Community Centre with a Library Lounge the first in the city. This is a space to work, study and browse a select range of library items with a self-checkout station for borrowing and returns.</p> <p>Council is launching a Mobile Library Van in June, which will provide further access to the library collection.</p>

Cr Vandenberg returned to the Chamber at 6.23pm.

Submitter: Preetinder Bajwa	
Question asked of Council	Response
Could the council advise if a planning permit request has been submitted for the Mt Atkinson Major Town Centre?	A planning permit application has not been lodged for the Mt Atkinson Town Centre.
Submitter: Preetinder Bajwa	
Question asked of Council	Response
Could the council advise on the next steps for engaging with Victorian MPs on the back of the letter sent to Victorian Minister for Planning regarding suburb designation discrepancies for Mt Atkinson ?	Council is awaiting a response to the correspondence sent on 26 March 2026 to determine any next steps.

Submitter: Santosh Mohan	
Question asked of Council	Response
Could the council advise on the count of responses received from Victorian Ministers or MPs on the back of the letter sent to Victorian Minister for Planning regarding suburb designation discrepancies for Mt Atkinson?	One response was received last week from Senator Katy Gallagher. A copy of this response will be tabled in the Agenda for next month's Council Meeting.
Submitter: Santosh Mohan	
Question asked of Council	Response
Could the council advise on the last interaction between Council and the developers of the Mt Atkinson Major Town Centre?	The last interaction with the developer of the Mt Atkinson major Town Centre was in February 2026. Council is awaiting a formal planning permit application to facilitate Stage 1 of the town centre.
Submitter: Pawan Kaur	
Question asked of Council	Response
Could the council advise if a planning permit has been issued for a proposed mobile tower at 2 Roundtop Road, Truganina?	A planning permit application has not been lodged for a mobile tower at 2 Roundtop Road, Truganina.
Submitter: Pawan Kaur	
Question asked of Council	Response
Could the council advise on its last interaction for the proposed mobile tower at 2 Roundtop Road, Truganina?	A planning pre-application discussion occurred in July 2025 for a proposed mobile tower at 2 Roundtop Road in Truganina. Further meetings to discuss the proposal were held at the end of 2025 and in February 2026. No further discussions have occurred.
Submitter: Girish Khara	
Question asked of Council	Response
Could the council advise on the number of contributions received during the Melton Council 2026-27 budget consultation phase from Mt Atkinson and other communities in the current-day Truganina?	Council received 47 Council Plan and Budget Ideas from community members living in the suburbs of Deanside & Truganina or the Mt. Atkinson estate. This includes multiple contributions which may have been for the same idea or topic.

Submitter: Girish Khara	
Question asked of Council	Response
<p>Could the council advise on the number of contributions shared during the Melton Council 2026-27 budget consultation phase by residents of Mt Atkinson and other communities in the current-day Truganina that have been included in the draft Melton Council 2026-27 Budget?</p>	<p>Of the 47 Council Plan and Budget Ideas received from community members living in the suburbs of Deanside & Truganina or the Mt. Atkinson estate, 28 ideas are proceeding or partially proceeding and have funding as part of the Proposed 2026-27 Budget. Council will undertake advocacy work to State or Federal government on a further 7 ideas which sit outside of Council's direct service delivery responsibilities, and 12 ideas are not proceeding as part of the Council Plan and Budget process for 2026-27.</p>

Procedural Motion

Crs Ramsey/Abboushi.

That Council, pursuant to Governance Rule 62.3, extend Public Question Time by 20 minutes.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

Submitter: Jaksha Shah	
Question asked of Council	Response
<p>What % of council budget was allocated to by council to support in making Mt Atkinson welcoming, safe, and sustainable city through three core themes: a healthy and inclusive community, a thriving and well-designed city as per the council strategy in year 2024,2025 and 2026? Please be specific with numbers.</p>	<p>Council's services and capital infrastructure investment is determined by assessing needs and asset conditions across the entire City. As such, the breakdown of the total budget by individual areas is not captured.</p>

Submitter: Jaksha Shah	
Question asked of Council	Response
Question to the mayor - Does council have a dedicated plan to support the infrastructure growth of Mt Atkinson and neighbouring estates based on its own strategy to ensure the community is inclusive and thriving ? Please be specific in your responses.	<p>The Mt Atkinson Precinct Structure Plan and associated Infrastructure Contributions Plan provide the appropriate framework to ensure local level infrastructure is planned for and delivered as development and subdivision continues.</p> <p>The Infrastructure Contributions Plan identifies all the relevant local level infrastructure needed to support the growth of the Mt Atkinson area.</p>
Submitter: Wayne Williams	
Question asked of Council	Response
Would council consider temporary traffic lights at Lightsview and Leakes intersection in Rockbank until either permanent lights are installed, the new Rockbank Rd is delivered, or at least for duration of Hopkins closure to allow Rockbank ratepayers to exit safely?	<p>The Lightsview Boulevard and Leakes Road intersection is planned to ultimately operate as a roundabout, reflecting its function as a local road intersection rather than a signalised arterial junction. Temporary traffic signals at this location are therefore not supported based on current traffic volumes and the longer-term network design.</p> <p>Council is advocating to the Victorian Government to progress Rockbank Road, including associated rail and interchange upgrades, as a key longer-term solution.</p>
Submitter: Wayne Williams	
Question asked of Council	Response
To help ratepayers understand what actions are being taken, would council please describe the types of invoices paid using \$68k for "pre-planning" in 2025-2026 budget when the master plan is already completed and separately the money proposed for 26-27 budget for Rockbank East sports reserve, or is council using infrastructure funding to pay for internal operational salaries?	<p>All projects include labour costs for the life of a project.</p> <p>As part of project development, funding is required for early planning activities for the project such as a design consultant, site condition investigations, and other approvals. Over the next 12 months, expenditure is expected to focus primarily on design development and obtaining the necessary planning and statutory approvals.</p>

ADJOURNMENT OF MEETING

At 6:32pm the Deputy Mayor declared the meeting be adjourned for a period of 2 minutes to enable the rectification of technical issues affecting the audio visual equipment used to live stream the Council meeting.

At 6:35pm the meeting was resumed.

Cr Ramsey returned to the Chamber at 6.35pm.

12. PRESENTATION OF STAFF REPORTS

12.1 MELTON CITY COUNCIL DRAFT BUDGET 2026/2027

Author: Natalie Marino - Manager Finance
Presenter: Liz Rowland - Chief Financial Officer

PURPOSE OF REPORT

For Council to consider the proposed Annual Budget 2026/27 to be published for community feedback for a period of two weeks from 28 April 2026 to 12 May 2026.

RECOMMENDATION:

That Council, in accordance with Section 94 of the *Local Government Act 2020*:

1. Notes the proposed Annual Budget 2026/27 (including planned recurrent and Capital Works budget, and proposed Schedule of Fees and Charges (**Appendix 1**))
2. Endorses for community feedback for a period of two weeks from 28 April 2026 to 12 May 2026 the proposed Annual Budget 2026/27 prior to Council considering adoption of the final proposed Council Annual Budget 2026/27 at its Scheduled Meeting on 22 June 2026.

Motion

Crs Abboushi/Shannon.

That Council, in accordance with Section 94 of the *Local Government Act 2020*:

1. Notes the proposed Annual Budget 2026/27 (including planned recurrent and Capital Works budget, and proposed Schedule of Fees and Charges (**Appendix 1**))
2. Endorses for community feedback for a period of two weeks from 28 April 2026 to 12 May 2026 the proposed Annual Budget 2026/27 prior to Council considering adoption of the final proposed Council Annual Budget 2026/27 at its Scheduled Meeting on 22 June 2026.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

Cr Abboushi called for a division thereby setting aside the vote.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

The Chair declared the Motion CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Melton City Council's proposed Annual Budget 2026/27 has been prepared with consideration of the Community Vision and the objectives as set out in the Council and Wellbeing Plan 2025-2029 and in accordance with Council's 10 Year Financial Plan and legislative obligations.

The draft 2026/27 Annual Budget proposes Melton City Council's largest annual capital works program of \$255.2 million to deliver vital infrastructure required within the City and to support services that are valued and needed by our community. The community had an opportunity to make budget submissions at the commencement of the budget preparation process in November 2025 and were invited to present their ideas to Councillors on 1 March 2026.

The proposed budget is presented following internal review in consultation with officers and Councillors.

2. Background/Issues

Council commenced the budget preparation process for 2026/27 in November 2025. The budget has been prepared in line with the 10 Year Financial Plan and considers the growing needs of the community, service delivery demands, and initiatives put forward by the community and Councillors.

The *Local Government Act 2020* requires that Council prepare a budget for each financial year, and that the budget contains the following information:

- Financial statements in the form and containing the information required by the regulations
- A description of the services and initiatives to be funded in the budget and a statement as to how the services and initiatives will contribute to achieving the strategic objectives specified in the Council Plan
- Major initiatives to be undertaken during the financial year
- For services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement
- The amount which Council intends to raise by general rates, municipal charges, service rates and service charges
- Whether the general rates will be raised by uniform rate or differential rate and information required relating to differential rates; and
- Any other information required by the regulations.

Appendix 1 is a full copy of the proposed Annual Budget 2026/27 document and includes the schedule of fees and charges.

In preparing the budget, Council has taken into consideration the proposed rate increase, operating costs and capital works program and provides detailed information regarding the major impacts for 2026/27. It also provides details about Council's financial management principles to ensure a financially sustainable future.

The Victorian Government established the Fair Go Rates System (FGRS), which is a framework limiting the maximum amount councils may increase rates in a year without seeking additional approval. The Minister for Local Government set a rate cap of 2.75% for all councils for the 2026/27 year. This budget has been prepared with a 2.75% rate cap to further expand Council's facilities while continuing to deliver high quality services to the community.

Council's proposed revenue from general rates and charges will increase to \$230.0 million. This level of rate income will ensure Council is able to continue to deliver the high level of services and infrastructure to the community as well as assist in delivering a capital works program of \$255.2 million which will enable Council to respond to the growth in demand across the city.

As one of Australia's fastest-growing communities, it is important to note that Council receives significant income and assets from developer contributions that contribute to our operating surplus.

The budget contains operating income of \$653.1 million and operating expenditure of \$348.9 million in 2026/27, generating an operating surplus of \$304.2 million predominantly due to the level of development activity within the region.

The continued growth in our municipality during 2026/27 is projected to include \$260.0 million in legislated contributions from developers and \$12.2 million from capital grants.

Council appreciates that at times our community misunderstands this money in our overall financial position. These developer funds and capital grants can only be used for future capital infrastructure projects within respective development areas like children and community centres, ovals, parks, open spaces, and roads. In many instances these funds fall short of the full cost delivery of the infrastructure needed with Council funding the difference.

When the financial result for these developer contributions and capital grants received is adjusted, Council's proposed budgeted adjusted operating surplus is \$3.2 million as shown in the table below.

	(\$'000)
Income	652,461
Expenses	348,919
Surplus for the year	303,542
Net asset revaluation increment	-
Total Comprehensive Result	303,542
Less: Capital and Non-Operating Items	
Contributions - monetary	75,286
Contributions - non-monetary	181,061
Grants - capital	12,222
Net gain on disposal of assets	31,786
	300,355
Adjusted Operating Surplus	3,187

The adjusted underlying result, which is a measure of financial sustainability, remains positive over the four financial years from 2026/27 to 2030/31 inclusive.

Key elements of the Annual Budget 2026/27 include:

- The average general rate and municipal charge will increase for 2026/27 by 2.75%, in line with the rate cap of 2.75% set by the Victorian Government. The valuation function is centralised with the Valuer-General of Victoria and the valuation figures used in this 2026/27 proposed budget report are the preliminary valuations provided and yet to be certified. Certification is expected to be received in May and any changes to the preliminary valuations will be adjusted and reflected in the final budget report scheduled for the Council Meeting on 22 June 2026.
- This will equate to an average rate increase for ratepayers of around \$1.00 per week, with more than half of all households seeing an increase less than that. This excludes the Emergency Services and Volunteers Fund mandated by the Victorian Government that replaced the Fire Services Property Levy from 1 July 2026.
- In line with the Victorian Government's mandatory kerbside recycling reforms, we will be rolling out an expanded food organics and garden organics (FOGO) service, along with a purple glass recycling bin. These reforms introduce a four-stream, state-wide system including separate bins for glass, food and garden organics, mixed recycling and general waste, and are designed to reduce landfill, improve recycling quality, and set our community up for a cleaner, greener future. The 2026/27 proposed budget proposes the charge for the standard kerbside waste services to increase by \$1.38 per week or \$72 per year (to a total cost of \$380 per annum).
- Fees and charges have generally been increased by 3% or based on full cost recovery. Some fees are fixed by legislation while others are determined on a user pays basis.
- Additional consideration has been given in the proposed budget to enable support and care for ratepayers experience genuine financial hardship.
- The net cost of services delivered to the community in 2026/27 year is budgeted to be \$277.2 million. Council will continue to work with the community over the coming years to align community priorities and expectations with Council's service delivery model.
- A total of 214 community submissions were received, projects ranging from recreation reserve infrastructure improvements, facility upgrades for sporting clubs and community groups, park upgrades and support for community events.
- An infrastructure needs analysis process has occurred which identified key projects to be progressed or delivered in 2026/27. As a result of Council's financial position, \$255.2 million has been budgeted towards our planned capital works program of which \$34.0 million relates to projects that will be carried forward from the 2025/26 financial year. The carried forward component is fully funded from the 2025/26 Budget.
- The planned capital works program equates to approximately \$2,653 per rateable property to build these important community assets like community centres, ovals, parks, open spaces and roads.
- Key highlights of the capital works program to be delivered, or commenced in the coming year include:
 - \$118.8 million for recreational and leisure facilities (including \$101.59 million for the construction of the new aquatic and leisure centre in Fraser Rise)
 - \$5.7 million for footpaths and cycleways
 - \$11.5 million for parks, open space and streetscapes
 - \$29.3 million for community facilities
 - \$30.8 million for roads
 - \$0.9 million for library books

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

The costs associated with preparing the proposed Annual Budget 2026/27, including the associated advertising and community engagement have been provided for in the current financial year budget.

With property revaluations occurring annually, the amount of the rate increase will not be consistent across all properties with some properties experiencing varying levels of capital appreciation/depreciation whilst others have remained with little change.

5. Consultation/Public Submissions

Council's engagement process for annual review and update of the Council Plan and Budget commenced in mid-November 2025. City of Melton ratepayers, residents, visitors, community groups, sporting clubs and local businesses were invited to put forward ideas and suggestions that demonstrate strong community benefit in supporting the delivery of the long-term Community Vision and Council's Strategic Objectives as outlined in the Melton City Council and Wellbeing Plan. For an idea to be considered by Council, it had to be deliverable on Council owned or managed land or buildings, be able to be deliverable in the 2026/27 financial year and be consistent with Council's existing policies and procedures.

Only one idea was accepted per individual or group, with people making multiple ideas being asked to prioritise the idea which they wanted considered by Council. Idea submitters were invited to discuss their idea with Councillors on Sunday 1 March 2026.

The engagement process was promoted through multiple mediums including City of Melton Conversations online engagement portal, social media, Council's website, and through Council community email networks. The opportunity for community ideas was open from 17 November 2025 to Monday 27 February 2026.

214 ideas were received from individuals, community groups and sporting clubs in total, however a number of these were multiple contributions from the same person/group. In total 138 ideas were assessed and considered. The remaining ideas were provided to Councillors but were not formally considered. Of the 138 people/groups who put forward an idea for consideration, 24 community members presented their idea in person, with a further three providing a video presentation.

Following Council's endorsement of the proposed Budget, this report proposes a two-week opportunity for the community to provide feedback on the proposed Budget's prior to finalisation and Council's consideration for adoption on 22 June 2026.

6. Risk Analysis

Council is closely monitoring the current economic environment, which remains uncertain. Any sustained volatility in fuel prices will place pressure on the cost to deliver services to the community, both directly and through supply chain impacts. Due to these factors, the assumptions underpinning the draft budget, may lead to further changes. Council will respond as required through the adopted budget to ensure ongoing financial stability, while maintaining essential service delivery to support the community.

Council's process of preparing and endorsing the proposed Annual Budget 2026/27 is in accordance with Section 96 of the *Local Government Act 2020*.

7. Options

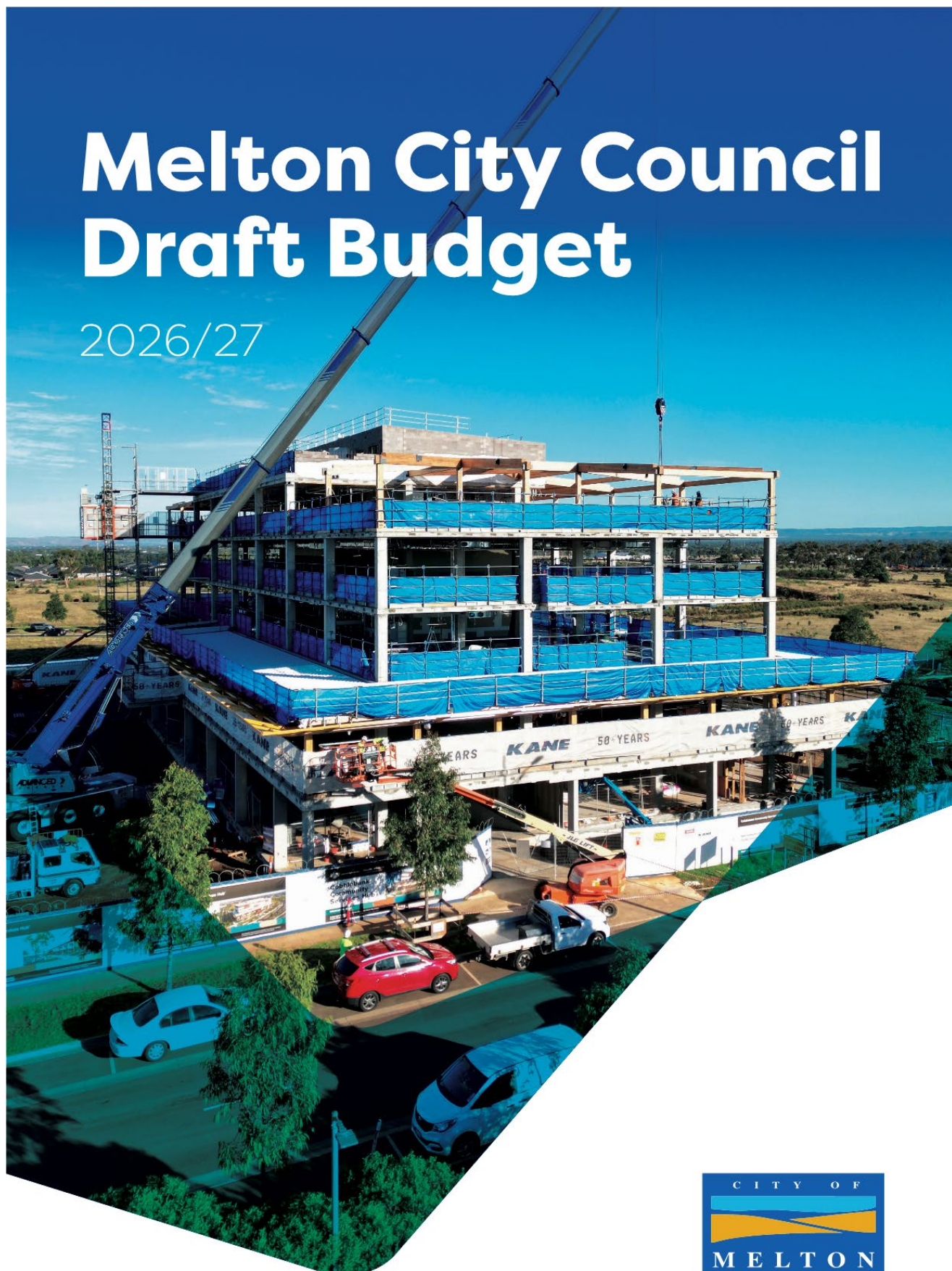
Council must adopt a budget by 30 June 2026 as it is a legislative requirement under section 94 of the *Local Government Act 2020*.

LIST OF APPENDICES

1. Draft 2026/2027 Council Budget

Melton City Council Draft Budget

2026/27



Mayor's Foreword

I am pleased to present Council's Draft Budget for 2026/27.

Every day, I see the pride people have in their neighbourhoods and the strong sense of community that makes the City of Melton such a special place to live. As our City continues to grow, that sense of connection remains at the heart of everything we do as a Council, and has guided the development of this year's draft budget.



As one of Australia's fastest-growing areas, we are seeing both the opportunities that growth brings and the challenges it creates. Council's role is to deliver value and prioritise essential services and infrastructure, while maintaining a disciplined and responsible financial approach.

We know the rising cost of living is impacting many households and that puts real pressure on our community. In preparing this year's draft budget, we have worked hard to strike the right balance, continuing to deliver the services people rely on while carefully managing costs within the Victorian Government's rate cap of 2.75 per cent. This means making thoughtful, responsible decisions that focus on delivering real value for our residents.

At the same time, we are continuing to invest in the future of our City. Key projects such as the Community Services Building in Cobblebank and the new aquatic and leisure centre in Fraser Rise are important investments that help build not just infrastructure, but stronger communities.

Our Community Services Building in Cobblebank will deliver vital allied health and social support services to the rapidly growing City of Melton, alongside new local employment opportunities in the community services sector. Targeting a Green Star rating and scheduled to open in early 2027, the project represents an investment of just under \$72 million, including \$15 million from the Australian Government's Thriving Suburbs Program, over \$4.6 million from the Victorian Government's Growing Suburbs Fund,

and approximately \$53 million from Council, demonstrating a strong, shared commitment to supporting one of Victoria's fastest-growing communities.

The new two-storey aquatic and leisure centre in Fraser Rise, Council's largest-ever capital project, will be a destination for health, wellbeing and community connection for all in our City, bringing together aquatic and fitness facilities, allied health services and vibrant community spaces under one roof. Featuring indoor and outdoor pools, splash play areas, water slides, Australia's first dedicated water sensory space, a multipurpose events venue and rooftop deck, the centre is targeting a 5 Star Green Star rating and is backed by a multi-million-dollar Council investment, supported by a \$15 million contribution from the Australian Government's Thriving Suburbs Program, with completion anticipated in 2028.

This budget is firmly grounded in community input. Through an extensive consultation process, we received 138 ideas from residents, community, and sporting groups, covering everything from roads and community facilities to parks, programs and local events.

Pleasingly, more than \$27.6 million in funding to support the delivery of 64 of these ideas has been allocated in this draft budget, reflecting our commitment to listening and responding to what matters most to our community.

Key highlights include:

Major Projects



\$101.59 million

for the construction of the aquatic and leisure centre in Fraser Rise



\$9.61 million

to complete construction of the community services building in Cobblebank

Children's and Community Centres



\$6.36 million

for the Diggers Rest Community Centre

\$6.1 million

for the Rockbank East Children's and Community Centre

Playspace and Open Space upgrades



\$1.27 million

for Boathouse Reserve
Lake Caroline

\$726,000

for Taylors Hill Sports Park
playspace upgrade

\$710,000

for Springlake Village Park
playspace upgrade

Recreation Reserves



\$4.33 million

for the reconstruction of the pitches at Blackwood Drive
Recreation Reserve

\$5.61 million

for Mt Atkinson East
Sports Reserve

\$1.61 million

for two new tennis courts at
Melton South Recreation Reserve

Road and Transport Upgrades | Taylors Road Corridor



\$4.48 million

to commence upgrades to Taylors Road, including duplication between City Vista Court and Westwood Drive.

\$2.65 million

for the upgrade of Boundary Road from The Mall to Hopkins Road, Mount Cottrell

\$1.8 million

for the construction of a roundabout at Leakes Road and Westcott Parade, Rockbank



With a total capital works program of \$255.23 million, this draft budget includes \$118.76 million for recreational and leisure facilities (including \$101.59 million for the construction of the new aquatic and leisure centre in Fraser Rise); \$5.65 million for footpaths and cycleways; \$11.54 million for parks, open space and streetscapes; \$29.26 million for community facilities; \$30.75 million for roads and \$895,000 for library books.

With one of the largest investments in our City's future, the 2026/27 budget delivers real and lasting value for our residents.

At its heart, this draft budget is about people, supporting the places where families gather and investing in the infrastructure, facilities and services that help our community thrive. Guided by our vision of a welcoming and liveable City for all, we are continuing to build a community that is inclusive, connected and full of opportunity.

I would like to sincerely thank everyone whose ongoing input and involvement is helping shape our City now and for generations to come.

Cr Lara Carli
Mayor, City of Melton

CEO's Introduction

Executive Summary

Council's 2026/27 Draft Budget continues a focus on balancing services and infrastructure investment, with long-term financial sustainability. It demonstrates Council's commitment to making well-considered, evidence-based decisions that support the delivery of Council's vision - A welcoming and liveable City accessible to all.



As our population grows and becomes increasingly diverse, so too does demand for accessible, high-quality, and timely services. This draft budget presents a clear and considered plan to deliver relevant services and infrastructure for our residents. It also reinforces Council's ongoing focus on maintaining and improving service delivery.

Council's capital works program has again increased with approximately 42 per cent of our total draft budget allocated to capital investment, up from 13 per cent in the previous financial year. This reflects a strategic focus on infrastructure delivery in growth areas, and renewal investment in established areas.

As one of Australia's fastest-growing local government areas, we have many developers building new housing and business areas.

Developers are required to contribute money to Council which we must spend in specific development areas on childcare centres, ovals, parks, open spaces, and roads. We cannot use these funds for other purposes in other areas.

As these developer contributions are not enough to pay the full cost, our Council is committed to looking at alternative revenue streams that do not rely entirely on customer rates. Our long-term financial plan also includes borrowing money for intergenerational assets such as the new aquatic centre under construction in Fraser Rise. We also continue to identify operational efficiency savings.

Council is continuing our workplace transformation program. This will continue to improve service delivery, drive efficiency, with a commitment to improving alignment with community expectations and long-term priorities.

Our financial position is impacted by changes in legislation. This includes the implementation of waste and recycling services. The draft budget also considers changes to the availability of State and Federal grant programs requiring Council to fund more to maintain and in some cases expand services for our growing community.

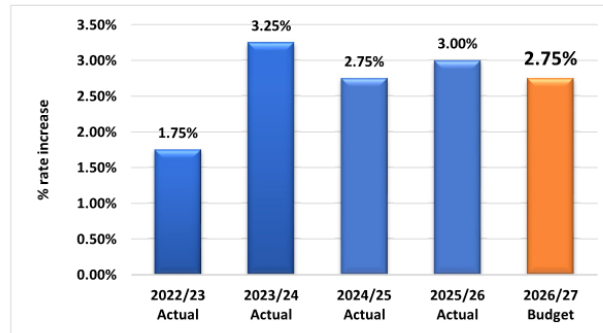
We know the cost-of-living pressures continue to be challenging for some of our residents and we also continue to expand our customer programs to support people in genuine hardship.

Overall, the draft budget strikes a balanced approach - responding to growth, managing financial pressures, and positioning Council to deliver sustainable, long-term value for our residents and community.

Roslyn Wai

Chief Executive Officer
Melton City Council

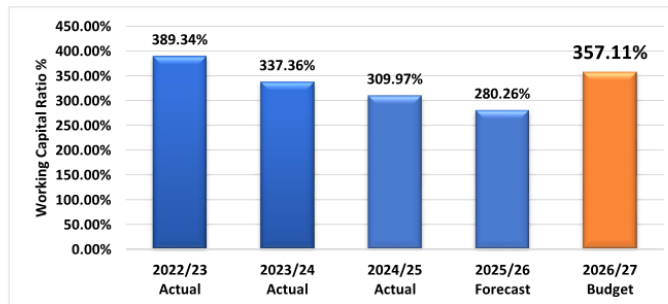
1. Rates



Total revenue from rates and charges is projected to be \$230.0 million. The 2026/27 Council budget includes a 2.75% rate increase which is in line with the Victorian Government’s Fair Go Rates System (FGRS) which caps rate increases by Victorian councils. (see sec 4.1.1 for further information on the application of the FGRS).

This rate increase will go towards maintaining service levels, meeting the cost of several internal and external influences affecting the operating Budget and towards the infrastructure investment within the region. It is important to note that the actual rate increases experienced by individual ratepayers may differ from the 2.75% increase due to revaluations. Rate increases are impacted by the average rate increase as well as property valuation increases (or decreases) of individual properties relative to the average across the municipality.

2. Working Capital

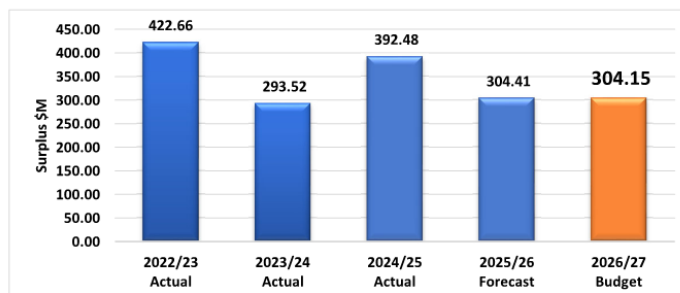


The budget working capital ratio (net current assets) is projected to be 357.11% for 2026/27 that reflects a healthy cash position.

As one of Australia’s fastest-growing community, it is important to note that Council receives significant income and assets from developer contributions that contribute to our surplus and cash position.

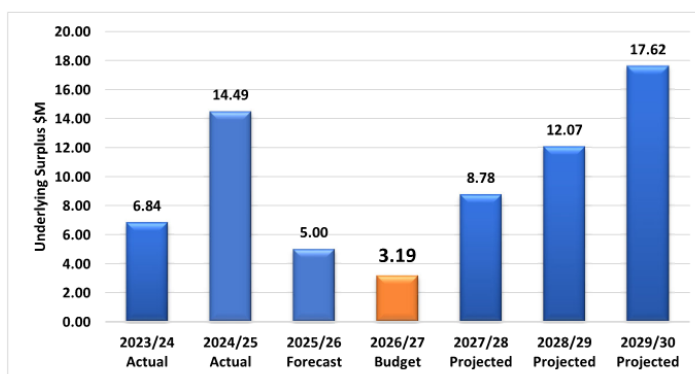
These developer funds can only be used for future capital infrastructure projects within respective development areas like children centres, ovals, parks, open spaces and roads.

3. Operating Result



The expected operating result for the 2026/27 year is a surplus of \$304.2 million, which is a decrease of \$0.86 million over the forecast result for 2025/26 predominantly due to the timing associated with developer contributions from year to year.

4. Financial Sustainability

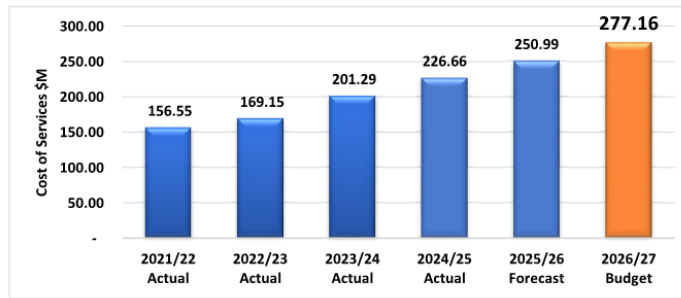


A budget has been prepared for the four-year period ending 30 June 2030. The budget is in turn set within the Financial Plan to assist Council to adopt a budget within a longer-term financial framework. The key objective of the Financial Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives. The adjusted underlying result is used as a measure of financial sustainability.

Council will continue to work with the community to:

- Review and prioritise the services that we provide;
- Determine the level of service that can be afforded;
- Determine which assets are required to undertake the prioritised services;
- Determine any surplus assets that can be decommissioned or rationalised; and
- Determine where staffing resources may need to be realigned to deliver prioritised services.

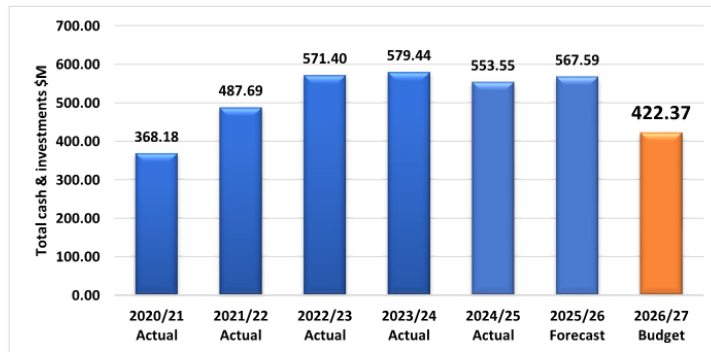
5. Services



The cost of services delivered to the community in the 2026/27 year is expected to be \$277.2 million which shows an increase of \$26.2 million over the forecast cost for 2025/26. Council will continue to work with the community over the coming years to align community priorities and expectations with Council's service delivery model. This needs to be set within a financially sustainable framework.

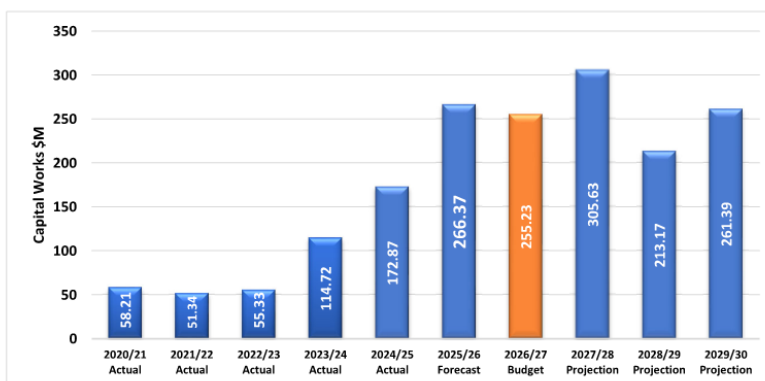
Further detail in relation to the cost of Council's services can be found in section 2 of this document.

6. Cash and Investments



Cash and investments are expected to decrease by \$145.2 million during the year to \$422.4 million as at 30 June 2027. The decrease is due to a combination of reduction in cash relating to monetary contributions from developers, after allowing for payments made to them for the completion of subdivisions, as well as the appropriation of funds required for Councils increasing capital works program. The budgeted levels of cash are in line with Council's long term projections and the need to fund ongoing service delivery and invest in new infrastructure particularly in the growth regions of the municipality.

7. Capital Works



The capital works program for the 2026/27 year is expected to be \$255.23 million of which \$34.04 million relates to projects which will be carried forward from the prior 2025/26 year. The carried forward component is fully funded from the 2025/26 Budget. The budgeted capital works program is funded by:

- \$12.2 million from grants;
- \$28.9 million from developer contributions and other reserves;
- \$0 million from borrowings;
- \$180.1 million from Council operations; and
- \$34.04 million from carry forwards (from 2025/26).

Although the decrease in capital expenditure between 2025/26 and 2026/27 is marginal, each of these two years are represented by significant projects, Cobblebank Community Centre in 2025/26 and Plumpton Aquatic Centre in 2026/27. Please refer to section 4.5.2 for the entire listing of the 2026/27 capital works program.

Budget Influences

This section sets out the key budget influences arising from the external environment within which Council operates.

External Influences

The four years represented within the Budget are 2026/27 to 2029/30. In preparing the 2026/27 budget, several external influences have been taken into consideration. These are outlined below:

- **Location** – The Western Highway, an important national freight route runs through the City. The City of Melton is within a comfortable driving distance north-west of the Melbourne Central Business District (CBD). The Melton Township comprises the suburbs of Melton, Melton West, Harkness, Melton South, Kurunjang and Brookfield and is centered on the Melton major activity centre, around 35 kilometres north-west of the Melbourne CBD. The City of Melton's eastern corridor is centered on the major activity centre of Caroline Springs, approximately 19 kilometres north-west of the Melbourne CBD. The eastern corridor includes the suburbs of Burnside, Burnside Heights, Caroline Springs, Diggers Rest, Hillside and Taylors Hill.
- **Population Growth** – The City of Melton is the fourth largest-growing municipality in Australia with an annual population growth of 6.61 per cent and it is the second fastest growing Local Government Area in Victoria. According to Forecast.id, the City of Melton population forecast for 2026 is 254,482, and is forecast to grow to 455,980 by 2046.
- **Defined Benefit Superannuation** – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present the actuarial ratios are at a level that additional calls from Local Government are not expected in the next 12 months.
- **Financial Assistance Grants** – The largest source of government funding to Council is through the annual Victorian Local Government Grants Commission allocation. The overall state allocation is determined by the Federal Financial Assistance Grant. Core financial assistance grants provided to councils by the main tax collection agency – the Commonwealth Government – have declined over the years, while GST revenue has continued to rise.
- **Capital Grant Funding** – Capital grant opportunities arise continually and play a vital role in funding infrastructure growth required to meet our growing demographic.
- **Cost shifting** - This occurs where Local Government continues to provide the same service level to the community on behalf of the State and/or Federal Government. Over time, the funds received by Local Governments' do not increase in line with real cost increases, such as school crossing, Material Child Health or library services, resulting in a further reliance on rate revenue to fund the gap to meet these service delivery expectations.
- **Enterprise Agreement** – Once ratified, 2026/27 will represent the first year of a new Enterprise Agreement. The current agreement originally struck in 2023 is a four- year agreement from 1 July 2022 to 30 June 2026 comprising an increase of 4% on July 2022 (backdated), then 3% annually to 2026. The employee value proposition also included five weeks annual leave as an important employee attraction entitlement. As a new agreement is not as yet in place, this budget assumes an increase of 3% annually.
- **Rate Capping** – The Victorian State Government, via the Essential Services Commission continues to impose a with a cap on rate increases. The cap for 2026/27 has been set at 2.75% down 0.25% from 2025/26.
- **Supplementary Rates** – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property value increases in value (e.g. due to improvements made or change in land class), or new residents become assessable. Importantly, supplementary rates recognises that new residents require services on the day they move into the Council and Council is committed to providing these. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.
- **Waste Disposal Costs** – The Environment Protection Authority (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts e.g. recycling, sorting and acceptance. Council has entered into new contractual agreements associated with the collection and disposal of waste severely impacting on its operating expenditure, seeing an increase of approximately \$10.2 million.
- **New Glass Bins** – 2026/27 sees the introduction of a new glass bin to be distributed to all residents. The cost associated with the introduction of this new bin is \$4.0 million which forms part of the annual capital works plan for 2026/27. Council is permitted to recoup this cost and intends to do so over the next six years via the annual Waste Charge.
- **New Food Organics and Garden Organics (FOGO) Bins** – 2026/27 sees the limited introduction of a new FOGO bin. The cost associated with the introduction of this new bin in 2026/27 is \$1.0 million of which \$0.8 million forms part of the annual capital works plan for 2026/27. Council is permitted to recoup this cost and intends to do so over six years via the annual Waste Charge.
- **Development Contributions** – being reflective of the current and projected growth in our population referred to above, development contributions income plays an intrinsic part in sustaining this growth by way of investment in infrastructure and community services. They are also dependent on land sales and the desire of developers to construct new developments within the municipality.

Budget Influences

Internal Influences

• **Business transformation** – Council has embarked on an organisation-wide continuous improvement across four themes in our workplace Transformation Plan. The themes are People, Customer, Technology and Growth. Our People, Customer and Technology themes are something most of us understand. Our Growth theme, however, is about advancing our organisation and workplace sustainability. The business transformation is underway, and the implementation of the service planning reviews have focused on:

- Resource levels to maintain and improve services
- Resources to fill gaps in current service delivery identified through the plans
- Opportunities for operating efficiencies
- An increasing demand from the community to address ageing infrastructure, improve the appearance of town centres and enhance parks, playgrounds and sporting facilities
- Tactical upgrades of key business systems to support the organisation while the longer term enterprise systems are procured, planned and implemented.

• **Adjusted underlying result** – Council's underlying result is impacted by the rate cap and the continued growth in servicing the community. Surplus funds from operations ensures Council has the financial capacity to invest in long term Council assets.

• **Audit decision to change the way we account for Information Technology expenditure** – Council was instructed as part of the audit review of its 2023/24 annual accounts, to record all of what was otherwise going to be deemed as capital IT expenditure, to operating expenditure. Even though this change was two years ago, the impost on our operating result continues to be felt particularly so in relation to purchase of Technology One.

• **Cash** – Council is budgeting to utilize its internal resources by redeeming cash investments to resource the increasing Capital Works Plan year on year. Council will continue to maintain cash holdings at a sustainable level and will remain conscious of holding adequate funds to cover reserves, trusts and working capital.

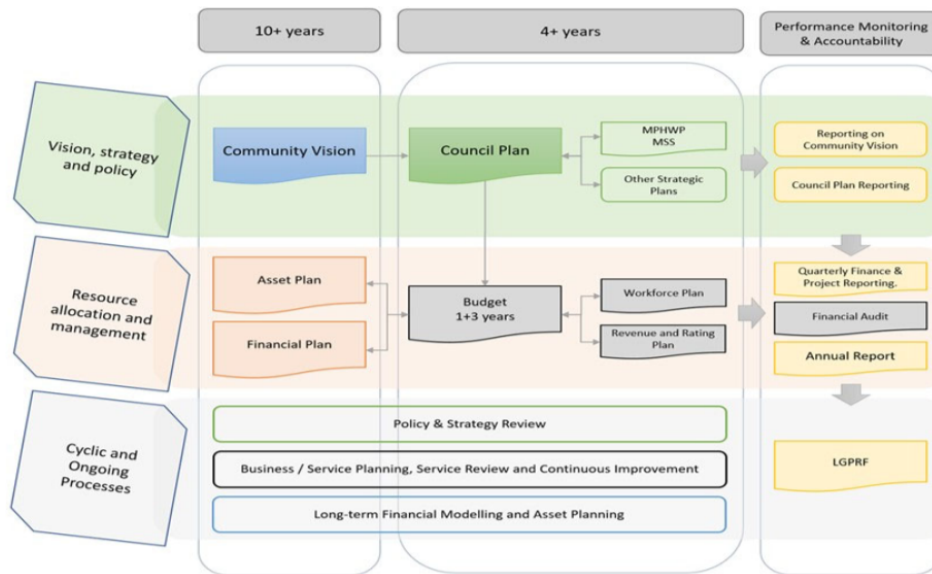
• **Working capital** – Council requires a certain level of cash to be able to meet its daily obligations (working capital) in times of low income and high expenditure. The 2025/26 cash levels are adequate in ensuring Council covers short-term obligations.

1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria. At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

1.2 Our purpose

Our Vision

A welcoming and liveable City accessible to all.

Our values

Motivate

We are motivated by:

- Our essential responsibility to strive and to deliver the best possible outcomes for community.
- Creativity, innovation and co-design approaches, with people at the heart of everything we do.
- Our commitment to continuous improvement.
- Our ability to maximise our time and resources.
- The pride we take in our work and the quality of our outcomes.

Empower

We are empowered to:

- Involve others in solving problems, making decisions, and celebrate success.
- Encourage and recognise the contributions of others.
- Build capacity of staff and community.
- Take responsibility and be accountable for our decisions and actions.
- Be curious, think differently and try new things.

Lead

We lead by:

- Demonstrating our Vibrant MELTON Values.
- Embracing challenges and seeking to understand the drivers of future change.
- Encouraging creativity, innovation, design thinking and continuous improvement.
- Welcoming new ideas and ways of working from all levels of the organisation and community.

Trust

We build trust by:

- Demonstrating kindness, respecting all people and valuing differences.
- Learning from others' experiences and perspectives.
- Dealing with others fairly and equitably by actively listening and responding appropriately.
- Taking responsibility to follow through on the commitments we make.

Open

We demonstrate openness and integrity by:

- Creating an environment that fosters honest communication.
- Collaborating with community and partners to achieve outcomes.
- Developing clear plans, policies and procedures and consistently applying them.
- Being transparent, accessible and providing relevant and timely feedback.

Nurture

We nurture by:

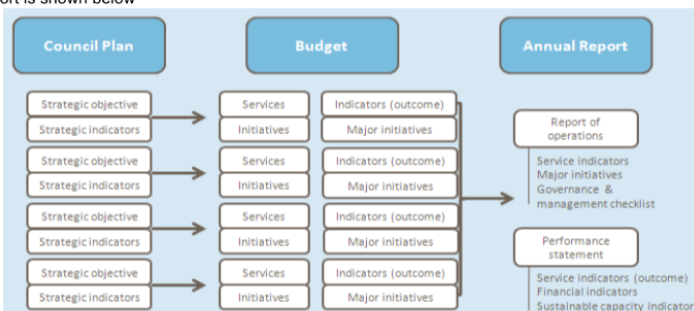
- Supporting growth and learning to achieve organisational and community goals.
- Being responsible for the way we treat others, and the natural environment.
- Encouraging a sense of belonging by sharing knowledge and actively supporting colleagues and community.
- Enriching the wellbeing and needs of current and future communities.
- Recognising people and projects that exceed expectations, celebrating achievements individually and together.

1.3 Strategic Themes

Theme	Description
Theme 1 A healthy and inclusive community	We are an inclusive, connected, and healthy community where everyone feels welcome, safe and supported.
Theme 2 A thriving and well-designed City	We have well-designed places and spaces, and our natural environment is protected for current and future generations to thrive.
Theme 3 A progressive and trusted Council	We are innovative and effective in leading and managing our rapidly growing City in a sustainable and transparent way.

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2026/27 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Jobs, Precincts and Regions

2.1 Theme 1

A healthy and inclusive community - We are an inclusive, connected, and healthy community where everyone feels welcome, safe and supported.

Services

Service area	Description of services provided	2024/25 Actual \$'000	2025/26 Forecast \$'000	2026/27 Budget \$'000
Community Safety		<i>Income</i>	11,115	10,728
		<i>(Expense)</i>	(12,285)	(13,724)
		Surplus / (Deficit)	(1,170)	(2,996)
Child, Family and Youth		<i>Income</i>	3,484	3,692
		<i>(Expense)</i>	(6,125)	(7,112)
		Surplus / (Deficit)	(2,641)	(3,419)
Community Care and Active Living		<i>Income</i>	6,476	6,760
		<i>(Expense)</i>	(8,849)	(9,786)
		Surplus / (Deficit)	(2,373)	(3,026)
Recreation and Facility Activation		<i>Income</i>	2,550	2,463
		<i>(Expense)</i>	(3,468)	(4,669)
		Surplus / (Deficit)	(919)	(2,205)
Healthy Connected Communities		<i>Income</i>	2,425	2,341
		<i>(Expense)</i>	(12,201)	(12,877)
		Surplus / (Deficit)	(9,776)	(10,536)
Maternal & Child Health		<i>Income</i>	5,241	5,390
		<i>(Expense)</i>	(8,890)	(10,999)
		Surplus / (Deficit)	(3,649)	(5,608)

Major Initiatives

- 1) To be confirmed - subject to finalisation of Council Action Plan

Other Initiatives

- 2) To be confirmed - subject to finalisation of Council Action Plan

Service Performance Outcome Indicators

Domain	Indicator
Community *	Library services
Community *	Maternal and child health services
Community *	Maternal and child health services (Aboriginal)
Governance *	Community engagement
Responsiveness *	Food safety

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

2.1 Theme 2

A thriving and well-designed City - We have well-designed places and spaces, and our natural environment is protected for current and future generations to thrive.

Services

Service area	Description of services provided		2024/25 Actual \$'000	2025/26 Forecast \$'000	2026/27 Budget \$'000
City Strategy	Provision of strategic planning, urban design, community infrastructure planning, open space planning, sustainability & climate resilience and heritage.	Income	1,283	24	25
		(Expense)	(4,583)	(5,105)	(5,430)
		Surplus / (Deficit)	(3,300)	(5,081)	(5,405)
Facilities and Asset Services	Facilities and Asset Services are responsible for Facilities Management and Asset Management, including Geographic Information Systems (GIS).	Income	6,493	3,605	5,833
		(Expense)	(18,073)	(17,574)	(18,279)
		Surplus / (Deficit)	(11,580)	(13,969)	(12,447)
City Infrastructure Planning	Provision of strategic infrastructure planning activities including long term capital pipeline management, land acquisition activities, engineering assessment of planning permit applications and monitoring of development construction activity.	Income	6,631	7,654	7,884
		(Expense)	(3,770)	(3,815)	(3,927)
		Surplus / (Deficit)	2,861	3,839	3,957
Capital Delivery	Capital Delivery is responsible for the delivery of Council's Capital Yearly Works Program, including approvals, procurement of vendors and co-ordination and contract management of construction through to asset handover.	Income	42	-	-
		(Expense)	(886)	(1,772)	(61)
		Surplus / (Deficit)	(843)	(1,772)	(61)
Major Project Delivery	Major Project Delivery is responsible for the delivery of Council's Major Project Delivery Program, including approvals, procurement of vendors and co-ordination and contract management of construction through to asset handover, commissioning and operation.	Income	-	-	-
		(Expense)	(1,005)	(9)	(27)
		Surplus / (Deficit)	(1,005)	(9)	(27)
City Growth and Development	Provision of assessment of planning and subdivision proposals under the relevant planning and subdivision legislation, ensuring compliance with the planning controls and taking enforcement action as appropriate. Services provided include the assessment of Planning and Subdivision Applications, pre-application consultation, planning advice, post permit approvals, issue of Statements of Compliance, and collection, monitoring and reporting of development contributions.	Income	1,988	2,213	2,434
		(Expense)	(4,541)	(5,479)	(6,194)
		Surplus / (Deficit)	(2,553)	(3,266)	(3,759)
Operations	Operations is responsible for maintaining the City's assets, including Council's roads, footpaths, drainage, parks, sportsgrounds and trees; waste services including operating the Melton Recycling Facility; and cleaning Council buildings and public amenities. Operations also coordinates Council's municipal emergency management arrangements and organisational business continuity planning.	Income	5,436	6,142	6,376
		(Expense)	(81,733)	(88,351)	(104,291)
		Surplus / (Deficit)	(76,297)	(82,210)	(97,915)
Economic Development & Tourism	Supporting local businesses through business engagement, place activations and training and development programs, including the annual Business Awards. This department also has a focus on investment attraction working with internal and external stakeholders to attract jobs and investment to the City's existing and growing commercial and industrial precincts.	Income	249	68	24
		(Expense)	(1,402)	(2,029)	(1,696)
		Surplus / (Deficit)	(1,153)	(1,961)	(1,672)

Major Initiatives

3) To be confirmed - subject to finalisation of Council Action Plan

Other Initiatives

4) To be confirmed - subject to finalisation of Council Action Plan

Service Performance Outcome Indicators

Domain	Indicator
Environment *	Roads
Environment *	Waste management

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

2.1 Theme 3

A progressive and trusted Council - We are innovative and effective in leading and managing our rapidly growing City in a sustainable and transparent way.

Services

Service area	Description of services provided		2024/25 Actual \$'000	2025/26 Forecast \$'000	2026/27 Budget \$'000
Finance	Provision of financial services to both internal and external customers ensuring the successful management of municipal rates and property valuations as required under the Act, as well as ensuring the financial management of transactions relating to creditors, debtors and collections. Finance provides long-term financial planning to support the ongoing financial sustainability of Council's operation. This includes delivery of the annual Budget, Financial Plan, financial statements, performance statements and a range of other Local Government regulatory reporting.	Income	35,315	30,894	27,689
		(Expense)	(8,680)	59	(3,716)
		Surplus / (Deficit)	26,635	30,953	23,973
Communication	The communications function delivers media liaison, web platforms, strategic communications, communication plans, and produces publications and electronic communications for the community, Councillors and the organisation.	Income	-	-	-
		(Expense)	(1,799)	(2,320)	(2,264)
		Surplus / (Deficit)	(1,799)	(2,320)	(2,264)
Technology	The Information Technology (IT) Group delivers secure, reliable, and modern technology services to support Council operations and service delivery. The service includes the delivery of the Technology Change Program (TCP), a key transformation initiative aimed at modernising core systems, consolidating legacy applications, and enhancing digital capability across the organisation. Core service areas include: IT infrastructure and network management, service desk and end-user support, enterprise application and platform support (including OneCouncil), cybersecurity and risk management, data, integration, and digital platform services, IT asset, vendor, and contract management, and technology governance, compliance, and strategy delivery. These services enable efficient operations, improved customer outcomes, and a more connected and resilient organisation.	Income	97	85	95
		(Expense)	(26,008)	(34,834)	(39,884)
		Surplus / (Deficit)	(25,911)	(34,749)	(39,789)
People & Safety	Provision of human resources, learning and organisational development, talent acquisition, payroll, industrial relations. Provides occupational health and safety programs, workers' compensation services, health and wellbeing initiatives.	Income	-	-	-
		(Expense)	(3,751)	(6,295)	(6,579)
		Surplus / (Deficit)	(3,751)	(6,295)	(6,579)
Executive Administration	This area of governance includes the Mayor, Councillors, Chief Executive Officer and Executive Leadership Team and associated support which cannot be easily attributed to the direct service provision areas. Responsible for providing strategic direction and operational leadership of Council and its results.	Income	-	-	-
		(Expense)	(3,273)	(4,417)	(2,667)
		Surplus / (Deficit)	(3,273)	(4,417)	(2,667)
Commercial Strategy	Provision of services facilitating major public and private investments in the municipality, strategic acquisitions and disposal of Council land, strategic development of key Council owned properties and commercial management and governance of Council Joint Ventures.	Income	85	204	211
		(Expense)	(594)	(916)	(832)
		Surplus / (Deficit)	(508)	(712)	(622)
Customer Experience	Strives to continuously improve services by ensuring they meet customer needs and expectations while enhancing customer experiences and streamlining processes. This service manages our frontline customer support team, including the call centre, online enquires and three customer service centres at the Melton Civic Centre, Caroline Springs and Melton Library and Learning Centres. Additionally the service provides Council-wide support for customer experience service design and improvement, community consultation and engagement, and employee and customer experience insights and analytics.	Income	-	-	-
		(Expense)	(3,232)	(3,945)	(3,625)
		Surplus / (Deficit)	(3,232)	(3,945)	(3,625)
Transformation Program	The Transformation Program's purpose is to help drive improvements across Council's key focus areas, which we call the Transformation Pillars. We achieve this by working with people at all levels of our organisation to better understand the day-to-day challenges and opportunities so they can inform approaches.	Income	-	-	-
		(Expense)	(819)	(701)	(497)
		Surplus / (Deficit)	(819)	(701)	(497)
Governance	Provision of a range of internal services to Council including governance advice and coordination of Meetings and Briefings, coordination of internal audit services, policy review, maintenance of statutory registers, and administrative support to the Mayor and Councillors, and Executive Leadership Team.	Income	1,446	1,542	1,815
		(Expense)	(9,506)	(11,348)	(12,664)
		Surplus / (Deficit)	(8,060)	(9,805)	(10,849)
Procurement	Provision of purchasing, credit cards, fleet management and contract management services to both internal and external customers including category management strategies, strategic sourcing, contract management, purchasing administration, frameworks, templates, policies and procedures, compliance, data provision and capability development.	Income	-	(0)	-
		(Expense)	(1,216)	(2,996)	(1,589)
		Surplus / (Deficit)	(1,216)	(2,997)	(1,589)

Service area	Description of services provided	2024/25	2025/26	2026/27
		Actual \$'000	Forecast \$'000	Budget \$'000
Enterprise Project Management Office	Provision of leadership, support and improvement capability with setting priorities, standards and goals for Council's portfolio of programs and projects.	<i>Income</i>	-	-
		<i>(Expense)</i>	31	27
		Surplus / (deficit)	31	27

Other Initiatives

5) To be confirmed - subject to finalisation of Council Action Plan

Service Performance Outcome Indicators

Domain	Indicator
Governance *	Financial decisions
Responsiveness *	Statutory planning
Cost *	Library services
Cost *	Waste management

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

2.2 Service Performance Outcome Indicators Descriptions and Calculations

Domain	Indicator	Performance Measure	Computation
Governance	Community engagement (Theme 1)	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions (community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Governance	Financial decisions (Theme 3)	Total unpaid rates and charges (total unpaid rates and charges and unpaid interest on rates and charges for all financial years as a percentage of all rates and charges for the financial year)	[Sum of unpaid rates and charges and unpaid interest on rates and charges for all financial years / Sum of all rates and charges for the financial year] x100
Community	Library services (Theme 1)	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Community	Maternal and child health services (Theme 1)	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
Community	Maternal and child health services (Aboriginal) (Theme 1)	Participation in the MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100
Environment	Roads (Theme 2)	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Environment	Waste management (Theme 2)	Kerbside collection waste to landfill per serviced property (amount of waste collected from kerbside waste collection services that is sent to landfill per serviced property)	Amount of waste in tonnes (t) collected from kerbside waste collection services that is sent to landfill / Number of serviced properties
Responsiveness	Food safety (Theme 1)	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Responsiveness	Statutory planning (Theme 3)	Planning applications decided within the relevant required time (percentage of regular and VicSmart planning application decisions made within the relevant required time)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Cost	Library services (Theme 3)	Cost of library services (direct cost of library services per head of population)	Direct cost of library services / Population
Cost	Waste management (Theme 3)	Cost of kerbside waste collection services (direct cost of kerbside waste collection services per serviced property)	Direct cost of kerbside waste collection services / Number of serviced properties

2.3 Reconciliation with budgeted operating result

	Surplus / (Deficit) Budget \$'000	(Expenditure) Budget \$'000	Income Budget \$'000
Theme 1	(29,005)	(62,940)	33,935
Theme 2	(117,329)	(139,905)	22,576
Theme 3	(44,510)	(74,319)	29,809
Total	(190,844)	(277,164)	86,320
Expenses added in:			
Depreciation and Amortisation	(71,742)	(71,742)	
Finance costs	(12)	(12)	
Surplus/(Deficit) before funding sources	(262,599)	(348,919)	86,320
Funding sources added in:			
Rates and charges revenue	230,003		230,003
Interest on Investments	35,782		35,782
Developer Contributions	256,960		256,960
Net gain (loss) on disposal of property, infrastructure, plant and equipment	31,786		31,786
Capital grants	12,222		12,222
Total funding sources	566,753	-	566,753
Operating surplus/(deficit) for the year	304,154	(348,919)	653,073

3. Financial Statements

Comprehensive Income Statement

For the four years ending 30 June 2030

Melton City Council 2026/27 Draft Budget	Actual 2024/25	Annual Forecast 2025/26	Proposed Budget 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue						
Rates and charges	191,245	206,665	230,003	245,890	262,882	281,053
Statutory fees and fines	15,162	15,207	16,988	17,498	18,023	18,563
User fees	13,486	12,985	13,358	19,963	23,719	27,429
Grants - operating	57,300	43,284	46,840	47,777	48,732	49,707
Grants - capital	34,706	38,454	12,222	17,370	-	-
Contributions - monetary	73,037	89,493	75,898	123,166	112,374	126,958
Contributions - non-monetary	275,327	159,832	181,061	171,563	214,433	154,312
Net gain (or loss) on disposal of property, infrastructure, plant and equipment.	(5,074)	11,626	31,786	10,743	11,874	11,874
Fair value adjustments for investment	(125)	6,030	2,211	2,299	2,391	2,487
Other income	40,090	39,862	42,706	34,525	31,333	29,744
Total income / revenue	695,154	623,438	653,073	690,794	725,761	702,128
Expenses						
Employee costs	83,056	90,140	101,644	110,094	117,822	125,964
Materials and services	152,873	156,265	173,419	174,419	181,616	188,881
Depreciation	61,602	69,530	71,232	72,209	73,202	74,212
Amortisation - intangible assets	590	400	177	53	16	5
Depreciation - right of use assets	351	250	333	333	333	334
Bad and doubtful debts - allowance for	3,976	1,366	1,889	1,891	1,893	1,895
Borrowing costs	124	1,023	212	166	120	73
Finance costs - leases	23	59	12	9	5	2
Other expenses	78	-	-	-	-	-
Total expenses	302,673	319,033	348,919	359,174	375,008	391,365
Surplus/(deficit) for the year	392,481	304,405	304,154	331,620	350,753	310,763

Balance Sheet Statement

For the four years ending 30 June 2030

	Actual	Annual	Proposed	Projected	Projected	Projected
	2024/25	Forecast	Budget	2027/28	2028/29	2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Assets						
Current assets						
Cash and cash equivalents	58,605	61,926	53,846	97,542	83,058	36,912
Trade and other receivables	48,338	35,136	37,171	41,956	41,163	44,587
Other financial assets	230,000	331,109	188,732	56,620	58,318	60,068
Inventories	8	8	8	8	9	9
Prepayments	4,456	-	-	-	-	-
Non-current assets classified as held for other assets	109	-	-	-	-	-
Total current assets	350,377	455,688	307,266	223,635	210,057	169,084
Non-current assets						
Other financial assets	264,949	174,555	179,792	185,185	190,741	196,463
Property, infrastructure, plant & equipment	4,822,553	4,921,861	5,326,298	5,770,975	6,135,379	6,516,972
Right-of-use assets	580	1,334	1,000	667	333	-
Investment property	9,400	13,200	15,411	17,710	20,102	22,589
Intangible assets	2,185	1,595	1,418	1,365	1,349	1,344
Total non-current assets	5,099,667	5,112,545	5,523,919	5,975,903	6,347,905	6,737,368
Total assets	5,450,044	5,568,233	5,831,186	6,199,538	6,557,962	6,906,452
Liabilities						
Current liabilities						
Trade and other payables	67,363	100,333	24,033	24,750	26,104	27,430
Trust funds and deposits	38,108	41,508	42,753	44,036	45,357	46,718
Unearned income/revenue	13,525	-	-	-	-	-
Provisions	16,818	14,297	14,297	14,297	14,297	14,297
Interest-bearing liabilities	1,538	5,613	4,613	4,660	4,706	4,754
Lease liabilities	250	844	346	349	353	-
Total current liabilities	137,602	162,595	86,042	88,092	90,817	93,198
Non-current liabilities						
Provisions	2,235	1,682	1,682	1,682	1,682	1,682
Interest-bearing liabilities	2,387	17,687	14,120	9,460	4,754	-
Lease liabilities	341	546	702	353	-	-
Total non-current liabilities	4,963	19,915	16,503	11,495	6,436	1,682
Total liabilities	142,565	182,510	102,546	99,587	97,253	94,880
Net assets	5,307,479	5,385,723	5,728,640	6,099,951	6,460,709	6,811,572
Equity						
Accumulated surplus	3,027,910	3,228,007	3,572,678	3,999,698	4,406,888	4,710,268
Reserves	2,279,569	2,157,716	2,155,962	2,100,253	2,053,821	2,101,304
Total equity	5,307,479	5,385,723	5,728,640	6,099,951	6,460,709	6,811,572

Cashflow Statement

For the four years ending 30 June 2030

	Actual	Annual Forecast	Proposed Budget	Projected	Projected	Projected
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cash Flows from Operating Activities						
Inflows						
Rates and charges	185,051	205,932	229,144	243,670	260,513	278,568
Statutory fees and fines	12,170	16,559	18,617	19,127	19,701	20,296
User fees	13,665	14,285	14,639	21,305	25,665	29,738
Grants - operating	57,108	43,127	46,665	47,513	48,465	49,443
Grants - capital	32,268	38,301	12,177	16,899	1,359	-
Contributions - monetary	73,037	89,493	75,286	123,166	112,374	126,958
Interest received	38,585	38,362	35,782	27,532	24,270	22,611
Trust funds and deposits taken	(9,494)	1,209	1,245	1,283	1,321	1,361
Other receipts	(48,329)	22,007	49,641	28,900	32,323	31,735
Net GST refund / payment	22,427	21,588	24,766	27,223	22,045	23,142
Outflows						
Employee Costs	(81,443)	(90,140)	(128,167)	(109,424)	(117,162)	(125,295)
Materials and Services	(155,939)	(168,891)	(240,538)	(191,814)	(199,084)	(207,112)
Other Payments	5,517					
Net Cash provided by/(used in) operating activities	144,623	231,832	139,256	255,379	231,789	251,444
Cash Flows from Investing Activities						
Payments for property, infrastructure, plant a	(172,866)	(266,371)	(279,343)	(333,267)	(233,884)	(284,985)
Proceeds from sale of property, infrastructure, plant and equipment	2,118	-	-	-	-	-
Payments for Investments, other properties a	-	-	-	-	(7,254)	(7,472)
Proceeds from Sale of Investments	65,724	20,400	137,140	126,719	-	-
Net Cash provided by/(used in) investing activities	(105,024)	(245,971)	(142,203)	(206,549)	(241,139)	(292,457)
Cash Flows from Financing Activities						
Repayment of borrowings	(2,537)	(6,327)	(4,567)	(4,613)	(4,660)	(4,706)
Finance Costs	(124)	(1,023)	(212)	(166)	(120)	(73)
Proceeds from Borrowings	3,300	25,703	-	-	-	-
Interest Paid - Lease Liability	(23)	(90)	(12)	(9)	(5)	(2)
Repayment of Lease Liability	(381)	(803)	(342)	(346)	(349)	(353)
Net Cash provided by/(used in) financing activities	235	17,460	(5,134)	(5,134)	(5,134)	(5,134)
Net Increase/(Decrease) in Cash and Cash Equivalents	39,834	3,321	(8,080)	43,696	(14,483)	(46,147)
CASH POSITION						
Cash on Hand at the beginning of the	18,771	58,605	61,926	53,846	97,542	83,058
Net Increase/(Decrease) in Cash and Cash Equiv	39,834	3,321	(8,080)	43,696	(14,483)	(46,147)
Cash on Hand at the end of the year	58,605	61,926	53,846	97,542	83,058	36,912
plus Other Financial Assets CA - Term Deposits	230,000	331,109	188,732	56,620	58,318	60,068
plus Other Financial Assets NCA - Term Deposits	264,949	174,555	179,792	185,185	190,741	196,463
Cash on Hand plus Term Deposits	553,554	567,590	422,369	339,347	332,117	293,443

Capital Works Statement

For the four years ending 30 June 2030

Proposed Capital Works Statement	Actual 2024/25	Annual Forecast 2025/26	Proposed Budget 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land	29,627	55,683	14,137	29,272	6,011	25,470
Total land	29,627	55,683	14,137	29,272	6,011	25,470
Buildings	42,687	69,507	150,276	128,659	64,805	68,481
Building improvements	-	-	5,664	2,673	2,838	3,010
Total buildings	42,687	69,507	155,940	131,331	67,643	71,491
Total property	72,314	125,190	170,077	160,603	73,654	96,961
Plant and equipment						
Plant, machinery and equipment	428	60	5,658	394	416	438
Fixtures, fittings and furniture	239	325	848	-	-	-
Computers and telecommunications	915	92	-	-	-	-
Library books	573	606	895	922	950	978
Total plant and equipment	2,155	1,083	7,401	1,316	1,365	1,416
Infrastructure						
Roads	46,495	35,886	30,750	68,807	69,307	111,473
Bridges	1,446	3,292	7,794	16,201	27,758	7,425
Footpaths and cycleways	3,147	9,430	5,658	13,408	4,745	4,023
Drainage	1,031	1,312	1,627	1,674	1,192	1,383
Recreational, leisure and community facilities:	35,899	48,665	17,177	22,984	22,235	25,152
Parks, open space and streetscapes	7,653	10,433	11,538	11,016	11,132	10,678
Off street car parks	211	577	-	5,131	-	-
Other infrastructure	2,518	30,503	3,212	4,490	1,781	2,882
Total infrastructure	98,400	140,098	77,755	143,712	138,150	163,016
Total capital works expenditure	172,869	266,371	255,233	305,632	213,169	261,393
Represented by:						
New asset expenditure	106,745	177,287	187,672	201,061	153,985	214,936
Asset renewal expenditure	10,104	18,211	19,699	13,405	13,524	14,282
Asset upgrade expenditure	56,020	70,873	47,862	91,166	45,660	32,175
Total capital works	172,869	266,371	255,233	305,632	213,169	261,393
Funding sources represented by:						
Grants	34,706	50,720	12,222	17,370	-	-
Contributions	40,324	276	28,876	83,514	87,979	131,069
Council Cash	97,839	143,668	214,135	204,747	125,190	130,323
Borrowings	-	30,317	-	-	-	0
Total capital works expenditure	172,869	266,371	255,233	305,632	213,169	261,393

Statement of Changes in Equity

For the five years ending 30 June 2030

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	\$'000	\$'000	\$'000	\$'000
Forecast 2025/26				
Balance at beginning of the financial year	5,307,479	3,027,910	1,798,328	481,241
Surplus/(deficit) for the year	304,405	304,405	-	-
Net asset revaluation increment/(decrement)	(128,459)	-	(128,459)	-
Transfer (to)/from reserves	(97,702)	(104,308)	-	6,606
Balance at end of financial year	5,385,723	3,228,007	1,669,869	487,847
Budget 2026/27				
Balance at beginning of the financial year	5,385,723	3,228,007	1,669,869	487,847
Surplus/(deficit) for the year	303,542	303,542	-	-
Net asset revaluation increment/(decrement)	39,375	-	39,375	-
Transfer (to)/from reserves	(0)	41,129	-	(41,129)
Balance at end of financial year	5,728,640	3,572,678	1,709,244	446,718
2027/28				
Balance at beginning of the financial year	5,728,640	3,572,678	1,709,244	446,718
Surplus/(deficit) for the year	331,620	331,620	-	-
Net asset revaluation increment/(decrement)	39,692	-	39,692	-
Transfer (to)/from reserves	0	95,400	-	(95,400)
Balance at end of financial year	6,099,951	3,999,698	1,748,936	351,318
2028/29				
Balance at beginning of the financial year	6,099,951	3,999,698	1,748,936	351,318
Surplus/(deficit) for the year	350,753	350,753	-	-
Net asset revaluation increment/(decrement)	10,004	-	10,004	-
Transfer (to)/from reserves	(0)	56,437	-	(56,437)
Balance at end of financial year	6,460,709	4,406,888	1,758,940	294,881
2029/30				
Balance at beginning of the financial year	6,460,709	4,406,888	1,758,940	294,881
Surplus/(deficit) for the year	310,763	310,763	-	-
Net asset revaluation increment/(decrement)	40,100	-	40,100	-
Transfer (to)/from reserves	(0)	(7,383)	-	7,383
Balance at end of financial year	6,811,572	4,710,268	1,799,040	302,264

Statement of Human Resources

For the four years ending 30 June 2030

TOTAL STAFF EXPENDITURE	Annual Forecast	Proposed Budget	Projected	Projected	Projected
	2025/26	2026/27	2027/28	2028/29	2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	90,140	101,644	110,094	117,822	125,964
Employee costs - capital	14,314	15,607	16,161	16,742	17,339
Total staff expenditure ##	104,454	117,251	126,255	134,564	143,303
## Includes other indirect labour costs eg, Psychometric testing & Medical checks					
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees - operating	788.8	788.2	807.8	823.8	844.1
Employees - capital	91.2	106.2	106.8	107.4	108.0
Total staff numbers	880.0	894.4	914.6	931.2	952.1

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

Directorate	Proposed Budget	Comprises		
	2026/27	Full Time Perm	Part Time Perm	Casual / Temporary
	\$'000	\$'000	\$'000	\$'000
City Delivery	20,719	17,429	2,710	580
City Futures	15,085	14,909	176	-
City Life	37,758	22,692	13,348	1,718
Office of the CEO	15,351	13,801	1,349	201
Organisational Performance	16,856	16,667	189	-
Total Staff Expenditure	105,769	85,498	17,772	2,499
Capitalised labour costs	15,607			
Other employee related expenditure/adjustments	- 4,125			
Total Expenditure	117,251			

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

Directorate	Proposed Budget	Comprises		
	2026/27	Full Time Perm	Part Time Perm	Casual / Temporary
	FTE	FTE	FTE	FTE
City Delivery	163	127.0	30.9	5.4
City Futures	107	104.7	1.8	-
City Life	289	167.2	110.7	10.9
Office of the CEO	112	97.2	13.2	1.6
Organisational Performance	118	115.8	1.8	-
Total Staff Expenditure	788.2	611.9	158.4	17.9

PROJECTED STAFF EXPENDITURE by DIRECTORATE	Annual Forecast 2025/26	Proposed Budget 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000
City Delivery					
Permanent - Full Time	15,353	17,429	18,405	19,335	20,410
Male	8,305	9,428	9,966	10,468	11,052
Female	6,963	7,905	8,340	8,765	9,253
Persons of self-described gender	85	96	99	102	105
Permanent - Part Time	2,387	2,710	2,863	3,006	3,172
Male	479	544	569	605	632
Female	1,838	2,087	2,213	2,317	2,444
Persons of self-described gender	70	79	81	84	96
Casual - Temporary	511	580	608	638	669
Male	359	408	420	444	469
Female	152	172	188	194	200
Persons of self-described gender	-	-	-	-	-
Total City Delivery	18,250	20,719	21,876	22,979	24,251
City Futures					
Permanent - Full Time	13,379	14,909	15,738	16,528	17,444
Male	7,041	7,846	8,272	8,687	9,165
Female	6,236	6,949	7,334	7,705	8,123
Persons of self-described gender	102	114	132	136	156
Permanent - Part Time	158	176	181	187	192
Male	26	29	30	31	32
Female	132	147	151	156	160
Persons of self-described gender	-	-	-	-	-
Casual - Temporary	-	-	-	-	-
Male	-	-	-	-	-
Female	-	-	-	-	-
Persons of self-described gender	-	-	-	-	-
Total City Futures	13,538	15,085	15,919	16,715	17,636
City Life					
Permanent - Full Time	21,340	22,692	23,960	25,168	26,576
Male	5,092	5,415	5,717	6,004	6,333
Female	16,133	17,155	18,117	19,020	20,095
Persons of self-described gender	115	122	126	144	148
Permanent - Part Time	12,553	13,348	14,096	14,814	15,641
Male	1,179	1,254	1,316	1,382	1,463
Female	11,147	11,853	12,507	13,151	13,888
Persons of self-described gender	227	241	273	281	290
Casual - Temporary	1,616	1,718	1,818	1,906	2,015
Male	193	205	227	234	241
Female	1,423	1,513	1,591	1,672	1,774
Persons of self-described gender	-	-	-	-	-
Total City Life	35,509	37,758	39,874	41,888	44,232

PROJECTED STAFF EXPENDITURE by DIRECTORATE (cont)	Annual Forecast	Proposed Budget	Projected	Projected	Projected
	2025/26	2026/27	2027/28	2028/29	2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000
Office of CEO					
Permanent - Full Time	12,372	13,801	14,567	15,305	16,152
Male	3,322	3,706	3,905	4,097	4,329
Female	8,910	9,939	10,501	11,027	11,637
Persons of self-described gender	140	156	161	181	186
Permanent - Part Time	1,210	1,349	1,421	1,496	1,575
Male	55	61	63	65	78
Female	1,109	1,237	1,305	1,366	1,441
Persons of self-described gender	46	51	53	65	56
Casual - Temporary	180	201	207	213	220
Male	-	-	-	-	-
Female	180	201	207	213	220
Persons of self-described gender	-	-	-	-	-
Total Office of the CEO	13,761	15,351	16,195	17,014	17,947
Organisational Performance					
Permanent - Full Time	16,782	16,667	17,597	18,492	19,518
Male	8,072	8,017	8,465	8,887	9,389
Female	8,710	8,650	9,132	9,605	10,129
Persons of self-described gender	-	-	-	-	-
Permanent - Part Time	190	189	195	201	207
Male	-	-	-	-	-
Female	190	189	195	201	207
Persons of self-described gender	-	-	-	-	-
Casual - Temporary	-	-	-	-	-
Male	-	-	-	-	-
Female	-	-	-	-	-
Persons of self-described gender	-	-	-	-	-
Total Organisational Performance	16,972	16,856	17,792	18,693	19,725

PROJECTED STAFF NUMBERS by DIRECTORATE	Annual Forecast 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30
	FTE	FTE	FTE	FTE	FTE
City Delivery					
Permanent - Full Time	136.5	127.0	130.2	132.8	136.1
Male	73.6	68.7	70.5	71.9	73.7
Female	62.9	57.6	59.0	60.2	61.7
Persons of self-described gender	0.0	0.7	0.7	0.7	0.7
Permanent - Part Time	28.3	30.9	31.7	32.3	33.1
Male	5.0	6.2	6.3	6.5	6.6
Female	23.3	23.8	24.5	24.9	25.5
Persons of self-described gender	0.0	0.9	0.9	0.9	1.0
Casual - Temporary	3.3	5.4	5.5	5.6	5.7
Male	2.4	3.8	3.8	3.9	4.0
Female	0.9	1.6	1.7	1.7	1.7
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total City Delivery	168.1	163.3	167.4	170.7	174.9
City Futures					
Permanent - Full Time	101.7	104.7	107.3	109.4	112.1
Male	53.4	55.1	56.4	57.5	58.9
Female	48.3	48.8	50.0	51.0	52.2
Persons of self-described gender	0.0	0.8	0.9	0.9	1.0
Permanent - Part Time	4.5	1.8	1.8	1.8	1.8
Male	1.5	0.3	0.3	0.3	0.3
Female	3.0	1.5	1.5	1.5	1.5
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Casual - Temporary	0.0	0.0	0.0	0.0	0.0
Male	0.0	0.0	0.0	0.0	0.0
Female	0.0	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total City Futures	106.2	106.5	109.1	111.2	113.9
City Life					
Permanent - Full Time	172.7	167.2	171.4	174.8	179.2
Male	39.1	39.9	40.9	41.7	42.7
Female	133.6	126.4	129.6	132.1	135.5
Persons of self-described gender	0.0	0.9	0.9	1.0	1.0
Permanent - Part Time	107.8	110.7	113.5	115.8	118.7
Male	9.2	10.4	10.6	10.8	11.1
Female	97.2	98.3	100.7	102.8	105.4
Persons of self-described gender	1.4	2.0	2.2	2.2	2.2
Casual - Temporary	9.9	10.9	11.2	11.4	11.7
Male	1.8	1.3	1.4	1.4	1.4
Female	8.1	9.6	9.8	10.0	10.3
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total City Life	290.4	288.8	296.1	302.0	309.6

PROJECTED STAFF NUMBERS by DIRECTORATE (cont)	Annual	Projected	Projected	Projected	Projected
	Forecast	2026/27	2027/28	2028/29	2029/30
	2025/26	2026/27	2027/28	2028/29	2029/30
	FTE	FTE	FTE	FTE	FTE
Office of CEO					
Permanent - Full Time	87.2	97.2	99.6	101.6	104.1
Male	17.7	26.1	26.7	27.2	27.9
Female	69.5	70.0	71.8	73.2	75.0
Persons of self-described gender	0.0	1.1	1.1	1.2	1.2
Permanent - Part Time	12.9	13.2	13.5	13.8	14.1
Male	0.6	0.6	0.6	0.6	0.7
Female	12.3	12.1	12.4	12.6	12.9
Persons of self-described gender	0.0	0.5	0.5	0.6	0.5
Casual - Temporary	0.5	1.6	1.6	1.6	1.6
Male	0.0	0.0	0.0	0.0	0.0
Female	0.5	1.6	1.6	1.6	1.6
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total Office of the CEO	100.6	112.0	114.7	117.0	119.8
Organisational Performance					
Permanent - Full Time	122.2	115.8	118.7	121.1	124.1
Male	56.5	55.7	57.1	58.2	59.7
Female	65.7	60.1	61.6	62.9	64.4
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Permanent - Part Time	1.3	1.8	1.8	1.8	1.8
Male	0.0	0.0	0.0	0.0	0.0
Female	1.3	1.8	1.8	1.8	1.8
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Casual - Temporary	0.0	0.0	0.0	0.0	0.0
Male	0.0	0.0	0.0	0.0	0.0
Female	0.0	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0
Total Organisational Performance	123.5	117.6	120.5	122.9	125.9

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget. As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

This will raise total rates and charges for 2026/27 to \$230.002M.

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

	2025/26 Forecast Actual	2026/27 Budget	Change	Change
	\$'000	\$'000	\$'000	%
General rates*	157,807	168,137	10,330	6.5%
Municipal charge*	17,555	18,666	1,111	6.3%
Waste management charge	25,744	36,746	11,002	42.7%
Environmental enhancement rebate	(1,962)	(1,892)	70	-3.6%
Council pensioner rebate	(762)	(764)	(2)	0.3%
Supplementary rates and rate adjustments	6,000	7,091	1,091	18.2%
Interest on rates and charges	1,848	2,019	171	9.3%
Total rates and charges	206,230	230,003	23,773	11.5%

*These items are subject to the rate cap established under the FGRS.

The annual revaluation on all properties is still in progress. Once completed the rates and charges position may be recalculated prior to adoption of the budget, to ensure Council remain compliant with the rate cap set for 2026/27.

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2025/26 cents/\$CIV	2026/27 cents/\$CIV	Change
General Rate	0.21158	0.21022	-0.64%
Vacant Land	0.35969	0.35737	-0.64%
Extractive Industry Land	0.60935	0.60543	-0.64%
Commercial/Industrial Developed Land	0.33853	0.33635	-0.64%
Commercial/Industrial Vacant Land	0.47606	0.47300	-0.64%
Retirement Village Land	0.17984	0.17869	-0.64%
Rural Living Land	0.19042	0.18920	-0.64%
Rural Land	0.15234	0.15136	-0.64%
Urban Growth Land	0.16926	0.16818	-0.64%

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year.

Type or class of land	2025/26 \$'000	2026/27 \$'000	Change \$'000	Change %
General Rate	110,213	118,169	7,956	7.2%
Vacant Land	13,564	13,338	(226)	-1.7%
Extractive Industry Land	306	314	8	2.6%
Commercial/Industrial Developed Land	23,035	24,544	1,509	6.6%
Commercial/Industrial Vacant Land	4,679	5,638	959	20.5%
Retirement Village Land	453	461	8	1.8%
Rural Living Land	805	900	95	11.8%
Rural Land	2,477	2,516	39	1.6%
Urban Growth Land	2,316	2,256	(60)	-2.6%
Sub-Total	157,848	168,136	10,288	6.5%
Less EER Rebate	(1,962)	(1,892)	(70)	3.6%
Less Pension Rebate	(748)	(764)	(16)	2.2%
Total amount to be raised by general rates	155,138	165,480	10,342	6.7%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2025/26 Number	2026/27 Number	Change Number	Change %
General Rate	78,442	82,358	3,916	5.0%
Vacant Land	8,644	7,895	(749)	-8.7%
Extractive Industry Land	8	9	1	12.5%
Commercial/Industrial Developed Land	3,792	3,950	158	4.2%
Commercial/Industrial Vacant Land	466	470	4	0.9%
Retirement Village Land	560	560	-	0.0%
Rural Living Land	227	228	1	0.4%
Rural Land	546	546	-	0.0%
Urban Growth Land	203	203	-	0.0%
Total number of assessments	92,888	96,219	3,331	3.6%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2025/26 \$'000	2026/27 \$'000	Change \$'000	Change %
General Rate	52,090,248	56,211,843	4,121,595	7.9%
Vacant Land	3,770,998	3,732,190	(38,808)	-1.0%
Extractive Industry Land	50,300	51,795	1,495	3.0%
Commercial/Industrial Developed Land	6,804,465	7,297,289	492,824	7.2%
Commercial/Industrial Vacant Land	983,168	1,191,953	208,785	21.2%
Retirement Village Land	252,070	258,255	6,185	2.5%
Rural Living Land	422,740	475,870	53,130	12.6%
Rural Land	1,625,745	1,662,450	36,705	2.3%
Urban Growth Land	1,353,790	1,341,325	(12,465)	-0.9%
Total value of land	67,353,524	72,222,970	4,869,446	7.2%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property	Per Rateable Property	Change \$	Change %
	2025/26 \$	2026/27 \$		
Municipal	189	194	5	2.6%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year.

Type of Charge	2025/26 \$	2026/27 \$	Change \$	Change %
Municipal	17,556	18,666	1,110	6.3%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial

Type of Charge	Per Rateable Property	Per Rateable Property	Change	Change
	2025/26	2026/27		
	\$	\$	\$	%
Waste Service – Option A 120L Garbage, 240L Recycling, 240L Green	308	380	72	23.4%
Waste Service – Option C 120L Garbage, 240L Recycling, 120L Green	308	380	72	23.4%
Waste Service – Option B * 80L Garbage, 240L Recycling, 240L Green	308	380	72	23.4%
Waste Service – Option D * 80L Garbage, 240L Recycling, 120L Green	308	380	72	23.4%
Waste Service – Option E * 120L Garbage, 240L Recycling	308	380	72	23.4%
Waste Service – Option F * 80L Garbage, 240L Recycling	308	380	72	23.4%
Waste Service – Additional bin	164	202	38	23.2%

* These Waste Services are no longer offered. Council has one standard Waste Service including 120L Garbage, 240L Recycling. A 120L or 240L Green bin can be provided free of charge.

The increase in Waste Service Charge is in line with the running costs Council expects to incur in 2026/27 to deliver a cost neutral service, including the rollout costs of new bins and bins collection services for mandatory Food Organics, Garden Organics (FOGO) & Glass bins in early 2027.

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and

Type of Charge	2025/26	2026/27	Change	Change
	\$	\$		
	\$	\$	\$	%
Waste Service	24,878	36,746	11,868	47.7%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	2025/26	2026/27	Change	Change
	\$'000	\$'000		
	\$'000	\$'000	\$'000	%
Rates and charges after rebates	155,138	165,480	10,342	6.7%
Municipal charge	17,556	18,666	1,110	6.3%
Waste service charge	24,878	36,746	11,868	47.7%
Supplementary rates	6,627	7,091	464	7.0%
Total rates and charges	204,199	227,983	23,784	11.6%

4.1.1(l) Fair Go Rates System Compliance

Melton City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2025/26	2026/27
Total Rates	\$ 170,310,912	\$ 181,822,004
Number of rateable properties	92,888	96,219
Base Average Rate	\$ 1,834	\$ 1,890
Maximum Rate Increase (set by the State Government)	3.00%	2.75%
Capped Average Rate	\$ 1,889	\$ 1,942
Maximum General Rates and Municipal Charges Revenue	\$ 175,420,239	\$ 186,822,109
Budgeted General Rates and Municipal Charges Revenue	\$ 175,379,297	\$ 186,802,783
Budgeted Supplementary Rates	\$ 6,627,119	\$ 7,091,017
Budgeted Total Rates and Municipal Charges Revenue	\$ 182,006,416	\$ 193,893,800

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

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

- The making of supplementary valuations (2026/27: estimated \$7,091,017 and 2025/26: \$6,627,119)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates.

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council believe each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate are set out below.

General Rate

General Rate is any land which does not have the characteristics of:

1. Vacant Land;
2. Extractive Industry Land;
3. Commercial/Industrial Developed Land;
4. Commercial/Industrial Vacant Land;
5. Retirement Village Land;
6. Rural Living Land;
7. Rural Land; or
8. Urban Growth Land.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Vacant Land

Vacant Land is any land:

1. on which no building with an approved occupancy permit is erected;
2. located in a precinct structure plan, and with an approved planning permit for residential subdivision; and
3. which does not have the characteristics of:
 - 3.1 Commercial/Industrial Vacant Land;
 - 3.2 Rural Living Land;
 - 3.3 Rural Land; or
 - 3.4 Urban Growth Land.

The objective of this differential is to encourage the development of land for non-commercial and non-industrial purposes, and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of residential zoned land to the market demand.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Extractive Industry Land

Extractive Industry Land is any land which is:

1. used primarily for the extraction or removal of stone, including the treatment of stone; and
2. located within a Special Use Zone 1 under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Commercial/Industrial Developed Land

Commercial/Industrial Developed land is any land which:

1. Is used or adapted or designed to be used primarily for commercial or industrial purposes; or
2. Does not have the characteristics of Extractive Industry Land.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be used to yield income and the demands such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Commercial/Industrial Vacant Land

Commercial/Industrial Vacant Land is any land:

1. On which no building with an approved occupancy permit is erected; and
2. Which is located within:
 - 2.1 a Business 1 Zone
 - 2.2 a Comprehensive Development Zone;
 - 2.3 a Mixed Use Zone;
 - 2.4 an Industrial Zone 1;
 - 2.5 an Industrial Zone 3;
 - 2.6 Special Use Zone 4;
 - 2.7 Special Use Zone 3;
 - 2.8 Special Use Zone 6;
 - 2.9 Special Use Zone 7; or
 - 2.10 Urban Growth Zone located in a precinct structure plan, and with an approved planning permit for commercial/industrial use under the Melton Planning Scheme.

The objective of this differential is to encourage the commercial/industrial development and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of commercial/industrial zoned land to the market demand.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Retirement Village Land

Retirement Village Land is any land which is located within a retirement village land under the Retirement Villages Act 1986.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council.

These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Recognition of the services undertaken by the retirement village sector.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Rural Living Land

Rural Living Land is any land which is:

1. Two (2) or more hectares but less than ten (10) hectares in area; and
2. Located within:
 - 2.1 a Green Wedge A Zone;
 - 2.2 a Green Wedge Zone;
 - 2.3 a Rural Conservation Zone;
 - 2.4 a Farming Zone; or
 - 2.5 Special Use Zone 5.under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To assist in the maintenance of rural properties.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Rural Land

Rural Land is any land which is:

1. Ten (10) hectares or more in area; and
2. Located within:
 - 2.1 a Green Wedge A Zone;
 - 2.2 a Green Wedge Zone;
 - 2.3 a Rural Conservation Zone;
 - 2.4 a Farming Zone; or
 - 2.5 Special Use Zone 5.under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district;
6. To recognise the impact of urban land speculation on the valuation of farm land; and
7. To encourage agricultural activity.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Urban Growth Land

Urban Growth Land is any land which is:

1. Two (2) or more hectares in area; and
2. Located within an Urban Growth Zone under the Melton Planning Scheme in respect of which no precinct structure plan has been approved.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be developed (or future developed) and the demands that such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Planning & preparation of Precinct Structure Plan.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

4.1.2 Statutory fees and fines

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Infringement and Costs	5,238	6,308	1,070	20.4%
Permit Fees and other Registration Fees	5,876	6,221	345	5.9%
Town Planning Fees	3	6	3	100.0%
Court Recoveries	769	800	30	4.0%
Land Information Certificates	367	453	86	23.5%
Refund- Statutory Fees	(3)	(5)	(2)	60.9%
Other Statutory Fees	933	964	30	3.3%
Property Information Requests	2,024	2,242	218	10.8%
Total statutory fees and fines	15,207	16,988	1,781	11.7%

4.1.2 Statutory fees and fines (\$1.781 million increase)

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Health Act registrations and parking infringement fines. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees and fines are projected to increase by \$1.781 million or 11.7% compared to the 2025/26 forecast. The increase is mainly related to the 'Infringements' category which is driven by anticipated parking fine revenue and local laws income.

4.1.3 User fees

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Aged and Health Services Client Fees	385	685	300	77.8%
Child, Family and Youth Service Client Fees	266	278	11	4.3%
Child, Family and Youth Service Levies	306	315	9	3.0%
Child, Family and Youth Service Other Fees	60	61	2	3.0%
Funeral Services Fees	91	94	3	3.0%
Leisure and Recreation Client Fees	1	2	1	148.7%
Leisure and Recreation Registration Fees	59	61	2	3.0%
Non Standard Street Lighting Fees	383	394	11	3.0%
Other Fees and Charges	592	588	(4)	-0.7%
Planning, Application and Permit Fees	2,388	2,386	(2)	-0.1%
Rental	2,884	2,920	36	1.2%
Subdivision Fees	5,100	5,253	153	3.0%
Supplementary Valuation Fees	470	321	(149)	-31.8%
Total user fees	12,985	13,358	373	2.9%

4.1.3 User fees (\$0.373 million increase)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. In setting the budget, the key principle for determining the level of user charges has been to ensure that increases are in line with the increases in the cost of providing the services and/or market pricing levels.

User fees and charges are projected to increase by \$0.373 million or 2.9% over the 2025/26 Forecast. This increase is mainly due to Aged and Health Services Client Fees.

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Grants were received in respect of the following:				
Summary of grants				
(a) Commonwealth funded grants	56,481	33,634	(22,847)	-40.5%
(b) State funded grants	25,256	25,428	171	0.7%
Total grants received	81,737	59,062	(22,676)	-27.7%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Community support and development	1,676	1,692	16	1.0%
Financial Assistance Grant	25,567	28,184	2,617	10.2%
Maternal and Child Health	12	13	1	10.4%
Aged care	2,319	2,377	58	2.5%
Other	352	367	16	4.4%
Recurrent - State Government				
Aged care	585	599	15	2.5%
Community support and development	389	193	(196)	-50.4%
Families and Children	2,539	2,630	92	3.6%
Libraries	1,068	1,095	27	2.5%
Maternal and Child Health	6,195	7,081	886	14.3%
Youth services	1,297	1,329	32	2.5%
Other	141	190	48	34.2%
Recreation & Leisure	3	3	-	0.0%
Total recurrent grants	42,142	45,754	3,612	8.6%
Non-recurrent - State Government				
Community support and development	480	515	35	7.3%
Environment	431	441	11	2.5%
Youth services	190	87	(102)	-54.0%
Libraries	41	42	1	2.5%
Total non-recurrent grants	1,141	1,085	(56)	-4.9%
Total operating grants	43,283	46,840	3,556	8.2%
(b) Capital Grants				
Non-recurrent - Commonwealth Government				
Footpaths & Cycleways	100	229	129	129.4%
Buildings	26,456	471	(25,984)	-98.2%
Non-recurrent - State Government				
Buildings	7,739	9,489	1,750	22.6%
Bridges	-	500	500	100.0%
Footpaths & Cycleways	858	818	(40)	-4.7%
Parks and Open Spaces	192	415	223	116.2%
Recreation & Leisure	69	-	(69)	-100.0%
Traffic Management	3,041	-	(3,041)	-100.0%
Total non-recurrent grants	38,454	11,922	(26,532)	-69.0%
Recurrent - Commonwealth Government				
Roads	-	300	300	100.0%
Total recurrent grants	-	300	300	100.0%
Total capital grants	38,454	12,222	(26,232)	-68.2%
Total Grants	81,737	59,062	(22,676)	-27.7%

4.1.4 Total Grant Income (\$22.676 million decrease)

Total grant income includes all monies received from State and Commonwealth Government for both capital and operating purposes. Overall grant funding is set to decrease by \$22.676 million (or 27.7% over the 2025/26 forecast) to \$59.062 million. Of this, Commonwealth Government funded grants are \$33.634 million or 57% of total budgeted grant income and State Government funded grants are \$25.428 million or 43%. The main reason for the decrease compared to the 2025/26 forecast is that the 2025/26 forecast contains one off Commonwealth funding for Cobblebank Community Centre and Plumpton Aquatic Centre.

4.1.5 Contributions

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Monetary	89,493	75,898	(13,595)	-15.2%
Non-monetary	159,832	181,061	21,229	13.3%
Total contributions	249,325	256,959	7,634	3.1%

4.1.5 Contributions (\$7.634 million increase)

Contributions comprise of two categories, Monetary represented by monies paid by developers in regard to Precinct Structure Plans (PSP), Developer Contribution Plans (DCP) and Infrastructure Contribution Plans (ICP); and Non-monetary which reflect the value of infrastructure assets (such as footpaths or drainage) completed by Developers with control passed on to the Council. Non-monetary contributions include gifted assets from subdivision activity as well as in-kind assets provided by developers to offset their DCP contributions payable to Council. Given the nature of these two revenue streams being based on levels of development being undertaken at a given point in time, they can be relatively inconsistent year on year.

Funds received from Monetary Contributions are set aside in Council Reserves to fund future capital works relating to public open space and the construction of infrastructure in accordance with planning permits issued for property development. These are expected to decrease in 2026/27 by \$13.595 million or 15.2% in line with the level of anticipated new developments.

Non-monetary contributions are expected to increase in 2026/27 by \$21.229 million or 13.3% as the level of developments reaching completion and subsequent assets being handed over to the Council is greater than 2025/26 Forecast.

4.1.6 Other income

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Interest on Investments	33,561	35,782	2,221	6.6%
Investment Property Rental	932	1,489	557	59.7%
Insurance Recoveries	50	-	(50)	-100.0%
Sale of Merchandise and Consumables	406	405	(2)	-0.4%
Sponsorships and Donations	20	21	0	1.8%
Photocopying	85	95	10	11.9%
Other	4,808	4,914	106	2.2%
Total other income	39,862	42,705	2,843	7.1%

4.1.6 Other Income (\$2.162 million increase)

Other income relates to a range of items such as interest revenue on investments (excluding interest on rate arrears), and other miscellaneous income items. Other income is projected to increase by \$2.162 million or 5.4% compared to 2025/26 Forecast mainly due to transition to the Victorian Funds Management Corporation (VFMC).

4.1.7 Employee costs

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Wages and Salaries (FT & PT)	66,619	77,930	11,312	17.0%
Casual Staff	1,697	2,523	826	48.7%
Annual Leave Loading	1,606	1,654	48	3.0%
Long Service Leave	2,505	2,580	75	3.0%
Workcover	2,752	2,835	83	3.0%
Superannuation	11,781	12,134	353	3.0%
Fringe Benefits Tax	31	32	1	3.0%
Other	3,150	1,956	(1,194)	-37.9%
Total employee costs	90,140	101,644	11,504	12.8%

4.1.7 Employee costs (\$11.504 million increase)

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, annual leave loading, long service leave, superannuation, fringe benefits tax and work cover premium. Payments to contract employees are not included in this expenditure category. The increase in Employee Costs includes indexation for an anticipated Enterprise Agreement, (the anticipated new agreement will not have been ratified at the time this budget is adopted in June 2026), as well as an adjustment to the efficiency factor accounting for vacancies across Council.

4.1.8 Materials and services

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Administrative support	3,725	3,515	(210)	-5.6%
Audit Fees	324	339	15	4.5%
Contract labour	3,064	2,804	(260)	-8.5%
Contract payments (incl. Waste Contracts)	68,515	83,069	14,555	21.2%
Contributions and donations	1,029	1,036	8	0.7%
General maintenance incl. vehicles	13,425	12,761	(664)	-4.9%
Hire Charges	2,947	3,152	205	7.0%
Insurance	2,303	2,534	231	10.0%
IT Networking, Software, Hardware & Licencing	15,648	20,286	4,638	29.6%
Legal Fees	2,169	2,421	252	11.6%
Minor Asset Purchases	2,124	2,264	141	6.6%
Other	3,457	3,804	347	10.0%
Professional fees	14,368	11,779	(2,589)	-18.0%
Program expenses	5,779	5,685	(94)	-1.6%
Subscriptions & Memberships	1,140	1,346	207	18.1%
Training, Seminars & Conferences & Other Staff Related Costs	1,158	1,154	(4)	-0.3%
Utilities	5,827	5,926	99	1.7%
Waste Services Levies	9,265	9,543	278	3.0%
Total materials and services	156,266	173,419	17,154	11.0%

4.1.8 Materials and services (\$17.154 million increase)

Materials and services comprises ongoing operational costs (other than Employee costs) incurred by the Council for providing services to community. This includes contractors engaged via agencies. Materials and services are projected to increase by \$17.154 million or 11% compared to 2025/26 Forecast predominately due to an increase in Contract Payments (\$14.555 million) which is as a result of Council entering into new contracts, particularly in the area of Waste collection and disposal. The other major increase is in IT Networking, Software, Hardware & Licencing (\$4.638 million) which is associated with the new TechOne system. These are offset by a decrease in Professional Fees of \$2.589 million which is as a result of a concerted effort by Council to reduce expenditure in light of increases in other areas.

4.1.9 Depreciation

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Property	10,141	10,442	301	3.0%
Plant & equipment	3,988	4,503	515	12.9%
Infrastructure	55,402	56,287	885	1.6%
Total depreciation	69,530	71,232	1,701	2.4%

4.1.9 Depreciation (\$1.701 million increase)

Depreciation is projected to increase by \$1.701 million or 2.4% from 2025/26 Forecast. This increase is mainly due to the increase in the value of Council's infrastructure assets. This is due to increasing levels of capital expenditure, the impact of asset revaluations as well as ongoing acquisition of substantial levels of contributed assets from Precinct Structure Plan (PSP) & in-kind assets transferred over to the Council each year from completed development works within the municipality.

4.1.10 Amortisation - Intangible assets

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Intangible assets	400	177	(223)	-55.8%
Total amortisation - intangible assets	400	177	(223)	-55.8%

4.1.10 Amortisation of Intangible Assets (\$0.223 million decrease)

The Amortisation of Intangible Assets is set to decrease by \$0.223 million or 55.8%.

4.1.11 Depreciation - Right of use assets

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Furniture & Equipment	25	33	8	32.0%
Vehicles	225	300	75	33.3%
Total depreciation - right of use assets	250	333	83	33.2%

4.1.11 Depreciation – Right of Use Assets (\$0.083 million increase)

The depreciation of the right of use assets under lease arrangements are reported in accordance with current legislation. This expense is set to increase due to lease costs associated with parking sensors.

4.1.12 Borrowing Costs

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	Change \$'000	Change %
Interest Expense	1,023	212	(811)	-79.3%
Total other expenses	1,023	212	(811)	-79.3%

4.1.12 Borrowing Costs (\$0.811 million decrease)

Borrowing costs are set to decrease by \$0.811m or 79.3% in line with the reducing level of existing borrowings.

4.2 Balance Sheet

4.2.1 Assets

4.2.1.1 Current Assets (\$148.422 million decrease)

Current assets in 2026/27 are projected to decrease by \$148.422 million compared to 2025/26 Forecast. This is predominantly as a result of a decrease in the Other Financial Assets category represented by Councils term deposits being redeemed to fund Councils capital growth phase.

4.2.1.2 Non-Current Assets (\$411.374 million increase)

Non-Current Assets are budgeted to increase by \$411.374 million over the 2025/26 forecast. This is mainly attributable to the increase in property, plant and equipment resulting from developer contributed assets and the planned capital works program. The net increase of assets is partly offset by the depreciation of non-current assets plus the written down value of assets disposed during the year through sale of assets.

4.2.2 Liabilities

4.2.2.1 Current Liabilities (\$76.553 million decrease)

Current liabilities are expected to decrease by \$76.553 million over the 2025/26 Forecast. The decrease is primarily in Trade and Other Payables.

4.2.2.2 Non-Current Liabilities (\$3.412 million decrease)

Non-current liabilities are expected to decrease by \$3.412 million. This decrease is primarily a reflection of the decreasing balance on interest bearing loans and liabilities as Council is not planning on entering into new loans in 2026/27.

4.2.3 Borrowings

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

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000	2027/28 \$'000	Projections 2028/29 \$'000	2029/30 \$'000
Amount borrowed as at 30 June of the prior year	3,925	23,301	18,734	14,121	9,461
Amount proposed to be borrowed	25,703	-	-	-	-
Amount projected to be redeemed	(6,327)	(4,567)	(4,613)	(4,660)	(4,706)
Amount of borrowings as at 30 June	23,301	18,734	14,121	9,461	4,755

4.2.3 Borrowings (\$4.567 million decrease)

Borrowings are set to decrease by \$4.567 million to \$18.734 million as no new loans are proposed to be entered into in 2026/27 and existing loans are being repaid.

4.2.4 Leases by category

As a result of the introduction of AASB 16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Yr End Forecast 2025/26 \$'000	Budget 2026/27 \$'000
Right-of-use assets		
Furniture & Equipment		1,002
Vehicles		332
Total right-of-use assets		1,334
Lease liabilities		
Current lease Liabilities		
Furniture & Equipment	536	220
Vehicles	308	126
Total current lease liabilities	844	346
Non-current lease liabilities		
Furniture & Equipment	446	574
Vehicles	100	128
Total non-current lease liabilities	546	702
Total lease liabilities	1,390	1,048

4.3 Statement of changes in Equity

4.3.1 Reserves

	Opening Balance 01-Jul-26 \$'000	Transfers In \$'000	Transfers Out \$'000	Closing Balance 30-Jun-27 \$'000
Restricted Reserves				
Street Trees & Drainage	1,183	40	-	1,223
Community Infrastructure	328,592	84,852	(140,912)	272,532
Discretionary Reserves				
Perpetual Maintenance	166	7	-	173
Defined Benefit Call	467	15	-	482
Infrastructure & Strategic Investment	156,234	14,869	-	171,103
Capital Program	1,205			1,205
Total Other Reserves	487,847	99,782	(140,912)	446,718

Street Trees & Drainage

4.3.2 Equity

Total equity is a representation of net assets and comprises the following three components:

Accumulated Surplus - Which is an accumulation of all the operating surpluses and deficits realised by Council since its inception offset by transfers to and from reserves. The accumulated surplus at the end of 2026/27 is budgeted to be \$3.573 billion.

Asset Revaluation Reserve - Which represents the difference between the previously recorded values of assets and their current valuations. The asset revaluation reserve balance as at the end of 2026/27 is budgeted at \$1.709 billion.

Other Reserves - These are mainly funds that Council wishes to separately identify as being set aside to meet a specific purpose. This includes developer contribution reserves set aside for future capital works. Other reserve balances as at the end of 2026/27 are budgeted to be \$446.718 million. These reserves are detailed in table 4.3.1 above.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in Operating activities

Cashflows from operating activities refers to the cash generated or used in the normal service delivery functions of Council and more specifically, records when the cash is physically being received in, or paid out of our bank accounts. The net cash flows from operating activities does not equal the operating surplus (deficit) for the year as the operating revenues and expenses of the Council as outlined in the Income Statement, include non-cash items such as Depreciation, which have been excluded from the Cash Flow Statement.

The 2026/27 budget for 'Net cash provided by operating activities' is \$92.576 million less than 2025/26 forecast. This comprises a increase in cash receipts of \$17.098 million that is offset by a increase in operating cash expenditure outflows of \$109.674 million.

Cash receipts are expected to increase over the current year forecast for Rates and Charges by \$23.212 million. This increase in cash receipts is offset by increases in cash payments for Employee Costs \$38.027 million and Materials and Services \$71.647 million.

4.4.2 Net cash flows provided by/used in Investing activities

Cashflows from Investing activities typically refers to cash outflows related to the purchase of Assets such as equipment (which is seen to be an investment for Council), or cash inflows such as the proceeds on sale of said assets.

The net cash used for investing activities is projected to be less than current year forecast by \$103.768 million. This comprises increased cash outflows associated with Property, Plant and Equipment \$12.972 million, offset by Proceeds on Sale of Investments \$116.740 million.

4.4.3 Net cash flows provided by/used in Financing activities

Cashflows from Financing activities refers to cash generated or used in the financing of Council activities which include borrowings from financial institutions. These activities also include any repayments of principal of said borrowings during the year and / or Finance costs associated with the establishment and maintenance of borrowings.

Net cash outflows for this activity are budgeted to be \$5.134 million (or \$22.594 million greater than the 2025/26 forecast), mainly represented by the absence of borrowings in 2026/27 compared with the 2025/26 Forecast.

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2026/27 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 High Level Summary of Capital Works for 2026/27

Asset Category	Forecast Actual	Budget	Change	
	2025/26 \$'000	2026/27 \$'000	\$'000	%
Property	125,190	170,077	44,887	36%
Plant and equipment	1,083	7,401	6,318	583%
Infrastructure	140,098	77,755	- 62,343	-44%
Total	266,371	255,233	- 11,138	-4%

Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Property	170,077	163,047	4,604	2,426	9,960	23,958	-	136,159
Plant and equipment	7,401	6,796	605	-	-	-	-	7,401
Infrastructure	77,755	17,829	14,491	45,435	2,262	4,919	-	70,575
Total	255,233	187,672	19,699	47,862	12,222	28,876	-	214,135

4.5.2 2026/27 Capital Works Budget by Asset Category

Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New	Renewal	Upgrade	Grants	Contributions & Oth. Reserves	Borrowings	Council cash
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property								
Land	14,137	14,137	-	-	-	14,137	-	-
Buildings	150,276	148,910	-	1,366	9,960	9,821	-	130,495
Building Improvements	5,664	-	4,604	1,060	-	-	-	5,664
Total Property	170,077	163,047	4,604	2,426	9,960	23,958	-	136,159
Plant and equipment								
Fixtures, fittings and furniture	848	848	-	-	-	-	-	848
Library Books	895	895	-	-	-	-	-	895
Other Plant and equipment	5,658	5,053	605	-	-	-	-	5,658
Total Plant and equipment	7,401	6,796	605	-	-	-	-	7,401
Infrastructure								
Roads	30,750	1,299	6,685	22,767	300	4,585	-	25,866
Bridges	7,794	3,091	3,113	1,590	570	-	-	7,224
Footpaths and cycleways	5,658	3,356	2,149	152	792	-	-	4,865
Drainage	1,627	178	885	565	-	-	-	1,627
Kerb & Channel	205	-	205	-	-	-	-	205
Parks, Open Space and Streetscapes	11,538	5,094	566	5,878	600	-	-	10,938
Recreational, Leisure and Community Facilities	17,177	2,622	887	13,667	-	334	-	16,843
Traffic Management Devices	2,778	2,191	-	587	-	-	-	2,778
Other Infrastructure	229	-	-	229	-	-	-	229
Total Infrastructure	77,755	17,829	14,491	45,435	2,262	4,919	-	70,575
Grand Total	255,233	187,672	19,699	47,862	12,222	28,876	-	214,135

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
INFRASTRUCTURE								
Land								
Plumpton and Kororoit-IN-19-L-K-20	247	247	-	-	-	247	-	-
Plumpton and Kororoit-RD-19-L-K-19	27	27	-	-	-	27	-	-
Plumpton and Kororoit-SR-08-L-K-46	13,863	13,863	-	-	-	13,863	-	-
Total Land	14,137	14,137	-	-	-	14,137	-	-
Buildings								
Aintree Children's and Community Centre	5,100	5,100	-	-	-	-	-	5,100
Bridge Road Recreation Reserve Stage 3	3,645	3,645	-	-	-	2,014	-	1,631
Cobblebank Community Services Hub	9,611	9,611	-	-	-	-	-	9,611
Diggers Rest Community Centre	6,360	6,360	-	-	5,853	-	-	507
Ian Cowie Recreation Reserve, Rockbank	208	-	-	208	-	-	-	208
Plumpton Aquatic & Leisure Centre	101,600	101,600	-	-	-	-	-	101,600
Plumpton North Sports Reserve	555	555	-	-	-	302	-	254
Weir Views Childrens and Community Centre	47	47	-	-	-	44	-	3
Weir Views East Sports Reserve	212	212	-	-	-	200	-	12
Mt Atkinson East Sports Reserve	5,612	5,612	-	-	-	-	-	5,612
Rockbank East Childrens and Community Centre	6,106	6,106	-	-	3,636	-	-	2,470
Children's Amenity Upgrades - Category 3	424	-	-	424	-	-	-	424
Arnolds Creek Sports Pavillion Upgrade	138	-	-	138	-	-	-	138
Macpherson Park Baseball Pavillion	207	-	-	207	-	-	-	207
Licensed Playspace Upgrades	98	-	-	98	-	-	-	98
Kingsway Kindergarten - Outdoor Playspace Upgrade	293	-	-	293	-	-	-	293
Stolen Generations Marker	53	53	-	-	-	-	-	53
Thornhill Park Active Open Space Precinct	7,233	7,233	-	-	-	6,287	-	946
Rockbank East Active Open Space, Rockbank	678	678	-	-	-	640	-	38
Deanside Children's & Community Centre	1,744	1,744	-	-	471	-	-	1,273
Plumpton Active Open Space (SR 03)	354	354	-	-	-	334	-	20
Total Buildings	150,276	148,910	-	1,366	9,960	9,821	-	130,495
Building Improvements								
Melton Recreation Reserve - Playing court and public convenience upgrade.	1,060	-	-	1,060	-	-	-	1,060
Henry Street Scout Hall, Melton	109	-	109	-	-	-	-	109
Emergency Service Building (SES), Melton	159	-	159	-	-	-	-	159
Melton Pistol Club, Brookfield	128	-	128	-	-	-	-	128
Rockbank Childrens Services Centre, Rockbank	524	-	524	-	-	-	-	524
Rockbank Community Hall, Rockbank	728	-	728	-	-	-	-	728
Mt Carberry Kindergarten, Melton South	259	-	259	-	-	-	-	259
Melton Community Hall, Melton	109	-	109	-	-	-	-	109
Blackwood Drive Community Hall, Melton South	159	-	159	-	-	-	-	159
Morton Homestead, Taylors Hill	219	-	219	-	-	-	-	219
Melton Waves Aquatic Centre, Melton	893	-	893	-	-	-	-	893
Blackwood Drive Community Pavillion, Melton South	209	-	209	-	-	-	-	209
Brooklyn Rd Residential Units, Melton South	109	-	109	-	-	-	-	109
Caroline Springs Library & Learning Hub, Caroline Springs	259	-	259	-	-	-	-	259
Melton Library Learning Hub, Melton	259	-	259	-	-	-	-	259
Arnolds Creek Childrens and Community Services Centre, Harkness	209	-	209	-	-	-	-	209
Security System Upgrades / Renewals	269	-	269	-	-	-	-	269
Total Building Improvements	5,664	-	4,604	1,060	-	-	-	5,664
TOTAL PROPERTY	170,077	163,047	4,604	2,426	9,960	23,958	-	136,159
PLANT & EQUIPMENT								

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Fixtures, fittings and furniture								
Melton Revitalisation Plan - Public Realm Improvements (Outdoor Dining)	848	848	-	-	-	-	-	848
Total Fixtures, fittings and furniture	848	848	-	-	-	-	-	848
Library Books								
Library Collections Program	895	895	-	-	-	-	-	895
Total Library Books	895	895	-	-	-	-	-	895
Other Plant and equipment								
Purple Glass Bin roll out	4,134	4,134	-	-	-	-	-	4,134
MacPherson Park, Toolern Vale	118	-	118	-	-	-	-	118
Brookside Sportsground, Caroline Springs	488	-	488	-	-	-	-	488
FOGO Bin Purchase	919	919	-	-	-	-	-	919
Total Other Plant and equipment	5,658	5,053	605	-	-	-	-	5,658
TOTAL PLANT & EQUIPMENT	7,401	6,796	605	-	-	-	-	7,401
INFRASTRUCTURE								
Roads								
Hopkins Road between Vel Street and Kororoit Creek	127	127	-	-	-	-	-	127
Minns Road and Coburns Road Intersection Upgrade	318	318	-	-	-	-	-	318
Taylor Rd Duplication - Gourlay Rd to Westwood Drive	2,650	-	-	2,650	-	-	-	2,650
Boundary Road Upgrade	2,650	-	-	2,650	-	-	-	2,650
Taylor Road and Sinclairs Road Signalised Intersection	4,240	-	-	4,240	-	762	-	3,478
Taylor Road and Westwood Drive Signalised Intersection	1,325	-	-	1,325	-	-	-	1,325
Caroline Springs Boulevard and The Crossing Signalised Intersection	1,855	-	-	1,855	-	-	-	1,855
Middle Road, Truganina Road Upgrade	1,643	-	-	1,643	-	-	-	1,643
Exford Road and Greigs Road Intersection Upgrade	1,731	-	-	1,731	-	822	-	908
Hume Drive Duplication Stage 2 between Calder Park Drive and Gourlay Road	28	-	-	28	-	-	-	28
Taylor Road and Plumpton Road Signalised Intersection	127	-	-	127	-	-	-	127
Caroline Springs Boulevard and Rockbank Middle Road Signalised Intersection	37	-	-	37	-	-	-	37
Taylor Road Duplication including Upgrade of Gourlay Road intersection	3,180	-	-	3,180	-	3,000	-	180
397-497 Parwan-Exford Road, Parwan	435	-	-	435	-	-	-	435
Killarney Dr, Melton	96	-	96	-	-	-	-	96
Hume Dr Ebcw, Taylors Hill	338	-	338	-	-	-	-	338
Rathdowne Ct, Melton West	160	-	160	-	-	-	-	160
Piccolotto Dr, Melton West	148	-	148	-	-	-	-	148
Fuller Rd, Ravenhall	217	-	217	-	-	-	-	217
Wolviston Av, Hillside	182	-	182	-	-	-	-	182
Sandalwood Av, Hillside	69	-	69	-	-	-	-	69
The Willows, Hillside	53	-	53	-	-	-	-	53
Windmill Rise, Hillside	58	-	58	-	-	-	-	58
Keiwa Pl, Taylors Hill	73	-	73	-	-	-	-	73
Lockie Pl, Taylors Hill	52	-	52	-	-	-	-	52
Burrill Ct, Taylors Hill	33	-	33	-	-	-	-	33
Nepean Way, Taylors Hill	106	-	106	-	-	-	-	106
Coventry Pl, Melton South	37	-	37	-	-	-	-	37
Lloyd Ct, Brookfield	49	-	49	-	-	-	-	49
Peart Ct, Brookfield	41	-	41	-	-	-	-	41
Rainsford Pl Rbt, Melton West	27	-	27	-	-	-	-	27
Rainsford Pl, Melton West	41	-	41	-	-	-	-	41
Charmaine Pl, Melton West	34	-	34	-	-	-	-	34
Homestead Cl, Melton West	40	-	40	-	-	-	-	40
Findon Way, Melton West	92	-	92	-	-	-	-	92
Julian Pl, Melton West	35	-	35	-	-	-	-	35

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Argyll Cct, Melton West	247	-	247	-	-	-	-	247
Berwick Pl, Melton West	27	-	27	-	-	-	-	27
Sovereign Bvd, Melton West	165	-	165	-	-	-	-	165
Sovereign Bvd, Harkness	84	-	84	-	-	-	-	84
Madeleine Pl, Melton West	40	-	40	-	-	-	-	40
Windsor Pl, Melton West	40	-	40	-	-	-	-	40
Bulmans Rd Rbt, Harkness	189	-	189	-	-	-	-	189
Bulmans Rd, Harkness	844	-	844	-	-	-	-	844
Princeton Av Wbcw, Harkness	59	-	59	-	-	-	-	59
Princeton Av Ebcw, Harkness	59	-	59	-	-	-	-	59
Emerald Ct, Harkness	32	-	32	-	-	-	-	32
Greenmount Ct, Kurunjang	33	-	33	-	-	-	-	33
Postman Dr, Harkness	39	-	39	-	-	-	-	39
Ashton Cct, Harkness	59	-	59	-	-	-	-	59
Greenhills Dr, Kurunjang	69	-	69	-	-	-	-	69
Staughton St, Melton South	987	-	987	-	-	-	-	987
Dunvegan Dr, Kurunjang	82	-	82	-	-	-	-	82
Old Hall Dr, Caroline Springs	114	-	114	-	-	-	-	114
Sunray Rise, Harkness	74	-	74	-	-	-	-	74
Margaret Ct, Kurunjang	40	-	40	-	-	-	-	40
Donald Ct, Kurunjang	32	-	32	-	-	-	-	32
Holland Dr, Melton	155	-	155	-	-	-	-	155
Bridge Road, Strathulloh Pedestrian Crossing	164	-	-	164	-	-	-	164
Intersection of Greigs Road and Mount Cottrell Road, Mount Cottrell	530	530	-	-	300	-	-	230
Thrice Lane, Kurunjang	104	-	104	-	-	-	-	104
Castlewalian Boulevard, Hillside	61	-	61	-	-	-	-	61
Renewal Program Sealed Road - Traffic Management Cost	703	-	703	-	-	-	-	703
Leakes Rd & Westcott Pd, Rockbank - Roundabout	1,802	-	-	1,802	-	-	-	1,802
Bulman's Road, Harkness	147	-	-	147	-	-	-	147
Minns Road, Harkness	168	-	-	168	-	-	-	168
Downing Street, Mount Cottrell	314	-	-	314	-	-	-	314
Caroline Springs Bridge Improvements	122	-	-	122	-	-	-	122
Westwood Drive Bridge improvements	148	-	-	148	-	-	-	148
Parwan Road, Exford	208	208	-	-	-	-	-	208
Plumpton Road & Holden Road, Plumpton	115	115	-	-	-	-	-	115
Ferris Rd Rbt, Cobblebank	110	-	110	-	-	-	-	110
The Grange, Caroline Springs	230	-	230	-	-	-	-	230
Old Hall Dr Rbt, Caroline Spring	21	-	21	-	-	-	-	21
Total Roads	30,750	1,299	6,685	22,767	300	4,585	-	25,866
Bridges								
Bridge Upgrades - Exford Road and Greigs Road, Exford	530	-	-	530	500	-	-	30
Pedestrian Bridge Construction , Lake Street, Caroline Springs	371	371	-	-	-	-	-	371
Pedestrian Bridge - Modaina Estate, Burnside	106	106	-	-	-	-	-	106
Hopkins Road Bridge over Kororoit Creek	254	254	-	-	-	-	-	254
Sinclair's Road Bridge over Kororoit Creek	692	-	692	-	-	-	-	692
Pedestrian Bridge at Hannah Watts Park	774	774	-	-	-	-	-	774
Pedestrian Bridge over Toolern Creek	820	-	820	-	-	-	-	820
Navan Park - Boardwalk Crossover	1,060	-	-	1,060	-	-	-	1,060
Caroline Springs Bvd Sbcw, Caroline Springs	613	-	613	-	-	-	-	613
Commercial Rd Ebcw, Caroline Springs	69	-	69	-	-	-	-	69
Lake Logan, Caroline Springs	394	-	394	-	-	-	-	394
The Esplanade, Caroline Springs	91	-	91	-	-	-	-	91
Bungaree Track Linear Reserve, Burnside Heights	109	-	109	-	-	-	-	109
Lake Caroline Waterfront, Caroline Springs	613	-	613	-	-	-	-	613
Parke Way, Burnside Heights	89	-	89	-	-	-	-	89

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Strand, Caroline Springs	213	-	213	-	-	-	-	213
Caravel La - Bridge Replacement	613	-	613	-	-	-	-	613
Lake Street, Caroline Springs	313	-	313	-	-	-	-	313
Navan Park Fishing/Landing Platform 2	74	74	-	-	70	-	-	4
Total Bridges	7,794	3,091	3,113	1,590	570	-	-	7,224
Footpaths and cycleways								
Alfred Road Shared Path	15	15	-	-	-	-	-	15
Toolern Creek Regional Park Minor Works (Toolern Creek Linear Reserve)	12	12	-	-	-	-	-	12
Active Transport Connection - Taylors Road, Deanside.	265	265	-	-	-	-	-	265
Active Transport Connection - Vineyard Road, Diggers Rest	995	995	-	-	-	-	-	995
James Cook Dr, Melton West	185	-	185	-	-	-	-	185
William Cct, Caroline Springs	28	-	28	-	-	-	-	28
The Avenue Nbcw, Caroline Springs	37	-	37	-	-	-	-	37
Community Hub, Hillside	91	-	91	-	-	-	-	91
Dowie Pl, Caroline Springs	49	-	49	-	-	-	-	49
Banchory Av, Hillside	94	-	94	-	-	-	-	94
Centenary Av, Harkness	43	-	43	-	-	-	-	43
Boronia Dr, Hillside	37	-	37	-	-	-	-	37
Hilton Way, Melton West	327	-	327	-	-	-	-	327
Wolviston Av, Hillside	57	-	57	-	-	-	-	57
Kelly Av, Burnside	105	-	105	-	-	-	-	105
Hawkins Pl, Melton	68	-	68	-	-	-	-	68
Gladstone Gr, Melton	80	-	80	-	-	-	-	80
Oakfield Ct, Melton South	45	-	45	-	-	-	-	45
Marrowie Pl, Taylors Hill	68	-	68	-	-	-	-	68
Durrol Way, Caroline Springs	77	-	77	-	-	-	-	77
Cullen Tce, Caroline Springs	18	-	18	-	-	-	-	18
The Embankment, Kurunjang	31	-	31	-	-	-	-	31
Sunderland Way, Melton West	51	-	51	-	-	-	-	51
Brunton Av, Caroline Springs	201	-	201	-	-	-	-	201
Hawkesbury Av, Hillside	83	-	83	-	-	-	-	83
Old Hall Dr, Caroline Springs	18	-	18	-	-	-	-	18
Blakeville Dr, Caroline Springs	30	-	30	-	-	-	-	30
Vanessa Dr, Ravenhall	33	-	33	-	-	-	-	33
Oakview Pde, Caroline Springs	78	-	78	-	-	-	-	78
Westwood Drive Shared Path, Burnside	717	717	-	-	388	-	-	329
Centenary Avenue, Kurunjang Shared Path	196	90	-	105	-	-	-	196
McCubbin Way, Caroline Springs Shared Path	40	-	-	40	-	-	-	40
Dalray Crescent, Kurunjang Wheelchair Access	7	-	-	7	-	-	-	7
Hepburn Way, Caroline Springs Pram Crossing	12	12	-	-	-	-	-	12
Perkins Grove, Caroline Springs Pram Crossing	13	13	-	-	-	-	-	13
Kurunjang Drive, Kurunjang Footpath	10	10	-	-	-	-	-	10
Hascombe Drive, Caroline Springs	54	54	-	-	-	-	-	54
Centenary Avenue, Kurunjang Pram Crossing	16	16	-	-	-	-	-	16
Dunveira Grove, Caroline Springs Shared Path	88	88	-	-	-	-	-	88
Kurunjang Drive, Kurunjang Pedestrian Refuge	32	32	-	-	-	-	-	32
Lagarna Drive, Kurunjang Pram Crossing	12	12	-	-	-	-	-	12
Westwood Drive, Burnside Pedestrian Refuge	30	30	-	-	-	-	-	30
Roycroft Avenue, Burnside Pram Crossing	11	11	-	-	-	-	-	11
Walsingham Crescent, Kurunjang Footpath	5	5	-	-	-	-	-	5
Centenary Avenue, Kurunjang Footpath	9	9	-	-	-	-	-	9
The Embankment, Kurunjang pram crossing	13	13	-	-	-	-	-	13
The Embankment, Kurunjang Footpath	15	15	-	-	-	-	-	15
Ellis Drive, Diggers Rest Pedestrian Crossing	62	62	-	-	-	-	-	62
Banks Drive, Diggers Rest Pram Crossing	7	7	-	-	-	-	-	7

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Dalray Crescent, Kurunjang Pram Crossing	20	20	-	-	-	-	-	20
Rain Lover Drive, Kurunjang Pram Crossing	12	12	-	-	-	-	-	12
Dalray Crescent, Kurunjang Crossing	10	10	-	-	-	-	-	10
Black Knight Way, Kurunjang Crossing	12	12	-	-	-	-	-	12
Black Knight Way, Kurunjang Crossing near Minns Road	11	11	-	-	-	-	-	11
Cootamundra Circuit, Harkness Pram Crossing	12	12	-	-	-	-	-	12
Gamalite Drive, Harkness Pram Crossing	12	12	-	-	-	-	-	12
Wood Grove, Burnside Pram Crossing	13	13	-	-	-	-	-	13
Wood Grove, Burnside Footpath	9	9	-	-	-	-	-	9
Chisholm Drive, Caroline Springs Pram Crossing	15	15	-	-	-	-	-	15
William Circuit, Caroline Springs Pram Crossing	11	11	-	-	-	-	-	11
Arbour Boulevard, Burnside Heights Pram Crossing	12	12	-	-	-	-	-	12
Budding Street, Diggers Rest Pedestrian Crossing	62	62	-	-	-	-	-	62
Banks Drive, Diggers Rest Pedestrian Crossing	62	62	-	-	-	-	-	62
Brookfield Ave & Stretton Drive, Brookfield	5	5	-	-	-	-	-	5
Melton Active Transport, Improvements & Extensions - Stations Rd & Exford, Melton South	133	133	-	-	125	-	-	8
Caroline Springs Active Transport Route	402	402	-	-	229	-	-	173
Barn Elms Pde, Caroline Springs	69	-	69	-	-	-	-	69
Stamford Gr, Caroline Springs	37	-	37	-	-	-	-	37
Old Hall Dr Rbt, Caroline Springs	9	-	9	-	-	-	-	9
Bloomsbury Dr, Taylors Hill	12	-	12	-	-	-	-	12
Forest Glade Way, Caroline Springs	22	-	22	-	-	-	-	22
Wavertree Av, Caroline Springs	48	-	48	-	-	-	-	48
Windsor Gdns, Caroline Springs	21	-	21	-	-	-	-	21
Melton Community Centre, Melton	59	59	-	-	50	-	-	9
Total Footpaths and cycleways	5,658	3,356	2,149	152	792	-	-	4,865
Drainage								
Collins Road, Melton	288	-	-	288	-	-	-	288
Manning Av, Kurunjang	13	-	13	-	-	-	-	13
Kirra Ct, Kurunjang	14	-	14	-	-	-	-	14
O'neills Rd, Melton	30	-	30	-	-	-	-	30
Brolga Ct, Melton	14	-	14	-	-	-	-	14
Glen Rd, Melton	12	-	12	-	-	-	-	12
High St, Melton	66	-	66	-	-	-	-	66
Alexandra St Nbcw, Melton	47	-	47	-	-	-	-	47
Blarney Dr, Melton South	3	-	3	-	-	-	-	3
Wilson Rd, Melton South	57	-	57	-	-	-	-	57
Coburns Rd Sbcw, Melton	13	-	13	-	-	-	-	13
Vista Dr, Melton	58	-	58	-	-	-	-	58
Norma St, Melton	5	-	5	-	-	-	-	5
Henry St, Melton	36	-	36	-	-	-	-	36
Oldershaw Rd, Melton	24	-	24	-	-	-	-	24
Esta St, Melton	3	-	3	-	-	-	-	3
Fay St, Melton	8	-	8	-	-	-	-	8
Gretel Gr, Melton	25	-	25	-	-	-	-	25
Scarvell Cr, Caroline Springs	25	-	25	-	-	-	-	25
Bryan Ct, Melton	3	-	3	-	-	-	-	3
Wattle Pl, Melton South	3	-	3	-	-	-	-	3
Coburns Rd, Harkness	5	-	5	-	-	-	-	5
Durham Pl, Melton West	14	-	14	-	-	-	-	14
Tulloch Av, Kurunjang	9	-	9	-	-	-	-	9
Marina Dr, Melton	3	-	3	-	-	-	-	3
Church St, Melton	34	-	34	-	-	-	-	34
Brooklyn Rd, Melton South	5	-	5	-	-	-	-	5
Unitt St, Melton	17	-	17	-	-	-	-	17

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Fuller Rd, Ravenhall	7	-	7	-	-	-	-	7
Dartmouth Ct, Caroline Springs	27	-	27	-	-	-	-	27
Argyll Cct, Melton West	19	-	19	-	-	-	-	19
Scott St, Melton	5	-	5	-	-	-	-	5
Dickerson Way, Caroline Springs	17	-	17	-	-	-	-	17
Hawkesbury Av, Hillside	13	-	13	-	-	-	-	13
High Street Retarding Basin	55	-	-	55	-	-	-	55
26 Shoalhaven Street, Caroline Springs	27	-	-	27	-	-	-	27
19 Simpson Place, Caroline Springs	20	-	-	20	-	-	-	20
54 Wallangara Boulevard, Harkness	25	-	-	25	-	-	-	25
12 Hounslow Green, Caroline Springs	25	-	-	25	-	-	-	25
17 Pangbourne Ave, Harkness	25	-	-	25	-	-	-	25
90 City Vista Court, Fraser Rise	25	-	-	25	-	-	-	25
15 Northampton Crescent, Caroline Springs	25	-	-	25	-	-	-	25
18 Caprise Road, Fraser Rise	25	-	-	25	-	-	-	25
4 Lincoln Way, Melton West	25	-	-	25	-	-	-	25
GPT at outfall near Tullidge Street	178	178	-	-	-	-	-	178
Kurrajong Cr, Melton South	5	-	5	-	-	-	-	5
Rodmar Ct, Hillside	40	-	40	-	-	-	-	40
Saronvale Cr, Hillside	9	-	9	-	-	-	-	9
Bakery Sq Ebcw, Melton	8	-	8	-	-	-	-	8
Chesney Rd, Melton	5	-	5	-	-	-	-	5
Bell Ct, Melton	7	-	7	-	-	-	-	7
Smith St Sbcw, Melton	6	-	6	-	-	-	-	6
Palmerston St Nbcw, Melton	30	-	30	-	-	-	-	30
Rosina Dr, Melton	9	-	9	-	-	-	-	9
Hewson St, Melton	3	-	3	-	-	-	-	3
Carberry Dr, Kurunjang	12	-	12	-	-	-	-	12
Earl Pl, Melton West	6	-	6	-	-	-	-	6
Harrison Ct, Burnside Heights	25	-	25	-	-	-	-	25
Atherton Av, Burnside Heights	54	-	54	-	-	-	-	54
Gill Pl, Caroline Springs	18	-	18	-	-	-	-	18
Caesia Way, Caroline Springs	10	-	10	-	-	-	-	10
Raleighs Rd, Melton	4	-	4	-	-	-	-	4
Total Drainage	1,627	178	885	565	-	-	-	1,627
Kerb & Channel								
Dowie Pl, Caroline Springs	76	-	76	-	-	-	-	76
Centenary Av, Harkness	39	-	39	-	-	-	-	39
Elgar Lane, Caroline Springs	16	-	16	-	-	-	-	16
Windsor Gdn Ext, Caroline Springs	10	-	10	-	-	-	-	10
Barn Elms Pde, Caroline Springs	26	-	26	-	-	-	-	26
Castlewella Blvd, Hillside	12	-	12	-	-	-	-	12
Weigall Ct, Caroline Springs	17	-	17	-	-	-	-	17
Thomson Way, Taylors Hill	10	-	10	-	-	-	-	10
Total Kerb & Channel	205	-	205	-	-	-	-	205
Parks, Open Space and Streetscapes								
Arbour Boulevard Central Reserve, Burnside Heights	278	-	-	278	-	-	-	278
Barwon Street Reserve - Taylors Hill	8	-	-	8	-	-	-	8
Diggers Rest Recreation Reserve, Diggers Rest	1,294	1,294	-	-	-	-	-	1,294
Hillside Recreation Reserve	28	-	-	28	-	-	-	28
Melton South Recreation Reserve	6	-	-	6	-	-	-	6
Mt Carberry Reserve, Melton South	153	-	-	153	-	-	-	153
Norm Raven Reserve, Diggers Rest	74	-	-	74	-	-	-	74
Parkwood Green Reserve	193	-	-	193	-	-	-	193

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Street Tree Planting Program	575	575	-	-	-	-	-	575
Taylors Hill Blvd Central Park	207	-	-	207	-	-	-	207
Turf Club Boulevard	319	-	-	319	-	-	-	319
Westmelton Drive Reserve, Melton West	32	-	-	32	-	-	-	32
The Parkway	16	-	-	16	-	-	-	16
Springside Recreation Reserve	42	-	-	42	-	-	-	42
The Grange Reserve Upgrade	17	-	-	17	-	-	-	17
Blackwood Drive Recreation Reserve, Melton South	21	-	-	21	-	-	-	21
Sovereign Boulevard Reserve	18	-	-	18	-	-	-	18
Caroline Springs Recreation Reserve	26	26	-	-	16	-	-	9
Auburn Drive Reserve, Fraser Rise	826	-	-	826	-	-	-	826
Scarlet Oak Reserve, Melton West	70	-	-	70	-	-	-	70
Taylors Hill Sports Park, Taylors Hill	726	-	-	726	-	-	-	726
McDonald Street Reserve, Melton South	127	127	-	-	-	-	-	127
Kenswick Dr, Hillside	2	-	2	-	-	-	-	2
Melton Recreation Reserve, Melton	92	-	92	-	-	-	-	92
Parkwood Green, Hillside	63	63	-	-	54	-	-	9
Springside Village Park, Caroline Springs	710	-	-	710	-	-	-	710
Heron Park, Taylors Hill	6	-	6	-	-	-	-	6
Chisholm Park Wetlands, Caroline Springs	25	-	25	-	-	-	-	25
The Willows, Melton	8	-	8	-	-	-	-	8
Stony Hill Creek Linear Reserve, Caroline Springs	16	-	16	-	-	-	-	16
Watervale Boulevard Linear Reserve, Taylors Hill	12	-	12	-	-	-	-	12
Taylors Hill Recreation Reserve, Taylors Hill	26	-	26	-	-	-	-	26
Springside Recreation Reserve, Caroline Springs	84	-	84	-	-	-	-	84
Cambrian Way Reserve, Melton West	57	-	-	57	-	-	-	57
Bills Park, Melton West	36	36	-	-	-	-	-	36
Tenterfield Drive Linear Reserve, Burnside Heights	10	-	10	-	-	-	-	10
Burnside Heights Recreation Reserve, Burnside Heights	63	63	-	-	54	-	-	9
Fay Street Reserve, Melton	56	-	22	34	-	-	-	56
Lake Caroline Water Quality Improvements	85	-	-	85	-	-	-	85
Reserve Signage Program	65	65	-	-	-	-	-	65
Mamic Blvd Reserve, Frase Rise	36	36	-	-	27	-	-	9
Mt Atkinson East ADS Play Space	61	61	-	-	-	-	-	61
Windsor Gardens Reserve Playground	42	-	-	42	-	-	-	42
Melton Weir Reserve Parkland Strategy roll out	85	85	-	-	-	-	-	85
Fairhaven Blvd, Melton West	42	-	-	42	-	-	-	42
Dog Off Lead Area	170	-	-	170	-	-	-	170
Centennial Park, Taylors Hill	6	-	6	-	-	-	-	6
Lake Caroline Improvements	399	-	-	399	-	-	-	399
Pilbara Avenue Playground Accessibility upgrade	117	-	-	117	-	-	-	117
Heron Park, Taylors Hill - Landscape Improvements	36	36	-	-	-	-	-	36
John Paul Drive Reserve, Hillside - Landscape Improvements	36	36	-	-	-	-	-	36
Stretton Drive Reserve, Brookfield - Landscape Improvements	36	36	-	-	-	-	-	36
Pilbara Avenue Park, Burnside - Landscape Improvements	36	36	-	-	-	-	-	36
Cheshire Avenue, Melton South - Accessibility upgrade	47	-	-	47	-	-	-	47
Bills Park Melton West - Accessibility upgrade	67	-	-	67	-	-	-	67
John Paul Drive Reserve, Hillside - Accessibility improvements	57	-	-	57	-	-	-	57
Childs Street East, Melton South	36	-	-	36	-	-	-	36
Kororoit Creek Corridor - Interpretative Signage	69	69	-	-	-	-	-	69
Toolern Creek Corridor - Interpretive Signage	69	69	-	-	-	-	-	69
Wattle Place Reserve	36	36	-	-	-	-	-	36
West Melton Drive Greening & Shade	36	-	-	36	-	-	-	36
West Melton Drive Reserve Accessibility Improvements	62	-	-	62	-	-	-	62
Childs Street East Reserve	32	-	-	32	-	-	-	32
Grandview Park accessibility improvements	57	-	-	57	-	-	-	57

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Blackwood Drive Recreation Reserve accessibility upgrade	57	-	-	57	-	-	-	57
Heron Park Accessibility Upgrade, Taylors Hill	62	-	-	62	-	-	-	62
Wattle Place Reserve Accessibility Upgrade	62	-	-	62	-	-	-	62
Stretton Drive Accessibility Upgrade	62	-	-	62	-	-	-	62
Kororoit Creek, Ryans Creek & Black Knight Way Revegetation	100	100	-	-	-	-	-	100
Fantail Creek Reserve Furniture Upgrade	59	59	-	-	-	-	-	59
Stefan Drive Reserve	42	-	-	42	-	-	-	42
Maud Jan See Chin Reserve	42	-	-	42	-	-	-	42
Addicott Way Reserve, Taylors Hill	42	-	-	42	-	-	-	42
Conservation Avenue Reserve, Weir Views - Dog off lead area	212	212	-	-	-	-	-	212
Burnside Heights Recreation Reserve, Dog off lead area	212	212	-	-	-	-	-	212
Diggers Rest Recreation Reserve – Dog off lead area	212	-	-	212	-	-	-	212
Navan Park – Dog off lead area	212	-	-	212	-	-	-	212
Melton Weir Reserve Revitalisation, Exford	11	11	-	-	-	-	-	11
Boathouse Reserve, Caroline Springs - on Lake Caroline	1,272	1,272	-	-	-	-	-	1,272
Tamboritha Bvd Reserve, Weir Views	15	-	15	-	-	-	-	15
Springside Recreation Reserve, Caroline Springs	15	-	15	-	-	-	-	15
Lancefield Circuit Reserve, Eynesbury	6	-	6	-	-	-	-	6
Rushworth Avenue Drainage Reserve, Eynesbury	6	-	6	-	-	-	-	6
Chisholm Park Wetlands, Caroline Springs	11	-	11	-	-	-	-	11
Arroyo Pl, Caroline Springs	8	-	8	-	-	-	-	8
O'Donnell Drive Reserve, Caroline Springs	4	-	4	-	-	-	-	4
Cypress Views Biodiversity Reserve, Caroline Springs	8	-	8	-	-	-	-	8
Ian Cowie Recreation Reserve, Rockbank	4	-	4	-	-	-	-	4
Westmelton Drive Reserve, Melton West	4	-	4	-	-	-	-	4
Little Blind Creek Reserve, Kurunjang	4	-	4	-	-	-	-	4
Ryans Creek Linear Reserve, Melton	14	-	14	-	-	-	-	14
The Willows, Melton	8	-	8	-	-	-	-	8
Hannah Watts Park, Melton	6	-	6	-	-	-	-	6
St Georges Avenue Reserve, Caroline Springs	21	-	21	-	-	-	-	21
Marlo Drive Reserve, Harkness	8	-	8	-	-	-	-	8
Shalimar Place Reserve, Melton West	6	-	6	-	-	-	-	6
Tenterfield Drive Linear Reserve, Burnside Heights	6	-	6	-	-	-	-	6
Bridge Road Recreation Reserve, Strathulloh	4	-	4	-	-	-	-	4
Nullarbor Pl, Caroline Springs	2	-	2	-	-	-	-	2
Dunvegan Dr, Kurunjang	2	-	2	-	-	-	-	2
Otway Grn, Caroline Springs	8	-	8	-	-	-	-	8
Waranga/Willandra Walkway, Caroline Springs	2	-	2	-	-	-	-	2
Daintree Rt, Caroline Springs	3	-	3	-	-	-	-	3
Caroline Springs Bvd Nbcw, Caroline Springs	7	-	7	-	-	-	-	7
Cuthbert Place Walkways, Burnside	2	-	2	-	-	-	-	2
Windsor Gdns, Caroline Springs	3	-	3	-	-	-	-	3
High St/The Grove Walkway, Melton West	1	-	1	-	-	-	-	1
Rockbank Middle Road Streetscape, Caroline Springs	5	-	5	-	-	-	-	5
The Grove Walkway, Melton West	2	-	2	-	-	-	-	2
Hepburn Way, Caroline Springs	3	-	3	-	-	-	-	3
Arthur Westlake Recreation Reserve, Melton West	2	-	2	-	-	-	-	2
Ashmere Ct, Caroline Springs	3	-	3	-	-	-	-	3
Little Blind Creek Reserve, Melton	1	-	1	-	-	-	-	1
Hardys Lane Biodiversity Reserve, Harkness	4	-	4	-	-	-	-	4
Ormonde Esplanade Drainage Reserve, Harkness	2	-	2	-	-	-	-	2
Reefton Lane Buffer Reserve, Eynesbury	3	-	3	-	-	-	-	3
Henry Ct, Caroline Springs	2	-	2	-	-	-	-	2
Tenterfield Linear Reserve, Burnside Heights	1	-	1	-	-	-	-	1
Archer Drive Reserve - Drinking Fountain	6	-	6	-	-	-	-	6
Clonandra Lane Reserve, Caroline Springs	4	-	4	-	-	-	-	4

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
North Tree Reserve, Hillside	6	-	6	-	-	-	-	6
The Grove/Sugar Gum Walkway, Hillside	4	-	4	-	-	-	-	4
Boronia Drive Reserve, Hillside	4	-	4	-	-	-	-	4
Summerhill Walkway, Hillside	2	-	2	-	-	-	-	2
Avenham/Kenswick Drive Walkway, Hillside	2	-	2	-	-	-	-	2
Stony Hill Creek Linear Reserve, Hillside	3	-	3	-	-	-	-	3
Lachlans Field, Hillside	2	-	2	-	-	-	-	2
St Arnaud Rd (South), Eynesbury	6	-	6	-	-	-	-	6
Park Safety Program	354	354	-	-	345	-	-	9
Toolern Creek Linear Reserve, Strathulloh	59	59	-	-	50	-	-	9
Wilton Fields Linear Reserve, Strathulloh	63	63	-	-	54	-	-	9
Total Parks, Open Space and Streetscapes	11,538	5,094	566	5,878	600	-	-	10,938
Recreational, Leisure and Community Facilities								
Eynesbury Community Centre - Tennis Court	131	-	131	-	-	-	-	131
Kurunjang Recreation Reserve Tennis Pavilion	222	-	-	222	-	-	-	222
Kurunjang Sports Reserve Soccer Pavilion	1,874	-	-	1,874	-	-	-	1,874
MacPherson Park Soccer Pitch Redevelopment	3,184	-	-	3,184	-	-	-	3,184
Melton South Recreation Reserve - 2 New Tennis Courts	1,611	1,611	-	-	-	-	-	1,611
Hillside Recreation Reserve, Hillside	115	-	115	-	-	-	-	115
Aintree Recreation Reserve Football Precinct, Aintree	219	-	-	219	-	-	-	219
Brookside Recreation Reserve Football Precinct, Caroline Springs	250	-	-	250	-	-	-	250
Diggers Rest Bowling Club, Diggers Rest	27	-	-	27	-	-	-	27
Taylors Hill Recreation Reserve, Taylors Hill	125	-	125	-	-	-	-	125
Blackwood Drive Recreation Reserve, Melton South - Sportsground Upgrade	4,330	-	-	4,330	-	-	-	4,330
CS Town Centre Redevelop Spectator Area Oval 1	13	-	-	13	-	-	-	13
Eynesbury Recreation Reserve Lighting Upgrade	134	-	-	134	-	-	-	134
Kurunjang Tennis Courts Lighting Upgrade	133	-	-	133	-	-	-	133
Diggers Rest (Oval 1) Lighting Upgrade	159	-	-	159	-	-	-	159
Macpherson Park (Rugby 3) Lighting Upgrade	159	-	-	159	-	-	-	159
Macpherson Park (Netball Court 1) Lighting Upgrade	39	-	-	39	-	-	-	39
Burnside Heights Recreation Reserve (Oval 1) Lighting upgrade	159	-	-	159	-	-	-	159
Diggers Rest Bowling Club Lighting Upgrade	43	-	-	43	-	-	-	43
Bridge Road Recreation Reserve Lighting Upgrade	122	-	-	122	-	-	-	122
Aintree Multi-Purpose Courts Lighting Upgrade	54	-	-	54	-	-	-	54
MacPherson Park Football Pavillion Drinking Fountain	27	27	-	-	-	-	-	27
Arnolds Creek Recreation Reserve Drinking Fountain	27	27	-	-	-	-	-	27
Arnolds Creek Recreation Reserve Seating	47	47	-	-	-	-	-	47
Shelter Upgrades at Various Locations	238	-	-	238	-	-	-	238
Boronia Drive Reserve Cricket Net Upgrade	87	-	-	87	-	-	-	87
Brookside Recreation Reserve Cricket Wicket Upgrade	57	-	-	57	-	-	-	57
Arthur Westlake Reserve Cricket Wicket Upgrade	57	-	-	57	-	-	-	57
Bridge Road Rec Reserve Scoreboard	75	75	-	-	-	-	-	75
Aintree North Recreation Reserve Scoreboard	157	157	-	-	-	-	-	157
MacPherson Park - Rugby & Gridiron Ball protection fence	138	138	-	-	-	-	-	138
Brookside Recreation Reserve Synthetic Field and Oval Ball protection fence	438	-	-	438	-	-	-	438
Eynesbury Recreation Reserve Netball Spectator Shelter	188	188	-	-	-	-	-	188
Weir Views West Active Open Space (AR 01)	354	354	-	-	-	334	-	20
Botanical Drive Reserve, Caroline Springs	155	-	155	-	-	-	-	155
Brookside Recreation Reserve, Caroline Springs	85	-	85	-	-	-	-	85
Melton South Recreation Reserve - Spectator Bench	57	-	57	-	-	-	-	57
Ian Cowie Recreation Reserve - Spectator Seating	57	-	57	-	-	-	-	57
Aintree Recreation Reserve Tennis Court Renewal	163	-	163	-	-	-	-	163
Melton Bowling Club Green Replacement - Design Only	159	-	-	159	-	-	-	159
Aintree Recreation Reserve Tennis Pavillion Upgrade	1,513	-	-	1,513	-	-	-	1,513
Total Recreational, Leisure and Community Facilities	17,177	2,622	887	13,667	-	334	-	16,843

4.5.2 2026/27 Capital Works Budget by Project

2026/27 Projects grouped by Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Traffic Management Devices								
Taylor's Road and Tenterfield Drive, Burnside Heights	151	151	-	-	-	-	-	151
Cana Catholic primary School - Banchory Avenue and Wolviston Avenue, Hillside	381	381	-	-	-	-	-	381
Clara Avenue, Truganina- Corridor improvements	144	144	-	-	-	-	-	144
Sinclair's Road Traffic Management Devices	144	144	-	-	-	-	-	144
DDA Parking improvements around schools	150	150	-	-	-	-	-	150
Speed Zone Changes	61	61	-	-	-	-	-	61
Atherstone Blvd, Strathulloh	186	186	-	-	-	-	-	186
Catholic Regional College	117	-	-	117	-	-	-	117
Wolviston Avenue safety improvements	223	223	-	-	-	-	-	223
Aintree North Primary School	92	92	-	-	-	-	-	92
Stop, Look & Listen	117	-	-	117	-	-	-	117
Deanside Primary School	142	-	-	142	-	-	-	142
Eynesbury Primary School - Logn Street & St Arnauds Road, Eynesbury	367	367	-	-	-	-	-	367
Green Hill Road, Eynesbury Improvements	61	-	-	61	-	-	-	61
Bridge Road & Monash Street intersection upgrade	151	-	-	151	-	-	-	151
Adelong Blvd, Cobblebank	161	161	-	-	-	-	-	161
Azadi Crescent, Strathulloh	131	131	-	-	-	-	-	131
Total Traffic Management Devices	2,778	2,191	-	587	-	-	-	2,778
Other Infrastructure								
Harkness Road and Shamrock Place, Melton West	14	-	-	14	-	-	-	14
Nerowie Road and Nortons Road, Parwan	41	-	-	41	-	-	-	41
The Bullock Track and Harkness Road, Melton West	18	-	-	18	-	-	-	18
Bulmans Road and Minns Road, Harkness	41	-	-	41	-	-	-	41
Downing Street and Mayfair Avenue, Mount Cottrell	14	-	-	14	-	-	-	14
Leakes Road and Mount Kororoit Road, Plumpton	41	-	-	41	-	-	-	41
Middle Road and Downing Street, Mount Cottrell	41	-	-	41	-	-	-	41
Wollombi Road and Murphys Road, Exford	17	-	-	17	-	-	-	17
Total Other Infrastructure	229	-	-	229	-	-	-	229
TOTAL INFRASTRUCTURE	77,755	17,829	14,491	45,435	2,262	4,919	-	70,575
GRAND TOTAL	255,233	187,672	19,699	47,862	12,222	28,876	-	214,135

4.5.3 Capital works budgeted to be carried forward from the 2025/26 year into 2026/27

Asset Category	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Property								
Land	-	-	-	-	-	-	-	-
Buildings	15,322	14,825	-	498	-	-	-	15,322
Building Improvements	1,564	-	685	880	-	-	-	1,564
Total Property	16,886	14,825	685	1,377	-	-	-	16,886
Plant and equipment								
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-
Library Books	-	-	-	-	-	-	-	-
Other Plant and equipment	-	-	-	-	-	-	-	-
Total Plant and equipment	-	-	-	-	-	-	-	-
Infrastructure								
Roads	10,704	620	-	10,084	-	-	-	10,704
Bridges	3,311	1,934	600	777	-	-	-	3,311
Footpaths and cycleways	1,368	1,368	-	-	-	-	-	1,368
Drainage	-	-	-	-	-	-	-	-
Kerb & Channel	-	-	-	-	-	-	-	-
Parks, Open Space and Streetscapes	306	63	-	243	-	-	-	306
Recreational, Leisure and Community Facilities	1,102	705	-	397	-	-	-	1,102
Traffic Management Devices	365	365	-	-	-	-	-	365
Other Infrastructure	-	-	-	-	-	-	-	-
Total Infrastructure	17,155	5,055	600	11,500	-	-	-	17,155
Grand Total	34,041	19,879	1,285	12,877	-	-	-	34,041

**4.6 Summary of Planned Capital Works Expenditure
 For the years ending 30 June 2028, 2029 & 2030**

2027/28	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Property								
Land	29,272	29,272	-	-	-	29,272	-	-
Buildings	128,659	117,617	-	11,042	10,620	36,892	-	81,146
Building Improvements	2,673	-	2,673	-	-	-	-	2,673
Total Property	160,603	146,889	2,673	11,042	10,620	66,164	-	83,819
Plant and equipment								
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-
Library Books	922	922	-	-	-	-	-	922
Other Plant and equipment	394	-	394	-	-	-	-	394
Total Plant and equipment	1,316	922	394	-	-	-	-	1,316
Infrastructure								
Roads	68,807	19,994	5,779	43,033	606	12,430	-	55,771
Bridges	16,201	11,594	239	4,367	529	3,863	-	11,810
Footpaths and cycleways	13,408	10,640	1,541	1,227	5,424	-	-	7,984
Drainage	1,674	379	626	670	-	-	-	1,674
Kerb & Channel	202	-	202	-	-	-	-	202
Parks, Open Space and Streetscapes	11,016	5,310	540	5,165	191	-	-	10,825
Recreational, Leisure and Community Facilities	22,984	1,927	1,410	19,648	-	807	-	22,177
Traffic Management Devices	3,212	2,608	-	604	-	250	-	2,961
Car Parks	5,131	-	-	5,131	-	-	-	5,131
Other Infrastructure	1,076	797	-	279	-	-	-	1,076
Total Infrastructure	143,712	53,250	10,338	80,124	6,749	17,350	-	119,613
Grand Total	305,632	201,061	13,405	91,166	17,370	83,514	-	204,747

**4.6 Summary of Planned Capital Works Expenditure
 For the years ending 30 June 2028, 2029 & 2030**

2028/29	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Property								
Land	6,011	6,011	-	-	-	6,011	-	-
Buildings	64,805	64,025	-	780	-	31,380	-	33,425
Building Improvements	2,838	-	2,838	-	-	-	-	2,838
Total Property	73,654	70,036	2,838	780	-	37,391	-	36,263
Plant and equipment								
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-
Library Books	950	950	-	-	-	-	-	950
Other Plant and equipment	416	-	416	-	-	-	-	416
Total Plant and equipment	1,365	950	416	-	-	-	-	1,365
Infrastructure								
Roads	69,307	38,347	5,488	25,471	-	28,797	-	40,510
Bridges	27,758	27,492	266	-	-	16,573	-	11,185
Footpaths and cycleways	4,745	2,205	1,718	823	-	258	-	4,488
Drainage	1,192	-	662	530	-	-	-	1,192
Kerb & Channel	213	-	213	-	-	-	-	213
Parks, Open Space and Streetscapes	11,132	3,357	570	7,204	-	-	-	11,132
Recreational, Leisure and Community Facilities	22,235	10,209	1,353	10,673	-	4,896	-	17,339
Traffic Management Devices	1,303	1,303	-	-	-	64	-	1,239
Other Infrastructure	264	86	-	178	-	-	-	264
Total Infrastructure	138,150	82,999	10,270	44,880	-	50,588	-	87,561
Grand Total	213,169	153,985	13,524	45,660	-	87,979	-	125,190

**4.6 Summary of Planned Capital Works Expenditure
 For the years ending 30 June 2028, 2029 & 2030**

2029/30	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions & Oth. Reserves \$'000	Borrowings \$'000	Council cash \$'000
Property								
Land	25,470	25,470	-	-	-	25,470	-	-
Buildings	68,481	67,678	-	803	-	28,733	-	39,748
Building Improvements	3,010	-	3,010	-	-	-	-	3,010
Total Property	96,961	93,148	3,010	803	-	54,202	-	42,758
Plant and equipment								
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-
Library Books	978	978	-	-	-	-	-	978
Other Plant and equipment	438	-	438	-	-	-	-	438
Total Plant and equipment	1,416	978	438	-	-	-	-	1,416
Infrastructure								
Roads	111,473	85,381	5,801	20,291	-	61,718	-	49,755
Bridges	7,425	7,190	235	-	-	5,576	-	1,849
Footpaths and cycleways	4,023	2,206	1,817	-	-	-	-	4,023
Drainage	1,383	137	700	546	-	-	-	1,383
Kerb & Channel	225	-	225	-	-	-	-	225
Parks, Open Space and Streetscapes	10,678	1,948	629	8,101	-	-	-	10,678
Recreational, Leisure and Community Facilities	25,152	21,785	1,427	1,940	-	8,828	-	16,325
Traffic Management Devices	2,163	2,163	-	-	-	746	-	1,417
Other Infrastructure	494	-	-	494	-	-	-	494
Total Infrastructure	163,016	120,810	10,834	31,372	-	76,867	-	86,149
Grand Total	261,393	214,936	14,282	32,175	-	131,069	-	130,323

5. Targeted performance indicators (Council selected)

For the four years ending 30 June 2030

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

Domain / Indicator	Measure	Notes	Actual 2024/25	Forecast 2025/26	Budget Target 2026/27	Target Projections			Trend +/-
						2027/28	2028/29	2029/30	
To be confirmed	To be confirmed	1							
To be confirmed	To be confirmed	2							
To be confirmed	To be confirmed	3							
To be confirmed	To be confirmed	4							
To be confirmed	To be confirmed	5							
To be confirmed	To be confirmed	6							
To be confirmed	To be confirmed	7							
To be confirmed	To be confirmed	8							

Key to Target Trend:
 + increase in Council's overall targets
 o maintaining Council's overall targets
 - decrease in Council's overall targets

5a. Targeted performance indicators (Mandatory)

For the four years ending 30 June 2030

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these measures and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted service performance indicators (Mandatory)

Indicator	Measure	Notes	Actual 2024/25	Forecast 2025/26	Budget Target 2026/27	Target Projections			Trend +/-
						2027/28	2028/29	2029/30	
Governance									
Community engagement (council decisions made and implemented with community input)	Satisfaction with the opportunities offered by Council to be consulted on or engaged in Council decisions Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	9	64.00	70.00	70.00	70.00	70.00	70.00	-
Environment									
Roads (sealed local roads are maintained and renewed to ensure a safe network)	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	10	96.50%	97%	97%	97%	97%	97%	-
Responsiveness									
Statutory planning (Councils decide on planning applications and fulfill their legislative duties in a timely manner)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	11	75.00%	56%	60%	60%	60%	60%	-
Environment									
Waste management (waste is minimised and sustainability is promoted)	Kerbside collection waste to landfill per serviced property Waste in tonnage collected from kerbside waste collection services sent to landfill / Number of serviced properties	12	45.62%	40%	45%	45%	45%	45%	-

Key to Target Trend:
 + increase in Council's overall targets
 o maintaining Council's overall targets
 - decrease in Council's overall targets

Targeted financial performance indicators - Mandatory

Indicator	Measure	Notes	Actual 2024/25	Forecast 2025/26	Budget Target 2026/27	Target Projections			Trend +/-
						2027/28	2028/29	2029/30	
Financial management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Current assets compared to current liabilities Current assets / current liabilities	13	255%	280%	357.1%	253.87%	231.30%	181.42%	-
Financial forecasting									
Asset renewal and upgrade (renewal and upgrade of assets is planned and delivered)	Asset renewal and upgrade compared to depreciation Asset renewal and upgrade expenses /	14	107.3%	128.12%	94.85%	144.82%	80.85%	62.60%	-
Financial management									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	15	60.3%	63.78%	65.3%	66.83%	67.91%	68.72%	o
Financial management									
Expenditure level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments	16	\$3,636	\$3,601	\$3,626	\$3,589	\$3,603	\$3,616	o

5b. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

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

Indicator	Measure	Notes	Actual 2024/25	Forecast 2025/26	Budget 2026/27	Target Projections			Trend +/-
						2027/28	2028/29	2029/30	
Financial forecasting									
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue	17	1.9%	7.1%	5.4%	3.6%	1.9%	0.5%	0
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to own-source revenue Interest bearing loans and borrowings / own-source revenue	18	1.2%	7.2%	5.3%	3.8%	2.4%	1.2%	-
	Loans and borrowings repayments compared to own-source revenue Interest and principal repayments on interest bearing loans and borrowings / own-source revenue	19	0.8%	2.3%	1.4%	1.3%	1.2%	1.2%	0
Population (population is a key driver of a Council's ability to fund the delivery of services to the community)	Expenses per head of population Total expenses / Population	20	\$ 1,268	\$ 1,254	\$ 1,286	\$ 1,242	\$ 1,216	\$ 1,191	-
	Infrastructure per head of population Value of infrastructure / Population	21	\$ 20,203	\$ 19,341	\$ 19,632	\$ 19,952	\$ 19,897	\$ 19,824	-
Revenue and grants (revenue is generated from a range of sources to fund the delivery of services to the community)	Own-source revenue per head of population Own source revenue / Population	22	\$ 1,329	\$ 1,273	\$ 1,298	\$ 1,272	\$ 1,255	\$ 1,244	-
	Recurrent grants per head of population Recurrent grants / Population	23	\$ 237	\$ 166	\$ 170	\$ 162	\$ 155	\$ 149	-
Financial management									
Liquidity (sufficient working capital and cash is available to cover expenses)	Cash compared to current liabilities Cash / current liabilities	24	209.7%	241.7%	281.9%	175.0%	155.7%	104.1%	-
Operating position (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying result Adjusted underlying surplus (deficit) / Adjusted underlying revenue	25	4.6%	1.5%	0.9%	2.4%	3.1%	4.3%	o
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property value Rate revenue / CIV of rateable properties in the municipal district	26	0.338%	0.339%	0.329%	0.320%	0.311%	0.302%	-
Expenditure and revenue level (resources are used efficiently in the delivery of services)	Revenue Level General rates and municipal charges / no. of property assessments	27	\$2,297	\$2,333	\$2,390	\$2,457	\$2,526	\$2,597	+
	Expenditure Level Total expenses / no. of property assessments	28	\$3,636	\$3,601	\$3,626	\$3,589	\$3,603	\$3,616	+
Rates collection (rates and charges are being responsibly collected)	Rates and charges debt Unpaid rates and charges / all rates and charges	29	18%	19%	17%	18%	19%	19%	-

Key to Forecast Trend:
 + Forecasts improvement in Council's financial performance/financial position indicator
 o Forecasts that Council's financial performance/financial position indicator will be steady
 - Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

5

1. **To be confirmed**
2. **To be confirmed**
3. **To be confirmed**
4. **To be confirmed**
5. **To be confirmed**
6. **To be confirmed**
7. **To be confirmed**
8. **To be confirmed**

5a

9. Satisfaction with community consultation and engagement

It is anticipated to remain at 70 for the foreseeable future and is reflective of Council's continual commitment to focus on community consultation & engagement.

10. Sealed local roads below the intervention level

With the growth in kilometres of roads within the municipality, maintaining a 97% conformance level to targets is acceptable and inline with industry practice.

11. Planning applications decided within the relevant required time

The target is based on the average of recent performances and Council's current capacity to deliver.

12. Kerbside collection waste diverted from landfill

The 5% in crease on the 2025/26 forecast is reflective of the introduction of new glass and FOGO bins in 2026/27 and continuous improvement in waste disposal practices.

13. Liquidity (Working Capital)

Working capital is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. A working capital ratio of above 1 (100%) indicates that Council is able to adequately meet all of its short-term expenses. Council's working capital position is strong due to the high level of cash held in reserves mainly for completion of future capital works relating to Council's development contribution plans.

14. Asset renewal & upgrdae

A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed. The projected 2026/27 estimate is 107.34% which indicates a healthy level of asset renewal.

15. Rates concentration

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. This ratio is mainly impacted by annual movements in Council's profitability (adjusted underlying result). An increase to profitability will result in a reduction to the rates concentration ratio.

16. Expenditure level

This ratio measures the proportion of operating expenditure per property assessment and indicates if resources are planned to be used efficiently in the delivery of services. It is expected to remain relatively constant as total expenses are projected to move in line with population changes.

5b

17. Indebtedness

This indicator assesses a Council's ability to pay long term financial obligations (non-current liabilities) from the funds it generates. The higher the percentage, the less able Council is to cover non-current liabilities from the revenues Council generates itself. Own-sourced revenue is used (rather than total revenue) because it does not include contributions or capital grants, which are usually tied to specific projects.

18. Loans & Borrowings compared to Own Source Revenue

These indicators measure the level of Council's total debt as a percentage of own source revenue, and the percentage of own source revenue required to service that debt.

19. Loans and borrowings repayments compared to own-source revenue

These indicators measure the level of Council's interest and principal repayments as a percentage of own source revenue, and the percentage of own source revenue required to service those costs.

20. Expenses per head of population

Measures the level operating expenditure per person in the municipality

21. Infrastructure per head of population

Measures the value of total infrastructure per person in the municipality

22. Own source revenue per head of population

Measures the ability to provide services to the community utilising own source revenues.

23. Recurrent grants per head of population

Measures the ability to provide services to the community utilising own ongoing grant income.

24. Liquidity (Cash compared to current liabilities)

Measures Councils ability to cover short term liabilities using readily available cash.

24. Liquidity (Cash compared to current liabilities)

Measures Councils ability to cover short term liabilities using readily available cash.

25. Operating Position (Adjusted underlying result)

Underlying result is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. This ratio refers to the operational outcome as assessed in the comprehensive income statement, adjusted for non-operational items such as capital income, contributed monetary and non-monetary assets and non-operational asset sales. A positive annual result is projected for 2026/27 demonstrating Council's ongoing financial sustainability.

26. Rates effort

Rates effort is a measure of rate revenue as a percentage of the capital improved value of rateable properties in the municipality. This ratio is expected to marginally decrease each year given the increasing number of supplementary rates.

27. Revenue level

This ratio measures the proportion of rate revenue per property assessment. This ratio is expected to increase each year as the rate of increase in supplementary rates exceeds the increase in the number of rateable properties.

28. Expenditure level

This ratio measures the proportion of expenditure per property assessment. This ratio is expected to increase each year due to indexation and increases in contract costs.

29. Rates and Charges Debt

This ratio measures the proportion of unpaid rates and charges compared with total rates and charges.

Melton City Council

Fees and Charges

2026/27

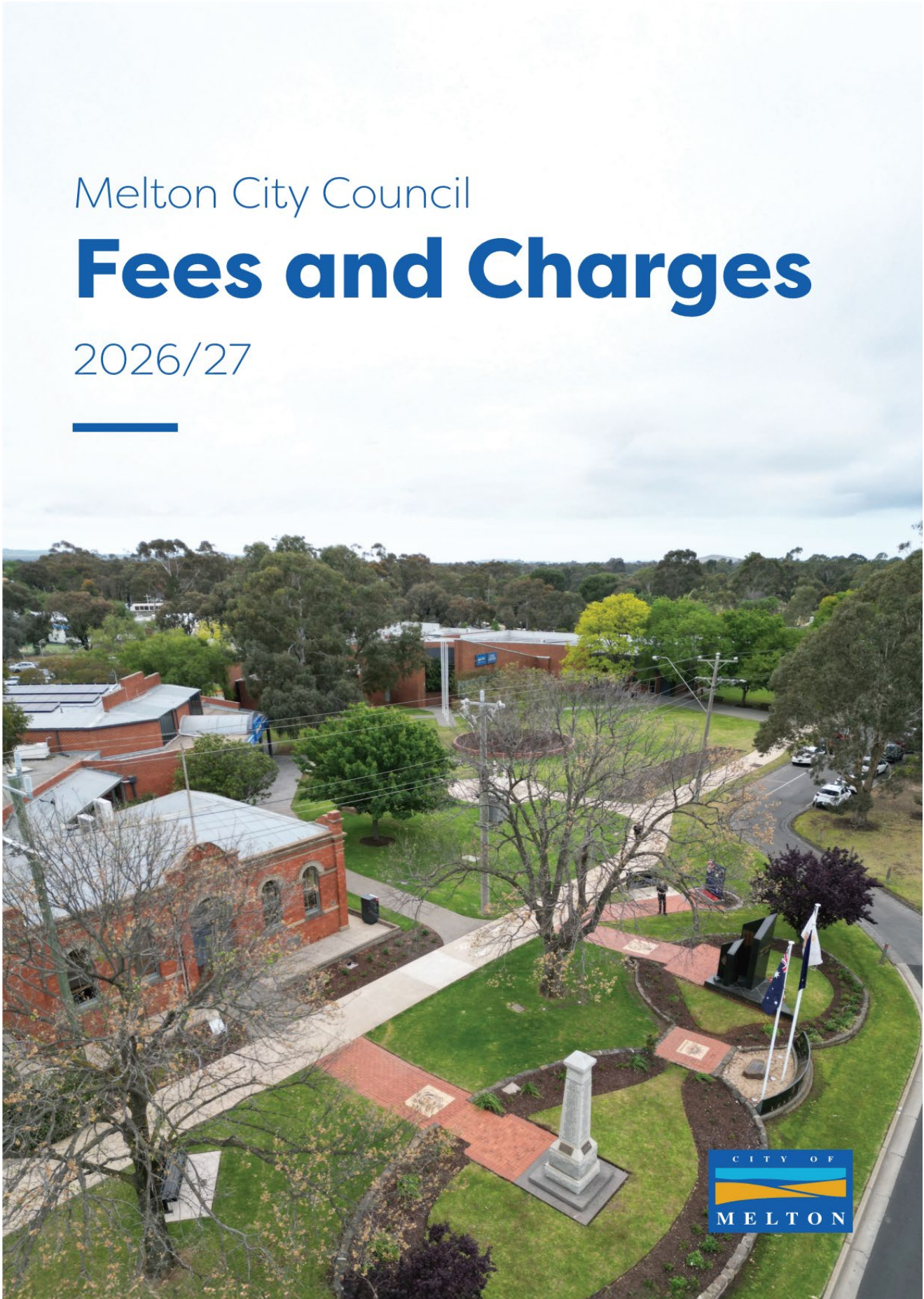


Table Of Contents

Office of CEO 6

Advocacy and Government Relations 6

 Cemetery Operations 6

 Right of Interment.....6

 Interment.....6

 Memorial.....7

Legal Services 9

 Freedom of Information 9

City Futures 10

City Infrastructure Planning..... 10

 Infrastructure Planning 10

 Landscaping.....10

 Works Within Road Reserve.....10

 Civil Infrastructure Planning 11

 Civil11

City Strategy 12

 Planning Scheme Amendments 12

City Growth and Development..... 15

 Subdivision Fees 15

 Planning Applications 16

 Planning Amendments..... 18

 Other Planning Fees..... 18

 Subdivision Certification 19

City Life..... 21

Community Care and Active Living 21

 Wellness & Engagement 21

 Community Transport 21

 Care Melton Expo 21

 CHSP - Social Support (Centre Based) 21

 HACC Domestic Assistance..... 21

 Food Services 22

 HACC Personal Care 22

 HACC Respite Care 22

 HACC Property Maintenance 22

continued on next page ...

Table Of Contents [continued]

CHSP Domestic Assistance	22
CHSP Personal Care.....	22
CHSP Respite.....	23
CHSP Property Maintenance.....	23
CHSP Social Support Group.....	23
CHSP Social Support Individual.....	23
HACC Planned Activity Group.....	23
Healthy Connected Communities.....	23
Festivals and Events	23
Event Vendor Fees	23
Community Participation & Connection.....	23
Child Family and Youth.....	24
Early Childhood Programs	24
Family Day Care Services	24
Vacation Care.....	24
Young Communities.....	25
Melton Youth Centre.....	25
Career Expo	26
Employability Workshop	26
Teenage Holiday Program.....	26
Recreation and Facility Activation.....	26
Civic and Community Facilities Operations.....	28
Athletic Facilities	28
Indoor Stadiums	29
Recreation Reserves	29
Libraries and Learning.....	30
Libraries Services.....	30
Consumables	30
Programs.....	30
Membership.....	31
Photocopying/Printing	31
Venue Hire.....	31
Maternal and Child Health.....	32
Immunisation	32
Organisational Performance	34

continued on next page ...

Table Of Contents [continued]

Finance	34
Rates	34
Rates Information	34
Land Information.....	34
Supplementary Valuations	34
Administration	35
Other.....	35
City Delivery	36
Community Safety	36
Fire Prevention	36
Environmental Health	36
Accommodation	36
Caravan Parks	36
Food Act.....	36
Public Health and Wellbeing Act(PHWA)	38
Regulatory Services	39
Septic Tanks	39
Parking	39
Council Land.....	40
Building Lodgement.....	41
Building Enforcement	41
Building Permit.....	42
Occupancy Permit (POPE)	42
Swimming Pools.....	43
Impounded Animals	44
Animal Adoption.....	44
Animal Registration.....	45
Operations	46
Waste Management	46
Bins.....	46
Recycling Facility	46
Asset Protection	51
Engineering and Asset Services	51

Table Of Contents [continued]
 continued on next page ...

Property Information 51
Property..... 51

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Office of CEO

Advocacy and Government Relations

Cemetery Operations

Supply of Approved Products	\$205.00	\$205.00	0.00%	\$0.00	Per Product	Y	Y	
-----------------------------	----------	----------	-------	--------	-------------	---	---	--

Right of Interment

Agonas Standard Rose Memorial (Double)	\$2,390.00	\$2,390.00	0.00%	\$0.00	Per Unit	Y	N	Cremation - Memorials
Agonas Tree Memorial (Multiple)	\$1,850.00	\$1,850.00	0.00%	\$0.00	Per Unit	Y	N	Burials - Graves
Garden Memorial (Bluestone/Beam edge)	\$650.00	\$650.00	0.00%	\$0.00	Per Unit	Y	N	Cremation - Memorials
Garden Memorial (Rock/Boulder)	\$725.00	\$725.00	0.00%	\$0.00	Per Unit	Y	N	Cremation - Memorials
Lawn Beam -Stillborn	\$650.00	\$650.00	0.00%	\$0.00	Per Unit	Y	N	Burials - Graves
Lawn Beam (Plaque/Headstone)	\$1,790.00	\$1,790.00	0.00%	\$0.00		Y	N	
Lawn Beam Child (1- 5 years)	\$955.00	\$955.00	0.00%	\$0.00	Per Unit	Y	N	Burials - Graves
Lawn Beam Child (6-10 years)	\$1,035.00	\$1,035.00	0.00%	\$0.00	Per Unit	Y	N	Burial -Graves
Manchurian Pear Trees	\$1,235.00	\$1,235.00	0.00%	\$0.00		Y	N	Cremation - Memorials
Monumental	\$1,850.00	\$1,850.00	0.00%	\$0.00	Per Unit	Y	N	
Niche Wall (Single)	\$615.00	\$615.00	0.00%	\$0.00	Per Unit	Y	N	Cremation - Memorials
Pre Need - Lawn Beam - Plaque/Headstone Section	\$1,920.00	\$1,920.00	0.00%	\$0.00		Y	N	
Pre Need- Monumental	\$2,065.00	\$2,065.00	0.00%	\$0.00		Y	N	
Red and White Rose Gardens	\$3,345.00	\$3,345.00	0.00%	\$0.00		Y	N	
Rose Garden/Garden Beds (Double)	\$1,235.00	\$1,235.00	0.00%	\$0.00	Per Unit	Y	N	Cremation - Memorials
Rose Garden/Garden Beds (Single)	\$650.00	\$650.00	0.00%	\$0.00	Per Unit	Y	N	Cremation - Memorials

Interment

Additional Inscription	\$80.00	\$80.00	0.00%	\$0.00		Y	N	
Additional Operating Hours for Activity	\$185.00	\$185.00	0.00%	\$0.00		Y	N	
Cancellation of Order to Dig Grave	\$315.00	\$315.00	0.00%	\$0.00	Per Unit	Y	Y	
Copy of Certificate of Right of Interment	\$33.00	\$33.00	0.00%	\$0.00	Per Certificate	Y	N	
Record Search Fee	\$33.00	\$33.00	0.00%	\$0.00	Per Hour	Y	N	Per hour or Part There Of
Sand or Special Material for Backfilling	\$265.00	\$265.00	0.00%	\$0.00	Per Request	Y	Y	

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Interment [continued]

Sinking Grave 1.8m deep (Single) / 2.2m (Double)	\$1,590.00	\$1,590.00	0.00%	\$0.00	Per Unit	Y	Y	
Sinking Grave 2.2m (Double)	\$1,965.00	\$1,965.00	0.00%	\$0.00	Per Unit	Y	Y	
Sinking Grave 1.8m (Single)	\$1,785.00	\$1,785.00	0.00%	\$0.00	Per Unit	Y	Y	
Sinking Grave 2.7m deep (Triple)	\$1,955.00	\$1,955.00	0.00%	\$0.00	Per Unit	Y	Y	
Stillborn	\$545.00	\$545.00	0.00%	\$0.00	Per Unit	Y	Y	
Child (1-5yrs)	\$600.00	\$600.00	0.00%	\$0.00	Per Unit	Y	Y	
Child (6-10yrs)	\$765.00	\$765.00	0.00%	\$0.00	Per Unit	Y	Y	
Additional - Oversize Casket/Coffin (greater than 650mm wide or 2050mm long)	\$295.00	\$295.00	0.00%	\$0.00	Per Unit	Y	Y	
Additional - Inaccessible grave (Full or partial hand digging required)	\$765.00	\$765.00	0.00%	\$0.00	Per Unit	Y	Y	
Reopen (Plaque/Headstone Section)	\$1,590.00	\$1,590.00	0.00%	\$0.00	Per Unit	Y	Y	
Reopen (Monumental - no cover)	\$1,590.00	\$1,590.00	0.00%	\$0.00	Per Unit	Y	Y	
Reopen (Monumental - chip top)	\$1,880.00	\$1,880.00	0.00%	\$0.00	Per Unit	Y	Y	
Reopen (Monumental - ledger)	\$2,555.00	\$2,555.00	0.00%	\$0.00	Per Unit	Y	Y	
Additional - Removal of ledger/monument	\$600.00	\$600.00	0.00%	\$0.00	Per Unit	Y	Y	
Services outside prescribed hours 10.00am to 4.00pm Monday to Friday	\$415.00	\$415.00	0.00%	\$0.00	Per Unit	Y	Y	
Services on Saturday, Sunday & Public Holidays	\$795.00	\$795.00	0.00%	\$0.00	Per Unit	Y	Y	
Cremated remains into a grave site	\$270.00	\$270.00	0.00%	\$0.00	Per Unit	Y	Y	
Cremated remains into a garden memorial	\$270.00	\$270.00	0.00%	\$0.00	Per Unit	Y	Y	
Cremated remains into a wall memorial	\$160.00	\$160.00	0.00%	\$0.00	Per Unit	Y	Y	
Cremated Remains - Scattering of Cremated Remains	\$255.00	\$255.00	0.00%	\$0.00	Per Unit	Y	Y	
Exhumation Fee (as authorised)	\$5,730.00	\$5,730.00	0.00%	\$0.00	Per Unit	Y	Y	
Lift & Reposition	\$3,830.00	\$3,830.00	0.00%	\$0.00	Per Unit	Y	Y	
Removal of ashes (Niche Wall)	\$90.00	\$90.00	0.00%	\$0.00	Per Unit	Y	Y	
Attendance for Ashes Interment	\$195.00	\$195.00	0.00%	\$0.00	Per Unit	Y	Y	
Niche Wall (ashes only) Wall Bud Vase - screwed connection	\$135.00	\$135.00	0.00%	\$0.00	Per Unit	Y	Y	
Location Probing	\$310.00	\$310.00	0.00%	\$0.00	Per Unit	Y	Y	

Memorial

Additional Inscription - Minor Renovation Work	\$145.00	\$145.00	0.00%	\$0.00	Per Permit	Y	N	Single Grave
Additional Inspection for Monument	\$44.00	\$44.00	0.00%	\$0.00	Per Permit	Y	N	Application for Second and for each additional inspection for Monument Completion Certificate

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Memorial [continued]

Affixing Bronze and or Granite Panel - Above Ground Cremation	\$44.00	\$44.00	0.00%	\$0.00		Y	N	Other Base by External Supplier Excludes \$145 for concrete rest/spacing block
Base by Cemetery	\$130.00	\$130.00	0.00%	\$0.00	Per Permit	Y	N	Affixing Bronze Externally Supplied Plaque and or Granite Panel Supply of concrete rest, spacing block or other necessary base
Base by Cemetery	\$130.00	\$130.00	0.00%	\$0.00	Per Permit	Y	N	Affixing Bronze Externally Supplied Plaque and or Granite Panel Affixing or installation or placement fee
Cemetery Trust Records - Search	\$44.00	\$44.00	0.00%	\$0.00	Per Item	Y	N	Fee charged to cover costs associated with providing the information, copies or extracts fro, cemetery trust records
Copy or Reissue of Certificate previously issued	\$44.00	\$44.00	0.00%	\$0.00	Per Copy	Y	N	Cremation or Interment Deed, Right of Interment
Crypt Shutters	\$130.00	\$130.00	0.00%	\$0.00	Per Crypt	Y	N	
In Ground Cremation	\$130.00	\$130.00	0.00%	\$0.00	Per Permit	Y	N	Affixing Bronze And Or Granite Panel or Other Base by External Supplier Excludes \$145 for concrete rest/spacing block
Lawn Grave or Lawn Beam	\$44.00	\$44.00	0.00%	\$0.00	Per Permit	Y	N	Affixing Bronze and or Graniute Panel or Other Base by External Supplier Excludes \$145 for concrete rest/spacing block
Major Renovation Work - Additonal	\$44.00	\$44.00	0.00%	\$0.00	Per Permit	Y	N	Each additional contiguous grave forming the same monument
Major Renovation Work - Single Grave	\$195.00	\$195.00	0.00%	\$0.00	Per Permit	Y	N	
Memorialisation - Vase	\$135.00	\$135.00	0.00%	\$0.00	Per Unit	Y	N	
New Headstone and Base with Existing Foundation - Additional	\$44.00	\$44.00	0.00%	\$0.00	Per Permit	Y	N	Each additional contigous grave forming the same monument
New Headstone and Base with Existing Foundation - Single Grave	\$185.00	\$185.00	0.00%	\$0.00	Per Permit	Y	N	
New Headstone and Base without Existing Foundation - Additional	\$44.00	\$44.00	0.00%	\$0.00	Per Permit	Y	N	Each additional contiguous grave forming the same monument
New Headstone and Base without Existing Foundation - Single Grave	\$195.00	\$195.00	0.00%	\$0.00	Per Permit	Y	N	
New Monument with Existing Foundation - Additional	\$60.00	\$60.00	0.00%	\$0.00	Per Permit	Y	N	Each Monument with Existing Foundation
New Monument with Existing Foundation -Single Grave	\$225.00	\$225.00	0.00%	\$0.00	Per Permit	Y	N	
New Monument without Existing Foundation - Additional	\$80.00	\$80.00	0.00%	\$0.00	Per Permit	Y	N	Each additional contiguous grave forming the same monument

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Memorial [continued]

New Monument without Existing Foundation -Single Grave	\$255.00	\$255.00	0.00%	\$0.00	Per Permit	Y	N	
Weekend or Public Holiday Access	\$145.00	\$145.00	0.00%	\$0.00	Per Permit	Y	N	For memorial installation with prior approval
Weekend or Public Holiday Access +4 hours	\$275.00	\$275.00	0.00%	\$0.00	Per Permit	Y	N	For Memorial Installation with Prior Approval

Legal Services

Freedom of Information

Freedom Of Information Photocopying - Colour	\$1.18	\$1.18	0.00%	\$0.00	Per Copy	Y	N	Freedom of Information- Colour
Freedom Of Information - Application Fee	\$32.13	\$32.13	0.00%	\$0.00	Per Application	Y	N	
Freedom of Information - Charge for Search	\$24.06	\$24.06	0.00%	\$0.00	Per hour or part thereof	Y	N	This fee is charged to undertake a search for documents
Freedom of Information - Charge for Supervision	\$24.06	\$24.06	0.00%	\$0.00	Per quarter hour or part thereof	Y	N	This fee is charged to undertake a search for documents
Freedom Of Information Photocopying - A3 Copy	\$0.62	\$0.62	0.00%	\$0.01	Per Copy	Y	N	Freedom of Information - A3 Black
Freedom Of Information Photocopying - A4 Copy	\$0.21	\$0.21	0.00%	\$0.01	Per Copy	Y	N	Freedom of Information - A4 Black

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

City Futures

City Infrastructure Planning

Infrastructure Planning

Landscaping

Fee charged to check the Landscape Plan		Landscape Plan check at 0.75% value of work			Per Cost Of Works	Y	N	
Fee charged to supervise Landscape Works		Landscape Construction Supervision based on 2.5 % value of work			Per Cost of works	Y	N	

Works Within Road Reserve

Municipal Road Above 50 km/h - Nature Non Minor Works	\$388.99	\$406.90	4.60%	\$17.91	Per Works	Y	N	Municipal Road Speed Limit above 50 km/ hr - Works Other than Minor Work. Work conducted on a nature strip or reserve (Soil/Seeded Area)
Municipal Road Above 50km/h - Nature Minor Works	\$99.16	\$103.90	4.78%	\$4.75	Per Works	Y	N	Municipal Road Speed Limit above 50km/h Roadway Minor Works Works conducted on nature strip or reserve (Soil/Seeded Area)
Municipal Road Above 50km/h - Roadway Minor Works	\$153.94	\$161.00	4.59%	\$7.05	Per Works	Y	N	Municipal Road Speed Limit above 50km/h - Minor Works Works conducted on roadway, shoulder or pathway (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)
Municipal Road Above 50km/h - Roadway Non Minor Works	\$711.13	\$777.00	9.26%	\$65.87	Per Works	Y	N	Municipal Road Speed Limit above 50km/h - Works Other than Minor Works. Conducted on Roadway, shoulder, or pathway. (Asphalt/Gravel Road, kerb & channel, concrete vehicle crossing and footpaths) Conducted on roadway, shoulder or pathway. (Asphalt/Gravel road, kerb, & channel, concrete vehicle crossing and footpaths 43.1 fee units

continued on next page ...

Page 10 of 51

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Works Within Road Reserve [continued]

Municipal Road Below 50km/h - Roadway Minor Works	\$153.94	\$161.00	4.59%	\$7.05	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less- Minor Works Works conducted on roadway, shoulder or pathway. (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)
Municipal Road Below 50km/h - Nature Minor Works	\$99.16	\$103.90	4.78%	\$4.75	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less- Nature Minor Works Works conducted on nature strip or reserve. (Soil/Seeded Area)
Municipal Road Below 50km/h - Nature Non Minor Works	\$99.16	\$103.90	4.78%	\$4.75	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less. Works conducted on nature strip or reserve. (Soil/Seeded Area)
Municipal Road Below 50km/h - Roadway Non Minor Works	\$388.99	\$406.90	4.60%	\$17.91	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less. Works conducted on roadway, shoulder or pathway (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)

Civil Infrastructure Planning

Civil

Engineering Civil Construction Supervision			2.5% Value of Work		Per Item	Y	N	Engineering Civil Construction Supervision 10% of Cost of Lights, Supply and Installation.
Engineering Civil Plan Checking			0.75% Value of Work			Y	N	
Non Standard Public Lighting			10% of Costs of Lights - Supply & Installation			Y	N	

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

City Strategy

Planning Scheme Amendments

Planning Scheme Amendment - Stage 1	\$3,364.00	\$3,462.90	2.94%	\$98.90	(206 fee units)	Y	N	For a) Considering a request to amend a planning scheme and b) Taking Action required by Division 1 of Part 3 of the Act and c) Considering any submissions which do not seek a change to the amendment and d) If applicable, abandoning the amendment For a) Considering a request to amend a planning scheme and b) Taking Action required by Division 1 of Part 3 of the Act and c) Considering any submissions which do not seek a change to the amendment and d) If applicable, abandoning the amendment
Planning Scheme Amendment- Stage 2A up to (and including) 10 Submissions	\$16,672.90	\$17,163.00	2.94%	\$490.10	(1021 fee units) or	Y	N	For considering up to (and including) 10 submissions which seek to change an amendment and where necessary referring the submissions to a panel For considering up to (and including) 10 submissions which seek to change an amendment and where necessary referring the submissions to a panel
Planning Scheme Amendment - Stage 2A - Between 11 (and including) 20 Submissions	\$33,313.20	\$34,292.40	2.94%	\$979.20	(2040 fee units)	Y	N	For considering 11 (and including) 20 submissions which seek to change an amendment and where necessary referring the submission to the panel. For considering 11 (and including) 20 submissions which seek to change an amendment and where necessary referring the submission to the panel.

continued on next page ...

Page 12 of 51

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Planning Scheme Amendments [continued]

Planning Scheme Amendment - Stage 2A Exceeding 20 Submissions	\$44,531.90	\$45,840.90	2.94%	\$1,309.00	(2727 fee units)	Y	N	For considering Submissions that exceed 20 submissions which include: a) Seek to change an amendment and where necessary referring the submissions to a panel b) helping a panel in accordance with section 158 of the Act; and c) making a submission to a panel under Part 8 of the Act at a hearing referred to in Section 24 (b) of the Act d) after considering submissions and the panel's report, abandoning the amendment For considering Submissions that exceed 20 submissions which include: a) Seek to change an amendment and where necessary referring the submissions to a panel b) helping a panel in accordance with section 158 of the Act; and c) making a submission to a panel under Part 8 of the Act at a hearing referred to in Section 24 (b) of the Act d) after considering submissions and the panel's report, abandoning the amendment
---	-------------	-------------	-------	------------	------------------	---	---	--

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Planning Scheme Amendment - Stage 3	\$530.70	\$546.50	2.98%	\$15.80	(32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority	Y	N	For: a) Adopting the amendment or part of the amendment, in accordance with Section 29 of the Act b) Submitting the amendment for approval by the Minister in Accordance with Section 31 of the Act c) Giving Notice of the approval of the amendment required by section 36 (2) of the Act For: a) Adopting the amendment or part of the amendment, in accordance with Section 29 of the Act b) Submitting the amendment for approval by the Minister in Accordance with Section 31 of the Act c) Giving Notice of the approval of the amendment required by section 36 (2) of the Act
Planning Scheme Amendment - Stage 4	\$530.70	\$546.50	2.98%	\$15.80	(32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority - This Fee is paid to the Minister	Y	N	Paid to the Minister for: a) Consideration by the Minister of a request to approve the amendment in accordance if Section 35 of the Act b) Giving Notice of approval of the amendment in accordance with section (36)1 of the act Paid to the Minister for: a) Consideration by the Minister of a request to approve the amendment in accordance if Section 35 of the Act b) Giving Notice of approval of the amendment in accordance with section (36)1 of the act
Planning Scheme Amendment – Minister Request – Section 20A	\$1,061.50	\$1,092.70	2.94%	\$31.20	(65 fee units)	Y	N	Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee		Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$	Increase / (Decrease) %	Increase / (Decrease) \$				

Planning Scheme Amendments [continued]

Planning Scheme Amendment – Minister Request – Section 20(4)	\$4,409.10	\$4,538.70	2.94%	\$129.60	(270 fee units)	Y	N	Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act
--	------------	------------	-------	----------	-----------------	---	---	--

City Growth and Development

Subdivision Fees

Amendment Subdivision - Class 18	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to Class 18 permit
Amendment Subdivision - Class 17	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to Class 11 permit
Amendment Subdivision - Class 19	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to Class 19 permit- Per 100 lots created
Amendment Subdivision - Class 20	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to Class 20 permit
Amendment Subdivision - Class 21	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to Class 21 permit
Amendment Subdivision - Class 22	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to Class 16 permit
Subdivision Permit - Class 17	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	To subdivide an existing building (other than a class 9 permit)
Subdivision Permit - Class 18	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	To subdivide land into 2 lots (other than a class 9 or class 16 permit)
Subdivision Permit - Class 19	\$1,453.40	\$1,496.10	2.94%	\$42.70		Y	N	To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9)
Subdivision Permit - Class 20	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Subdivide land (other than a class 9, class 16, class 17 or class 18 permit)
Subdivision Permit - Class 21	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	To complete a) Create, vary or remove a restriction within the meaning of the Subdivision Act 1988 b) Create or remove right of way c) Create, vary of remove an easement other than right of way d) Vary or remove a condition on the nature of an easement (other than right of way) in Crown grant

continued on next page ...

Page 15 of 51

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Subdivision Fees [continued]

Subdivision Permit - Class 22	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Subdivision Permit - Class 22
-------------------------------	------------	------------	-------	---------	-----------------	---	---	-------------------------------

Planning Applications

Change of Use - Class 1	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	An Application for change of use only
Other Development - Class 11	\$1,265.60	\$1,302.80	2.94%	\$37.20	Per Application	Y	N	To develop land (other than class 2, class 3 or class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less \$100,000
Other Development - Class 12	\$1,706.50	\$1,756.60	2.94%	\$50.10	Per Application	Y	N	To develop land (other than a class 4, class 5 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 and not more than \$1 million
Other Development - Class 13	\$3,764.10	\$3,874.70	2.94%	\$110.60	Per Application	Y	N	To develop land (other than a class 6 or class 8 or permit to subdivide or consolidate land) if the estimated cost of development is more than \$1 million and not more than \$5 million
Other Development - Class 14	\$9,593.90	\$9,875.90	2.94%	\$282.00	Per Application	Y	N	
Other Development - Class 15	\$28,291.70	\$29,123.30	2.94%	\$831.60	Per Application	Y	N	To develop land (other than a class 8 or permit to subdivide or consolidate land) if the estimated cost of development is more than \$5 million and not more than \$15 million
Other Development - Class 16	\$63,589.00	\$65,458.10	2.94%	\$1,869.10	Per Application	Y	N	To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimate cost of development is more than \$50 million
Single Dwelling - Class 2	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is \$10,000 or less

continued on next page ...

Page 16 of 51

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Planning Applications [continued]

Single Dwelling - Class 3	\$694.00	\$714.40	2.94%	\$20.40	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is \$10,000 but not more than \$100,000
Single Dwelling - Class 6	\$1,649.30	\$1,697.80	2.94%	\$48.50	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is \$1 million and \$ 2 million
Single Dwelling -Class 4	\$1,420.70	\$1,462.50	2.94%	\$41.80	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is \$100,000 but not more than \$500,000
Single Dwelling- Class 5	\$1,535.00	\$1,580.10	2.94%	\$45.10	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is \$500,000 but not more than \$1 million
VicSmart Application - Class 7	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	VicSmart Application where the cost of develop is \$10,000 or less
VicSmart Application - Class 8	\$473.60	\$487.50	2.93%	\$13.90	Per Application	Y	N	VicSmart Application if te estimated cost of development is more than \$10,000
VicSmart Application - Class 9	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	VicSmart Application to subdivide or consolidate land
VicSmart Application - Other than Class 7, 8 or 9	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	VicSmart Application Class 10

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Planning Amendments

Amend or End a Section 173 Agreement	\$726.70	\$748.00	2.93%	\$21.30	Per Agreement	Y	N	Fee for an agreement to a proposal to amend or end an agreement under 173 of the act.
Amendment Change of Use- Class 1	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to a permit to change the use of land allowed by the permit or allow a new use of land
Amendment Development other than Single Dwelling - Class 2	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Application	Y	N	Amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit.
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if cost of development is \$100,000 or less	\$1,265.60	\$1,302.80	2.94%	\$37.20	Per Application	Y	N	Amendment to Class 10 permit
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if cost of development is between \$100,000 and \$1,000,000	\$1,706.50	\$1,756.60	2.94%	\$50.10	Per Application	Y	N	Amendment to Class 11 permit
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if the cost of development is more than \$1,000,000	\$3,764.10	\$3,874.70	2.94%	\$110.60	Per Application	Y	N	Amendment to Class 12,13,14 or 15 permit
Amendment Single Dwelling - Class 2,3,4,5 or 6 if cost of additional development is more than \$10,000 but not more than \$100,000	\$694.00	\$714.40	2.94%	\$20.40		Y	N	Amendment to a class 3 permit
Amendment Single Dwelling - Class 2,3,4,5 or 6 if cost of additional development is more than \$100,000 but not more than \$500,000	\$1,420.70	\$1,462.50	2.94%	\$41.80	Per Application	Y	N	Amendment to Class 4 permit
Amendment Single Dwelling - Class 2,3,4,5 or 6 permit if cost of additional development is more than \$500,000	\$1,535.00	\$1,580.10	2.94%	\$45.10	Per Application	Y	N	Amendment to a class 5 or class 6 permit
Amendment Single Dwelling- Class 2,3,4,5 or 6 Permit if cost of additional development is \$10,000 or less	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	Amendment to a Class 2 Permit
Amendment Single Vic Smart - Class 7	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	Amendment to Class 7 permit
Amendment VicSmart - Class 8	\$473.60	\$487.50	2.93%	\$13.90	Per Application	Y	N	Amendment to Class 8 permit
Amendment VicSmart - Class 9	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	Amendment to Class 9 permit
Amendment VicSmart - Other than Class 7, 8 or 9	\$220.50	\$226.90	2.90%	\$6.40	Per Application	Y	N	Amendment to a Class 10 permit (VicSmart application other than a class 7, 8 or 9 permit)

Other Planning Fees

Advertising of Planning - Public Notice	\$25.00	\$26.00	4.00%	\$1.00	Per Notice	N	N	Charge for each notice
---	---------	---------	-------	--------	------------	---	---	------------------------

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Other Planning Fees [continued]

Advertising of Planning applications - Over 10 notices	\$17.00	\$18.00	5.88%	\$1.01	Per Letter	N	N	Per Letter after first 10 letters
Application - Property Planning Controls	\$190.00	\$195.70	3.00%	\$5.70	Per Application	N	N	Application for Information of Property Planning Controls
Bond/Bank Guarantee return processing fee	\$545.00	\$561.35	3.00%	\$16.35		N	N	
Certificate of Compliance	\$359.30	\$369.80	2.92%	\$10.50	Per Certificate	Y	N	Issue a certificate of compliance
Demolition Approval	\$93.90	\$96.70	2.98%	\$2.80	Per Application	Y	N	Request for demolition approval
Other Fees - Combined Permits	Value of the fee is sum of the highest of the fees which would have applied if separate applications were made and 50% of each other fees which would have applied if separate applications were made					Y	N	Fee for combined permit applications
Planning Permit- Application Change of Use	\$1,453.40	\$1,496.10	2.94%	\$42.70	Per Permit	Y	N	Planning Permit - Application for Change of Use Only
Pre Application - Prior to Application	\$190.00	\$195.70	3.00%	\$5.70		N	Y	Pre Application - Prior to Application
Satisfaction Matter	\$359.30	\$369.80	2.92%	\$10.50	Each	Y	N	Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council
Advertising of planning application - up to 10 notices	\$122.00	\$126.00	3.28%	\$4.00	Per Application	N	N	Discretionary fees
Copy of planning Permit (with associated plans) -Other	\$185.00	\$190.55	3.00%	\$5.56	Per Application	N	N	Discretionary fees - Other
Copy of planning Permit (with associated plans) -Residential	\$121.00	\$124.65	3.02%	\$3.65	Per Application	N	N	Discretionary fees - Residential
Development plan approval	\$359.30	\$370.10	3.01%	\$10.80	Per Application	N	N	Discretionary fees
Extension of time	\$220.00	\$226.60	3.00%	\$6.61	Per Application	N	N	Discretionary fees
Planning Controls	\$195.70 or Planning Controls and Copy of Permit & Plans				Per Application	N	N	
	Discretionary fees							
Precinct plan approval	\$685.00	\$705.55	3.00%	\$20.55	Per Application	N	N	Discretionary fees
Property enquiries & searches	\$190.00	\$195.70	3.00%	\$5.70	Per Application	N	N	Discretionary fees
Request to vary precinct plan approval	\$300.00	\$309.00	3.00%	\$9.00	Per Application	N	N	Discretionary fees
Researching existing use right or non-conforming use right	\$275.00	\$283.25	3.00%	\$8.25	Per Application	N	N	Discretionary fees
Secondary Consent Applications	\$600.00	\$618.00	3.00%	\$18.01	Per Application	N	N	Discretionary Fees

Subdivision Certification

Alteration of Plan	\$122.50	\$126.10	2.94%	\$3.60		Y	N	Alteration of plan under section 10(2) of the Act
--------------------	----------	----------	-------	--------	--	---	---	---

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Subdivision Certification [continued]

Amended Certified Plan	\$155.10	\$159.70	2.97%	\$4.60		Y	N	Certificate issues to show amended certified plan under Section 11(1) of the Act (Regulation 8)
Certification of Plan of Subdivision	\$192.70	\$198.40	2.96%	\$5.70	Per Certificate	Y	N	Certificate of Plan of Subdivision

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

City Life

Community Care and Active Living

Wellness & Engagement

Seniors Exercise Programs					Per Program	N	N	Seniors Exercise Programs
				Cost \$5.00 to \$15.00 Depending on the Activity				

Community Transport

Hire of Community Bus - Bond	\$223.00	\$230.00	3.14%	\$7.00		N	N	
Hire of Community Bus - Daily Fee	\$70.00	\$72.50	3.57%	\$2.50	Daily Use	N	Y	
Hire of Community Bus - Overnight Fee	\$168.00	\$173.00	2.98%	\$5.00		N	Y	
Hire of Community Bus - Bond 5 hours	\$223.00	\$230.00	3.14%	\$7.00		N	N	
Hire of Community Bus - Fee 5 hours	\$36.00	\$37.00	2.78%	\$1.00		N	Y	
Excess applicable for Insurance	\$2,000.00	\$2,000.00	0.00%	\$0.00		N	Y	
Fuel Replacement & Administration Cost	\$57.00	\$59.00	3.51%	\$2.00	Per Litre	N	Y	
Damage - Internal or External				Charges for internal or external damage to Community Bus	Associated Cost	N	Y	Associated Cost
Late Cancellation				Full scheduled booking fee	Full Scheduled Cost	N	Y	

Care Melton Expo

Care Expo Site Fee	\$167.00	\$172.00	2.99%	\$5.00	Per Stall	N	Y	
Exhibitor cancellation fee	\$359.00	\$370.00	3.06%	\$11.00		N	Y	

CHSP - Social Support (Centre Based)

Centre Based Respite Group Fee	\$17.50	\$18.00	2.86%	\$0.50	Per Session	N	N	
--------------------------------	---------	---------	-------	--------	-------------	---	---	--

HACC Domestic Assistance

Domestic Assistance - High Fee Range	\$58.00	\$62.00	6.90%	\$4.00	Per Hour	N	N	
Domestic Assistance - Low Fee Range	\$7.10	\$7.10	0.00%	\$0.00	Per Hour	N	N	Charge for Late Cancellation
Domestic Assistance - Medium Fee Range	\$17.65	\$17.65	0.00%	\$0.00	Per Hour	N	N	

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Food Services								
Food Services 3 course meal	\$13.10	\$13.40	2.29%	\$0.30		N	N	Current fees is Food Services low fee range for 3 course meal and the new charge is to provide an option of 2 course meal based on feedback through client consultation.
Food Services 2 course meal	\$14.20	\$12.00	-15.49%	-\$2.20	Per Meal	N	N	
HACC Personal Care								
Personal Care - High Fee Range	\$58.00	\$62.00	6.90%	\$4.00	Per Hour	N	N	
Personal Care - Low Fee Range	\$7.10	\$7.10	0.00%	\$0.00	Per Hour	Y	N	
Personal Care - Medium Fee Range	\$17.65	\$17.65	0.00%	\$0.00	Per Hour	N	N	
HACC Respite Care								
Respite - High Fee Range	\$58.00	\$62.00	6.90%	\$4.00	Per Hour	N	N	
Respite - Low Fee Range	\$7.10	\$7.10	0.00%	\$0.00	Per Hour	N	N	
Respite - Medium Fee Range	\$17.65	\$17.65	0.00%	\$0.00	Per Hour	N	N	
HACC Property Maintenance								
Property Maintenance - High Fee Range	HACC High Fee Range - 1 hour minimum charge of \$70.00 and additional costs for materials				Per Hour	Y	N	Minimum charge is \$49.50 per hour plus additional costs for materials
Property Maintenance - Low Fee Range	Low Fee Ranges - 1 hour minimum charge of \$14.15 and additional costs for materials				Per Hour	Y	N	Minimum charge is \$10.10 per hour plus additional costs for materials Per Hour
Property Maintenance - Medium Fee Range	HACC Medium Fee Range - 1 hour minimum charge of \$21.10 and additional costs for materials				Per Hour	Y	N	Minimum charge is \$18.70 per hour, plus additional cost for materials
CHSP Domestic Assistance								
CHSP Domestic Assistance Fee	\$13.10	\$13.40	2.29%	\$0.30		N	N	
CHSP Personal Care								
CHSP Personal Care Fee	\$13.10	\$13.40	2.29%	\$0.30		N	N	

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease)	Fee Increase / (Decrease)	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST	Fee Inc GST	%	\$				
CHSP Respite								
CHSP Respite Fee	\$7.10	\$8.10	14.08%	\$1.00		N	N	
CHSP Property Maintenance								
CHSP Home Maintenance Fee	\$21.80	\$22.30	2.29%	\$0.50		N	N	
CHSP Social Support Group								
CHSP Group Social Support - Full Cost	\$145.00	\$150.00	3.45%	\$5.00		N	N	
CHSP Group Social Support Fee	\$17.50	\$18.00	2.86%	\$0.50		N	N	
CHSP Social Support Individual								
CHSP Individual Social Support and Community Engagement Fee	\$8.70	\$8.90	2.30%	\$0.20		N	N	
HACC Planned Activity Group								
Planned Activity Group - Full Cost	\$145.00	\$150.00	3.45%	\$5.00		N	N	
Planned Activity Group - Low Fee	\$8.75	\$8.85	1.14%	\$0.10		N	N	
Planned Activity Group - Medium Fee	\$8.75	\$8.85	1.14%	\$0.10		N	N	
Healthy Connected Communities								
Festivals and Events								
Event Vendor Fees								
Coffee Vendor Fees Lakeside Alive	\$169.00	\$174.07	3.00%	\$5.07	Per Event	N	Y	Vendor Fee
Food Vendor Fees Lakeside Alive	\$338.00	\$348.14	3.00%	\$10.14	Per Event	N	Y	Vendor Fee
Event Vendor Fees Djerriwarrh Festival	\$675.00	\$695.20	2.99%	\$20.20	Per Event	N	Y	Vendor Fee
Event Vendor Fees Carols by Candlelight	\$500.01	\$514.80	2.96%	\$14.79	Per Event	N	Y	Vendor Fee
Community Participation & Connection								
Men's Shed - Session	Dependent on Activity - Per Session Fee Range \$3.00 to \$23.00				Per Session	N	Y	

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Community Participation & Connection [continued]

Class Fee	Fee for Class - variable between \$0 - \$150.				Per Hour	N	Y	Dependent on Program 75% of Tutor Cost
-----------	---	--	--	--	----------	---	---	--

Child Family and Youth

Early Childhood Programs

Family Day Care Services

Booked Core Hours - 8am to 6pm	Fee Range (Hourly Rate) \$8.60 to \$11.75				Per Hour	N	N	Booked Core Hours - 8:00am to 6:00pm
Booked Non Core Hours - 6pm to 8am	Fee Range (Hourly Rate) \$9.60 to \$12.25				Per Hour	N	N	Booked Non Core Hours 6:00pm to 8:00am
Casual Care - Weekdays	Fee Range (Hourly Rate) \$13.75 to \$18.45				Per Hour	N	N	
Meals - Breakfast	Charge Range \$4.20 to \$6.80				Per Meal	N	N	
Meals - Dinner	Charge Range \$7.90 to \$9.75				Per Meal	N	N	
Meals - Lunch	Charge range \$6.30 to \$9.75				Per Meal	N	N	
Meals - Snack	Charge Range \$3.20 to \$4.00				Per Meal	N	N	
Public Holiday In Care	Fee Range (Hourly Rate) \$16.45 to \$24.10					N	N	
Transport - Local Trip	Charge Range \$4.75 to \$6.55				Per Trip	N	N	
Administration Levy	\$2.75	\$2.85	3.64%	\$0.11	Per Hour	Y	N	Per Hour Per Child nil capping
Educator Levy	\$0.35	\$0.40	14.29%	\$0.05	Per Hour	Y	N	Per Hour Per Child nil capping

Vacation Care

Late Pickup Fee - For every 1 minute after the first 5 minutes	The base Late pick up fee will be charged to families who collect their children after closing time (6.30pm). This is a late pick up fee for every additional 1 minute after first 5 minutes.				Per child	Y	N	Late Pickup Fee- For every 1 minute after the first 5 minutes
Centre Days	\$91.75	\$94.50	3.00%	\$2.76	Per child	Y	N	
Excursions	\$41.00	\$42.25	3.05%	\$1.25	Per child	Y	N	Maximum
Incursions	\$28.20	\$29.05	3.01%	\$0.85	Per child	Y	N	Minimum
Late Enrolment Fee	\$24.25	\$25.00	3.09%	\$0.75	Per booking	Y	N	
Late Pickup Fee - For the first 5 minutes	\$5.80	\$6.00	3.45%	\$0.20	Per child Per minute	Y	N	Late pick up fee - For the first 5 minutes Late pick up fee - For the first 5 minutes Late pick up fee - For the first 5 minutes

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Young Communities

Melton Youth Centre

Office Hire – Melton Youth Centre – Permanent Agency User (5 days per week for 52 weeks)	\$8,513.07	\$8,768.46	3.00%	\$255.39		N	Y	Office Hire – Melton Youth Centre – Permanent Agency User (5 days per week for 52 weeks) Office Hire – Melton Youth Centre – Permanent Agency User (5 days per week for 52 weeks)
Office Hire Melton Youth Centre – Permanent Agency User (1 day per week for 52 weeks)	\$1,706.05	\$1,757.23	3.00%	\$51.18		N	Y	Melton Youth Centre – Permanent Agency User (1 day per week for 52 weeks) Melton Youth Centre – Permanent Agency User (1 day per week for 52 weeks)
Workstation Hire - Youth Centres - Permanent Agency User - 1 day per week for 52 weeks	\$1,581.64	\$1,629.08	3.00%	\$47.44	Per Day	N	Y	Workstation Hire - Youth Centres - Permanent Agency User - per day Workstation Hire - Youth Centres - Permanent Agency User Workstation Hire - Youth Centres - Permanent Agency User
Workstation Hire - Youth Centres - Permanent Agency User - 5 days per week for 52 weeks	\$7,892.24	\$8,129.01	3.00%	\$236.77	Annual - 5 days per week	N	Y	Office/Workstation Hire - Youth Services - Permanent Agency User

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Career Expo

Career Expo - Vendor Fee	\$168.00	\$173.04	3.00%	\$5.04		N	Y	Career Expo - Vendor Fee (per Stall holder) Career Expo - Vendor Fee (per Stall holder)
Careers Expo- Sponsorship Tier 1	\$1,000.00	\$1,030.00	3.00%	\$30.00		N	Y	Careers Expo- Sponsorship Tier 1 Careers Expo- Sponsorship Tier 1
Careers Expo- Sponsorship Tier 2	\$2,000.00	\$2,000.00	0.00%	\$0.00		N	Y	Careers Expo- Sponsorship Tier 2 Careers Expo- Sponsorship Tier 2
Careers Expo- Sponsorship Tier 3	\$3,000.00	\$3,000.00	0.00%	\$0.00		N	Y	Careers Expo- Sponsorship Tier 3 Careers Expo- Sponsorship Tier 3

Employability Workshop

Employability Workshops- Enrolment	\$20.00	\$30.00	50.00%	\$10.00		N	Y	Employability Workshops- Enrolment Employability Workshops- Enrolment
------------------------------------	---------	---------	--------	---------	--	---	---	--

Teenage Holiday Program

Teenage Holiday Program	Fee Range \$5 to \$55- dependent on activity				Per Participant	N	Y	Teenage Holiday Program
-------------------------	--	--	--	--	-----------------	---	---	-------------------------

Recreation and Facility Activation

After Function Hire Clean	\$137.00	\$141.50	3.28%	\$4.50	Per Hire	N	Y	
After Function Inspection	\$64.50	\$66.50	3.10%	\$2.00	Per Hire	N	Y	
Insurance Casual User	\$33.50	\$34.50	2.99%	\$1.00	Per Hire	N	Y	
Community Room - Casual Community Agency User	\$22.25	\$23.00	3.37%	\$0.75	Per Hour	N	Y	

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST	Fee Inc GST						
	\$	\$	%	\$				

Recreation and Facility Activation [continued]

Community Room - Casual Community User	\$17.55	\$18.20	3.70%	\$0.65	Per Hour	N	Y	
Community Room - Casual User Bond	\$500.00	\$500.00	0.00%	\$0.00	Per Hire	N	N	
Community Room - Permanent and Casual Commercial Users OR Private function before 5pm	\$33.50	\$34.50	2.99%	\$1.00	Per Hour	N	Y	
Community Room - Permanent Community Agency users	\$16.20	\$16.80	3.70%	\$0.60	Per Hour	N	Y	
Community Room - Permanent Community Users	\$12.10	\$12.60	4.13%	\$0.50	Per Hour	N	Y	
Community Room - Function Hire after 5pm	\$68.50	\$71.00	3.65%	\$2.50	Per Hour	N	Y	
Meeting Room hire (<20 capacity) - Casual Community Agency Users	\$16.85	\$17.40	3.26%	\$0.55	Per Hour	N	Y	
Meeting Room hire (<20 capacity) - Casual Community Users	\$12.70	\$13.20	3.94%	\$0.50	Per Hour	N	Y	
Meeting room hire (<20 capacity) - Casual User Bond	\$200.00	\$250.00	25.00%	\$50.00	Per Hire	N	N	
Meeting Room hire (<20 capacity) - Permanent and Casual Commercial Users	\$29.35	\$30.50	3.92%	\$1.15	Per Hire	N	Y	
Meeting Room hire (<20 capacity) - Permanent Community Agency Users	\$12.10	\$12.60	4.13%	\$0.50	Per Hour	N	Y	
Meeting Room hire (<20 capacity) - Permanent Community Users	\$10.30	\$10.60	2.91%	\$0.30	Per Hour	N	Y	
Office Hire in Community Facilities	\$62.00	\$64.00	3.23%	\$2.00	Per Day	N	Y	
PA System/Audio system – (no operator inc. Lectern and Microphone and access to lighting controls) - Commercial OR Private function	\$154.00	\$159.00	3.25%	\$5.00	Per Hire	N	Y	
PA System/Audio system – (no operator Inc. Lectern and Microphone and access to lighting controls) - Community group/Community agency	\$90.50	\$93.50	3.31%	\$3.00	Per Hire	N	Y	
Staff: Set Up / Service Per Officer/Per Hour	\$57.50	\$59.50	3.48%	\$2.00	Per Hour	N	Y	
Day booking (prior to 5pm) - Commercial OR Private function	\$105.00	\$108.50	3.33%	\$3.50	Per Hour	N	Y	
Day booking (prior to 5pm) - Community group/Community agency	\$62.00	\$64.00	3.23%	\$2.00	Per Hour	N	Y	
Evening booking (after 5pm) - Commercial OR Private function	\$120.00	\$124.00	3.33%	\$4.00	Per Hour	N	Y	
Evening booking (after 5pm) - Community group/Community agency	\$70.50	\$73.00	3.55%	\$2.50	Per Hour	N	Y	
Bond for Auditorium	\$500.00	\$500.00	0.00%	\$0.00	Per Booking	N	N	
Bond for Auditorium - Meeting Rooms	\$200.00	\$250.00	25.00%	\$50.00	Per Booking	N	N	
Meeting room 1 or 2/3 - Community group/Community agency - Per Hour	\$19.25	\$20.00	3.90%	\$0.75	Per Hour	N	Y	
Meeting room 1 or 2/3 - Community group/Community agency - Per Day	\$95.50	\$98.50	3.14%	\$3.00	Per Day	N	Y	
Meeting room 1, or 2 /3 - Commercial - Per Day	\$130.00	\$134.00	3.08%	\$4.00	Per Day	N	Y	
Meeting room 1, or 2 /3 - Commercial - Per Hour	\$25.90	\$26.70	3.09%	\$0.80	Per Hour	N	Y	
Meeting Room 4 - Commercial rate - Per Day	\$197.00	\$203.00	3.05%	\$6.00	Per Day	N	Y	
Meeting Room 4 - Commercial rate - Per Hour	\$40.00	\$41.50	3.75%	\$1.50	Per Hour	N	Y	

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Recreation and Facility Activation [continued]

Meeting room 4 - Community group/Community agency Per Day	\$130.00	\$134.00	3.08%	\$4.00	Per Day	N	Y	
Meeting room 4 - Community group/Community agency - Per Hour	\$25.90	\$26.70	3.09%	\$0.80	Per Hour	N	Y	
Casual Community - Room Hire - Community Agency	\$22.25	\$22.95	3.15%	\$0.70	Per Hour	N	Y	
Casual Community Room Hire - Community Group	\$17.55	\$18.20	3.70%	\$0.65	Per Hour	N	Y	
Permanent & Casual Commercial Room Hire	\$33.50	\$34.50	2.99%	\$1.00	Per Hour	N	Y	
Permanent Community Room Hire - Community Agency	\$16.20	\$16.80	3.70%	\$0.60	Per Hour	N	Y	
Permanent Community Room Hire - Community group	\$12.10	\$12.60	4.13%	\$0.50	Per Hour	N	Y	
Casual User Insurance	\$33.50	\$34.50	2.99%	\$1.00	Per Hour	N	Y	
Community Room hire - Casual Community Agency User (other than Seniors groups)	\$22.25	\$22.95	3.15%	\$0.70	Per Hour	N	Y	
Community Room hire - Casual Community User (other than Seniors groups)	\$17.55	\$18.20	3.70%	\$0.65	Per Hour	N	Y	
Community Room hire - Casual User Bond/Private function bond	\$500.00	\$500.00	0.00%	\$0.00	Per Hire	N	N	
Community Room hire - Permanent and Casual Commercial Users OR Private function before 5pm (other than Seniors groups)	\$33.50	\$34.50	2.99%	\$1.00	Per Hour	N	Y	
Community Room hire - Permanent Community Agency users (other than Seniors groups)	\$16.20	\$16.80	3.70%	\$0.60	Per Hour	N	Y	
Community Room hire - Permanent Community Users (other than Seniors groups)	\$12.10	\$12.60	4.13%	\$0.50	Per Hour	N	Y	
Function hire after 5pm (other than Seniors groups)	\$68.50	\$71.00	3.65%	\$2.50	Per Hour	N	Y	

Civic and Community Facilities Operations

Private function - Seniors Rate	\$255.00	\$263.00	3.14%	\$8.00	Per Hire	N	Y	
Seniors Community Groups - Permanent	\$7.95	\$8.20	3.14%	\$0.25	Per Hour	N	Y	

Athletic Facilities

Carnivals - Regional association/combined schools carnival hire fee	\$505.00	\$520.00	2.97%	\$15.00	Per Event	N	Y	Maximum 6 hours Hire fee per carnival (max 6 hrs booking)
Casual use/training - commercial use (including PT, coaches) and community use from outside the municipality (including schools, clubs)	\$86.00	\$88.50	2.91%	\$2.50	Per Event	N	Y	Fee per hour for commercial hire (e.g. personal training) and community hire from groups outside the municipality (e.g. schools, sporting clubs)
Casual use/training (local schools and clubs)	\$57.50	\$59.00	2.61%	\$1.50	Per hour	N	Y	Fe per hour - excludes lighting

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Athletic Facilities [continued]

School Carnivals - Local Schools	\$339.00	\$349.00	2.95%	\$10.00	Per event	N	Y	Hire fee per carnival for local schools (max 6 hrs booking)
School Carnivals - users from outside the municipality	\$458.00	\$472.00	3.06%	\$14.00	Per event	N	Y	Hire fee per carnival for schools outside the municipality (max 6 hrs booking)
Standard equipment hire (Core equipment)	\$232.00	\$239.00	3.02%	\$7.00	Per event	N	Y	Equipment hire fee for carnivals (max 6 hrs booking)

Indoor Stadiums

Basketball Court - Peak	\$48.00	\$49.50	3.13%	\$1.50	per hr /court	N	Y	
Basketball Court -Off Peak	\$35.00	\$36.00	2.86%	\$1.00	per hr /court	N	Y	
Cobblebank Meeting Room 1 (accommodates 8 people)	\$13.50	\$14.00	3.70%	\$0.50	per hour	N	Y	
Cobblebank Meeting Room 2 (accommodates 12 people)	\$16.50	\$17.00	3.03%	\$0.50	per hour	N	Y	
Cobblebank Multi Purpose Room	\$67.50	\$69.50	2.96%	\$2.00	per hour	N	Y	
Cobblebank Foyer/Function space	\$11.50	\$11.85	3.04%	\$0.36	per hour	N	Y	
Cobblebank Office (Club office)	\$16,914.50	\$17,420.00	2.99%	\$505.50	annual fee	N	Y	
Cobblebank Desk Space (1 desk within Admin Office)	\$7,625.00	\$7,855.00	3.02%	\$230.00	annual fee	N	Y	
Cobblebank Retractable Seating- Total 962 people (Cleaning only)	\$217.00	\$224.00	3.23%	\$7.00	per day	N	Y	
Cobblebank Elite Change Rooms (Cleaning only)	\$164.00	\$169.00	3.05%	\$5.00	per booking	N	Y	
Caroline Springs Café (meetings space)	\$40.00	\$41.00	2.50%	\$1.00	per hour	N	Y	
Bond	\$650.00	\$670.00	3.08%	\$20.00	per hour	N	N	
Council Insurance Fee	\$33.00	\$34.00	3.03%	\$1.00	per booking	N	Y	
Caroline Springs Tennis Courts - no lights (casual rate)	\$12.60	\$13.20	4.76%	\$0.60	per hour	N	Y	
Caroline Springs Tennis Courts - with lights (casual rate)	\$23.50	\$24.50	4.26%	\$1.00	per hour	N	Y	
Caroline Springs Tennis Social Room & Kitchen (casual rate)	\$49.00	\$50.50	3.06%	\$1.50	per hour	N	Y	

Recreation Reserves

Casual Pavilion Hire	\$13.50	\$13.90	2.96%	\$0.40		N	Y	Casual Pavilion Hire
Bond for hire	\$500.00	\$500.00	0.00%	\$0.00	Per booking	N	N	Refundable
Cleaning after Pavilion Hire	\$141.00	\$145.00	2.84%	\$4.00	Per event/hire	N	Y	Pavilion cleaning fee following casual/ event hire
Hard Court Hire (Tennis & Netball) - Casual users from outside the municipality	\$12.60	\$12.95	2.78%	\$0.35	Per Court Per Hour	N	Y	Casual hire of tennis and netball courts by non-Melton groups - per court per hour
Hard Court Hire (Tennis & Netball) - Commercial Use	\$380.00	\$391.00	2.89%	\$11.00	Per month	N	Y	Monthly fee for hire of up to 4 courts

continued on next page ...

Page 29 of 51

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Recreation Reserves [continued]

Hard Courts (Tennis & Netball) - Seasonal use local sporting clubs	\$472.00	\$486.00	2.97%	\$14.00	Per unit	N	Y	Includes Pavillion & Ground Use
Sports Lighting	\$29.00	\$29.85	2.93%	\$0.85	Per hour	N	Y	
Sportsground Hire (Grass) - Casual users from outside the municipality	\$32.00	\$33.00	3.13%	\$1.00	Per hour	N	Y	
Sportsground Hire (Grass) - Commercial Use, Coaching, Academies, Events	\$246.00	\$253.00	2.85%	\$7.00	Per Week	N	Y	
Sportsground Hire (Grass) - Personal Trainers	\$123.00	\$127.00	3.25%	\$4.00	Per Month	N	Y	
Seasonal Use (Sportsgrounds) - local sporting clubs	\$472.00	\$486.00	2.97%	\$14.00	Per unit	N	Y	Includes Pavilion and Ground (Grass and Synthetic Surfaces) Use
Synthetic Sportsground Hire - users from outside the municipality	\$89.00	\$91.00	2.25%	\$2.00	Per hour	N	Y	Casual hire of synthetic sportsground per hour for non-melton schools and groups - does not include lighting or pavilion access
Synthetic Sportsground Hire - City of Melton Schools and Clubs	\$29.00	\$29.85	2.93%	\$0.85	Per hour	N	Y	Hire of synthetic sportsground per hour - does not include lighting or pavilion access

Libraries and Learning

Libraries Services

Consumables

Basic Ear Phones	\$2.00	\$2.05	2.50%	\$0.05	Each	N	Y	
USB 8GB	\$9.00	\$9.20	2.22%	\$0.20	Each	N	Y	Charge is for USBs sold to the public. We purchase for \$4.50 each at wholesale. This is not revenue raising - more of a community service. Charge is for USBs sold to the public. We purchase for \$4.50 each at wholesale. This is not revenue raising - more of a community service.
Library Bags	\$2.05	\$2.10	2.44%	\$0.04	Per bag	N	Y	

Programs

Per Person for some events and programs	Library programs are free; there is no fee associated with attending library programs.				Per Person	N	Y	
---	--	--	--	--	------------	---	---	--

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Membership

Replacement of membership card	\$2.60	\$2.70	3.85%	\$0.10	Per item	N	N	Replacement cost for lost, damaged or stolen library card.
Inter-Library Loan requests outside of Swift Consortium	\$16.80	\$17.30	2.98%	\$0.50	Per item	N	Y	This is the standard national rate for Inter-library loans, however the library passes on to customers any further charges levied by the lending library.
Lost Damaged & Stolen Items	Replacement cost for lost, damaged or stolen library items as recorded on the library database.					N	N	

Photocopying/Printing

Black and white A3	\$0.40	\$0.40	0.00%	\$0.00	Per page	N	Y	
Black and white A4	\$0.20	\$0.20	0.00%	\$0.00	Per page	N	Y	
Colour A3	\$2.00	\$2.00	0.00%	-\$0.01	Per page	N	Y	
Colour A4	\$1.00	\$1.00	0.00%	\$0.00	Per page	N	Y	

Venue Hire

Meeting Room (16 maximum capacity) – Commercial – per day	\$170.00	\$175.00	2.94%	\$5.00	Per Day	N	Y	
Meeting Room (16 maximum capacity) – Commercial – per hour	\$35.00	\$36.00	2.86%	\$1.00	Per Hour	N	Y	
Meeting Room (16 maximum capacity) – Community group/Community agency – per day	\$102.50	\$105.50	2.93%	\$2.99	Per Day	N	Y	
Meeting Room (16 maximum capacity) – Community group/Community agency – per hour	\$21.50	\$22.15	3.02%	\$0.65	Per Hour	N	Y	
Workstation Licence - Per Calendar Year	\$7,892.50	\$8,129.30	3.00%	\$236.80	Per Workstation	N	Y	Workstation Licence - per calendar year Annual licence fee for community service organisation use of one desk in co-working space
Workstation Licence - Per Quarter	\$1,970.00	\$2,029.10	3.00%	\$59.10	Per Workstation	N	Y	Workstation licence - per quarter Quarterly Licence fee for community service organisation, use of one desk in co-working space.
Bond - after hours	\$249.00	\$256.50	3.01%	\$7.50	Per Booking	N	N	
Staff setup/Clean- Per Hour	\$56.50	\$58.20	3.01%	\$1.70	Per Hour	N	Y	Per Staff officer
Balam Balam Seminar room - Commercial rate - Per Day	\$543.25	\$559.55	3.00%	\$16.30	Per Day	N	Y	
Balam Balam Seminar room - Commercial rate - Per Hour	\$110.00	\$113.30	3.00%	\$3.30	Per Hour	N	Y	
Balam Balam Seminar room - Community group/Community agency - Per Day	\$268.55	\$276.60	3.00%	\$8.05	Per Day	N	Y	

continued on next page ...

Page 31 of 51

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	--------------------------------------	---------------------------------------	--------------	--------------------------------------	---------------	-----------------

Venue Hire [continued]

Balam Balam Seminar room - Community group/Community agency	\$55.35	\$57.00	2.98%	\$1.65	Per Hour	N	Y	
Butler AV room - Commercial - Per Day	\$232.60	\$239.60	3.01%	\$6.99	Per Day	N	Y	
Butler AV room - Commercial - Per Hour	\$47.15	\$48.60	3.08%	\$1.45	Per Hour	N	Y	
Butler AV room - Community group/Community agency - Per Day	\$115.00	\$118.50	3.04%	\$3.50	Per Day	N	Y	
Butler AV room - Community group/Community agency - Per Hour	\$23.60	\$24.30	2.97%	\$0.70	Per Hour	N	Y	
Double training room - Commercial - Per Day	\$372.00	\$383.15	3.00%	\$11.15	Per Day	N	Y	
Double training room - Commercial - Per Hour	\$73.85	\$76.05	2.98%	\$2.20	Per Hour	N	Y	
Double training room - Community group/Community agency - Per Day	\$179.30	\$184.70	3.01%	\$5.40	Per Day	N	Y	
Double training room - Community group/Community agency - Per Hour	\$36.40	\$37.50	3.02%	\$1.11	Per Hour	N	Y	
Meeting room (8 maximum capacity) - Commercial Per Day	\$127.10	\$130.90	2.99%	\$3.79	Per Day	N	Y	
Meeting room (8 maximum capacity) - Commercial Per Hour	\$26.65	\$27.45	3.00%	\$0.80	Per Hour	N	Y	
Meeting room (8 maximum capacity) - Community group/Community agency - Per Hour	\$92.75	\$95.50	2.96%	\$2.75	Per Hour	N	Y	
Meeting room (8 maximum capacity) - Community group/Community agency - Per Hour	\$20.10	\$20.70	2.99%	\$0.60	Per Hour	N	Y	
Training/meeting room (20-25 maximum capacity) - Commercial Per Day	\$192.70	\$198.50	3.01%	\$5.80	Per Day	N	Y	
Training/meeting room (20-25 maximum capacity) - Commercial Per Hour	\$39.50	\$40.70	3.04%	\$1.20	Per Hour	N	Y	
Training/meeting room (20-25 maximum capacity) - Community group/Community agency Per Day	\$127.10	\$130.90	2.99%	\$3.79	Per Day	N	Y	
Training/meeting room (20-25 maximum capacity) - Community group/Community agency Per Hour	\$25.20	\$25.95	2.98%	\$0.75	Per Hour	N	Y	
Triple training room - Commercial Per Day	\$395.65	\$407.50	3.00%	\$11.84	Per Day	N	Y	
Triple training room - Commercial Per Hour	\$80.50	\$82.90	2.98%	\$2.40	Per Hour	N	Y	
Triple training room - Community group/Community agency Per Day	\$232.60	\$239.60	3.01%	\$6.99	Per Day	N	Y	
Triple training room - Community group/Community agency Per Hour	\$47.15	\$48.55	2.97%	\$1.40	Per Hour	N	Y	
Laptop Hire	\$3.10	\$3.20	3.23%	\$0.10	Per Hire	N	Y	

Maternal and Child Health

Immunisation

Bexsaro Vaccination	\$145.00	\$150.00	3.45%	\$5.00		N	Y	Bexsaro Vaccination Bexsaro Vaccination
---------------------	----------	----------	-------	--------	--	---	---	--

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Immunisation [continued]

Influenza vaccination	\$25.00	\$26.00	4.00%	\$1.00		N	Y	Influenza vaccination Influenza vaccination
-----------------------	---------	---------	-------	--------	--	---	---	--

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Organisational Performance

Finance

Interest on Unpaid Money – Sec 120 of Victorian Local Government Act 2020						Y	N	Interest on overdue money (excluding rates), with interest accruing from the due date or court order until paid Interest on overdue money (excluding rates), with interest accruing from the due date or court order until paid
---	--	--	--	--	--	---	---	--

Rates

Rates Information

Copy of Previous Years Rates & Valuation Notice	\$17.17	\$17.69	3.03%	\$0.52	Per request	N	N	
Interest on outstanding rates				Penalty interest rate approved by Minister	Per request	N	N	As set by Attorney General

Land Information

Land Information Certificates					Per Certificate	N	N	Land Information Certificates - As per the Local Government (General) Regulations 2015
Land Information certificates same day service (in additional to statutory fee)	\$49.20	\$50.68	3.01%	\$1.48	Per Certificate	N	N	
Rate History Search	\$56.89	\$58.60	3.01%	\$1.71	Per hour	N	N	

Supplementary Valuations

Supplementary Valuations City West Water	\$28.29	\$29.14	3.00%	\$0.85	Per Request	N	N	
--	---------	---------	-------	--------	-------------	---	---	--

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Administration

Other

Dishonoured Payment (Cheque, Direct debits) - Administration fee	\$16.45	\$16.94	2.98%	\$0.49	Per Dishonour	N	N	
Water charges from stand pipe	\$5.95	\$6.13	3.03%	\$0.18	Per Kilo Litre	N	N	

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

City Delivery

Community Safety

Fire Prevention

Fire Prevention Notice						Y	N	Administration Fee for Fire Prevention Cost include any associated Contractor charges no increase for FY 23/24 other than the CPI; the current costs reflect officer time accurately
------------------------	--	--	--	--	--	---	---	---

Environmental Health

Copy of Document -Environmental Health Record	\$27.00	\$27.85	3.15%	\$0.86	Per Application	Y	N	% of Registration
---	---------	---------	-------	--------	-----------------	---	---	-------------------

Accommodation

Prescribed Accommodation Premises Registration and Renewal fee - Up to 5 people (This fee includes a one-off registration fee)				\$245.00 plus \$26 Per Additional Person over 5 One-Off Registration fee \$200.00	Per Application	Y	N	
Prescribed Accommodation Premises Registration and Renewal Fee - Rooming Houses Up to 4 people (This fee includes a one-off registration fee)				\$245 plus \$26 Per Additional Person over 5 One-off Registration fee of \$200	Per Application	Y	N	

Caravan Parks

Fixed Statutory Fee				Fixed Statutory Fee		N	N	
Transfer - % of Registration				50% of Registration		N	N	

Food Act

Food Act Closure – Re-opening Fee	\$324.00	\$334.00	3.09%	\$10.00		N	N	Food Act Closure – Reopening Fee
-----------------------------------	----------	----------	-------	---------	--	---	---	----------------------------------

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Food Act [continued]

Food Premises Registration and Renewal Fee - Class 2 Supermarkets, Manufacturers and Multi-Service Food Premises (This fee includes a one-off registration and renewal fee)	\$1,051.00	\$1,385.00	31.78%	\$334.01		N	N	Health Food Act – Class 2 Supermarkets, Manufacturers and Multi-Service Food Premises Definition of a Multi-Service Food Premises: A single food premises that contains multiple distinct food operations, all under the same proprietor and located at the same physical site, but operating separate points of sale or business functions.
Food Premises Registration and Renewal Fee - Class 3A (This fee includes a one-off registration and renewal fee)	\$652.00	\$822.00	26.07%	\$170.00		N	N	Health Food Act – Class 3A
Temporary Food Premises – Registration and Renewal Fee – Class 2 (This fee includes a one-off registration and renewal fee)	\$0.00	\$940.00	∞	\$940.00		N	N	Temporary Food Premises – Registration and Renewal Fee – Class 2 (This fee includes a one-off registration and renewal fee) Temporary Food Premises – Registration and Renewal Fee – Class 2 (This fee includes a one-off registration and renewal fee)
Temporary Food Premises – Registration and Renewal Fee – Class 3 (This fee includes a one-off registration and renewal fee)	\$0.00	\$506.00	∞	\$506.00		N	N	Temporary Food Premises – Registration and Renewal Fee – Class 3 (This fee includes a one-off registration and renewal fee) Temporary Food Premises – Registration and Renewal Fee – Class 3 (This fee includes a one-off registration and renewal fee)

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Food Act [continued]

Temporary Food Premises – Registration and Renewal Fee – Class 3A (This fee includes a one-off registration and renewal fee)	\$0.00	\$722.00	∞	\$722.00		N	N	Temporary Food Premises – Registration and Renewal Fee – Class 3A (This fee includes a one-off registration and renewal fee) Temporary Food Premises – Registration and Renewal Fee – Class 3A (This fee includes a one-off registration and renewal fee)
Food Premises Registration and Renewal Fee - Class 1 (This fee includes a one-off registration and renewal fee)	\$946.00	\$1,275.00	34.78%	\$329.00	Per Application	Y	N	
Food Premises Registration and Renewal Fee - Class 2 (This fee includes a one-off registration and renewal fee)	\$862.00	\$1,090.00	26.45%	\$228.00	Per Application	Y	N	
Food Premises Registration and Renewal Fee - Class 3 (This fee includes a one-off registration and renewal fee)	\$442.00	\$606.00	37.10%	\$164.00	Per Application	Y	N	
Class 2, 3 & 3A Premises (Sporting Body)			25% of Annual Fee		Per Application	Y	N	
Short term Mobile / Temporary Food Premises >3 months			25% of Annual Fee		Per Application	Y	N	
Registration Fee reduced by 50% after 1 July (calendar year)			50% after 1 July		Per Application	Y	N	
Water Transport Vehicles Registration and Renewal Fee - Class 3 fee Per vehicle (This fee includes a one-off registration and renewal fee)	\$442.00	\$606.00	37.10%	\$164.00	Per Application	Y	N	
Plan Assessment Fee Food Act Premises	\$394.00	\$406.00	3.05%	\$12.00	Per Application	N	N	% of Registration
Transfer Inspection - within 5 days Food Act	\$417.00	\$430.00	3.12%	\$13.01	Per Application	Y	N	
Transfer Inspection - within 24 hrs Food Act	\$767.00	\$791.00	3.13%	\$24.00	Per Application	Y	N	

Public Health and Wellbeing Act(PHWA)

Hairdressers once off registration	\$310.00	\$420.00	35.48%	\$110.00	Per Application	Y	N	
PHWA Premises Registration and Renewal Fee - High Risk - (This fee includes a one-off registration and renewal fee)	\$380.00	\$592.00	55.79%	\$212.00	Per Application	Y	N	
PHWA Premises Registration and Renewal Fee - Medium Risk (This fee includes a one-off registration and renewal fee)	\$320.00	\$480.00	50.00%	\$160.00	Per Application	Y	N	
Registration Fees Reduced by 50% after 1 July (calendar year)			Registration fees reduced by 50% after 1 July (calendar year)		Per Application	Y	N	

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	---------------------------------	---------------------------------	--------------------------------	---------------------------------	--------------	--------------------------------	------------	-----------------

Public Health and Wellbeing Act(PHWA) [continued]

Plan Assessment Fee - PHWA Premises	\$373.00	\$385.00	3.22%	\$12.00	Per Application	Y	N	
Transfer of Registration Fee for PHWA Premises			Transfer of registration 50%		Per Application	Y	N	
Transfer Inspection - within 5 days	\$315.00	\$325.00	3.17%	\$10.00	Per Application	Y	N	
Transfer Inspection - within 24 hrs	\$473.00	\$488.00	3.17%	\$15.00	Per Application	Y	N	

Regulatory Services

General Inspection Fee	\$324.00	\$334.00	3.09%	\$10.00	Per Hour	N	N	
Fee for Late Renewal (Food Act & PHWA)	Late renewal fee (Food Act & PHWA):50% of renewal fee				Per Fee	N	N	Applies when Registration Fees are not submitted by the due date
Impound Release Fee – Signs, Shopping Trolleys, Local Laws - Release from Impound	\$104.00	\$107.12	3.00%	\$3.12	Per Trolley	Y	N	
Permit Application Fee (includes charity bin, display of goods, advertising board/A-frame, caravan, unregistered vehicle, street trade etc.)	\$121.00	\$124.63	3.00%	\$3.63	Per Permit	Y	N	
Amendment of an existing Permit	\$58.50	\$60.26	3.01%	\$1.76	Per Permit	Y	N	
Local Laws Permit - Pro Rata Rate 50% reduction Per half	Pro Rata Rate 50% reduction Per half				Per Permit	N	N	

Septic Tanks

Amend a Permit			As per Regulations			Y	N	Permit to amend a septic tank permit
Construct, Install or Alter Septic Tank-Onsite Water Management System			As per Regulations		Per Application	Y	N	A permit application for the difference in Council's cost base
Exemption - Septic Tank Permit			As per Regulations		Per Application	Y	N	Application to exempt the requirement to renew permit for septic tanks
Minor Alteration to Septic Tank-Onsite Water Management System			As per Regulations		Per Application	N	N	A flat fee for simple permit alterations - simpler and lower variability in accordance in new government legislation 37.25 Fee units
Renew a Permit			As per Regulations		Per Permit	Y	N	Fee to renew septic tank permit
Transfer a Permit			As per Regulations			Y	N	Fee for transfer of a permit for septic tanks

Parking

Parking Penalty			50% of Penalty		Per Penalty	Y	N	Section 87 (4) of the Road Safety Act 1986
-----------------	--	--	----------------	--	-------------	---	---	--

continued on next page ...

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Parking [continued]

Impounded Vehicle - Small – Release Fee	\$507.00	\$423.41	-16.49%	-\$83.59	Per Vehicle	N	N	Includes Station Wagons Small vehicle includes Sedans, Wagons etc.
Impounded Vehicle - Large – Release Fee	\$507.00	\$423.41	-16.49%	-\$83.59	Per Vehicle	Y	N	Includes Vans & Trucks Large vehicle includes Vans, Trucks etc.
Impounded Vehicle – Daily Fee	\$24.25	\$21.45	-11.55%	-\$2.80	Per Vehicle	Y	N	

Council Land

Permit Application Fee	\$121.00	\$124.63	3.00%	\$3.63	Per Application	N	N	
Bond	\$713.00	\$734.39	3.00%	\$21.40	Per Application	N	N	
Annual fee for Pointer Boards – Real Estate advertising signage	\$600.00	\$618.00	3.00%	\$18.01	Per Application	N	N	
Food Van Sites - Monday to Friday session - Annual Permit Fee	\$164.00	\$168.92	3.00%	\$4.92	Per Session	N	N	
Food Van Sites - Saturday or Sunday session - Annual Permit Fee	\$666.00	\$685.98	3.00%	\$19.98	Per Session	N	N	
Rubbish Skip / Bulk Waste Container (up to 6 months on nature strip)	\$96.00	\$98.88	3.00%	\$2.88	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 1 day	\$56.50	\$58.20	3.01%	\$1.70	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 2 days	\$85.00	\$87.55	3.00%	\$2.56	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 3 days	\$114.00	\$117.42	3.00%	\$3.43	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 4 days	\$143.00	\$147.29	3.00%	\$4.30	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 5 days	\$172.00	\$177.16	3.00%	\$5.17	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 6 days	\$200.00	\$206.00	3.00%	\$6.01	Per Application	N	N	
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 7 days	\$229.00	\$235.87	3.00%	\$6.88	Per Application	N	N	
Hoarding Permit Application Fee	\$315.70	\$325.17	3.00%	\$9.47	Per Application	N	N	
Occupation of Nature Strip / Footpath (eg Site hut)	\$178.35	\$183.70	3.00%	\$5.35	Per Application	N	N	
Parking Bay for Construction Activities Per Day	\$89.18	\$91.86	3.01%	\$2.68	Per Application	N	N	
Bond - Occupation of Nature Strip / Footpath	\$239.85	\$247.05	3.00%	\$7.20	Per Application	N	N	
Per A-frame - (Street trade - Application on its own with no Outdoor eating - No additional fee if Outdoor eating application made)	\$121.00	\$124.63	3.00%	\$3.63	Per Application	N	N	
Soliciting, Pop up stalls, Sale of goods, Street selling collections and Distribution	\$121.00	\$124.63	3.00%	\$3.63	Per Application	N	N	Exemption- Charities, Not for profit, Community group/Individual - no fee to be applied)
Permit Application Fee - Circus	\$523.00	\$538.69	3.00%	\$15.69	Per Application	N	N	
Rent Per day - Circus	\$247.50	\$254.93	3.00%	\$7.43	Per Application	N	Y	
Bond - Circus	\$3,823.00	\$3,937.69	3.00%	\$114.69	Per Application	N	N	

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Building Lodgement

Commercial building plans search fee (electronic retrieval fee)	\$0.00	\$90.00	∞	\$90.00		N	N	Commercial building plans search fee (electronic retrieval fee)
Domestic building plans admin search fee (electronic retrieval fee)	\$0.00	\$85.00	∞	\$85.00		N	N	Domestic building plans admin search fee (electronic retrieval fee)
Request for building Permit information - Regulation 51 (1), (2), & (3)				As per Regulations	Per Information	Y	N	
Council consent/discretion - Part 5 Siting Requirements (Reg 73-97)				As per Regulations	Per Inspection	Y	N	
Affected Owners Written Consultation Fee	\$383.35	\$395.00	3.04%	\$11.65	Per Lodgement	N	Y	
Lodgement fees - Other Classes				As per Regulations	Per Lodgement	Y	N	
Building permit lodgement fees (section 30)				As per Regulations	Per Lodgement	N	N	
Council consent/discretion Non - Siting Matters (Reg 310, 513,515,604,801,802, & 806)				As per Regulations	Per Lodgement	Y	N	
Domestic building plans search fee (offsite archived retrieval fee – non-refundable)	\$211.00	\$217.00	2.84%	\$6.01	Per Search	N	N	Domestic building plans search fee (offsite archived retrieval fee – non-refundable)
Commercial building plans search fee (offsite archived retrieval fee – non-refundable)	\$220.00	\$227.00	3.18%	\$7.01	Per Search	N	N	
Copy of Building Permit Form	\$51.00	\$53.00	3.92%	\$2.01	Per Item	N	N	
Copies of plans (Maximum of 10 A3's) must also include search fee	\$57.00	\$59.00	3.51%	\$2.00	Per Search	N	N	
Copies of A1 Plans (each)	\$47.00	\$48.50	3.19%	\$1.51	Per Copy	N	N	
Copies of occupancy Permits must also include search fee	\$90.00	\$93.00	3.33%	\$3.01	Per Permit	N	N	
Copies of Building Insurance certificate include search fee	\$51.00	\$53.00	3.92%	\$2.01	Per Certificate	N	N	
Copies of Soil Report must also include search fee	\$51.00	\$53.00	3.92%	\$2.01	Per Search	N	N	
Copies of Structural Computations must also include search fee	\$90.00	\$93.00	3.33%	\$3.01	Per Search	N	N	
Property Information				Prescribed	Per Item	Y	N	

Building Enforcement

Building Notice cancellation request fee	\$0.00	\$660.00	∞	\$660.00		N	Y	Building Notice cancellation request fee
--	--------	----------	---	----------	--	---	---	--

continued on next page ...

Page 41 of 51

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Building Enforcement [continued]

Building Order cancellation request fee	\$0.00	\$660.00	∞	\$660.00		N	Y	Building Order cancellation request fee
Emergency Order cancellation request fee	\$0.00	\$660.00	∞	\$660.00		N	Y	Emergency Order cancellation request fee Emergency Order cancellation request fee

Building Permit

Domestic Building Work Value of Works < \$50,000	\$5,460.94	\$5,625.00	3.00%	\$164.06	Per Item	Y	Y	
Domestic Building Work Value of Works \$50,001 < \$100,000	\$6,148.00	\$6,330.00	2.96%	\$182.00	Per Item	Y	Y	
Domestic Building Work Value of Works \$100,001 < \$250,000	\$6,835.06	\$7,040.00	3.00%	\$204.94	Per Item	Y	Y	
Domestic Building Work Value of Works \$250,001 < \$500,000	\$7,522.12	\$7,750.00	3.03%	\$227.88	Per Item	Y	Y	
Two storey domestic building work additional fee	\$1,107.57	\$1,140.00	2.93%	\$32.43	Per Item	Y	Y	
Relocated Dwelling	\$8,481.56	\$8,735.00	2.99%	\$253.44	Per Item	Y	Y	
Commercial Building Work < 500 sq. M.	\$6,835.06	\$7,040.00	3.00%	\$204.94	Per Item	Y	Y	
Sheds, Verandas, Pergolas, Carport, or Masks, etc	\$2,724.55	\$2,805.00	2.95%	\$80.45	Per Item	Y	Y	
Building Permit - Fence	\$2,724.55	\$2,805.00	2.95%	\$80.45	Per Item	Y	Y	
Building Permit - Retaining Wall	\$2,724.55	\$2,805.00	2.95%	\$80.45	Per Item	Y	Y	
Building Permit - Restump	\$4,098.67	\$4,220.00	2.96%	\$121.33	Per Item	Y	Y	
Building Permit - Swimming Pool	\$4,098.67	\$4,220.00	2.96%	\$121.33	Per Item	Y	Y	Include a Fence
Building Permit - Demolition	\$4,098.67	\$4,225.00	3.08%	\$126.33	Per Item	Y	Y	
Building Permit - Temporary Structure & Special Use Permit	\$930.01	\$960.00	3.22%	\$29.99	Per Item	Y	Y	
Building Permit - Illegal Building Works				125 % of Permit Fee	Per Item	Y	Y	
Building Inspection	\$245.01	\$252.50	3.06%	\$7.50	Per Inspection	N	Y	
Building Notice Administration Fee	\$626.00	\$645.00	3.04%	\$19.00	Per Inspection	N	Y	
Building Inspection Compliance Certificate	\$298.00	\$307.00	3.02%	\$9.00	Per Inspection	N	Y	

Occupancy Permit (POPE)

Occupancy Permit (POPE) Upto 5000 people (1 inspection)
 Occupancy Permit (POPE) Upto 5000 people (1 inspection)

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Occupancy Permit (POPE) [continued]

Occupancy Permit (POPE) Upto 5000 people (1 inspection)
Occupancy Permit (POPE) Upto 5000 people (1 inspection)

Additional Inspections	\$280.00	\$288.50	3.04%	\$8.50		N	N	Additional Inspections
Occupancy Permit - 5001-15000 people - 2 inspections per permit	\$1,850.00	\$1,910.00	3.24%	\$60.00		N	N	Occupancy Permit - Place of Public Entertainment (POPE) - 5000 - 15000 people (1 inspection) Occupancy Permit - Place of Public Entertainment (POPE) - 5000 - 15000 people (1 inspection)
Occupancy Permit - Greater than 15000 people - 2 inspections per permit	\$3,500.00	\$3,605.00	3.00%	\$105.00		N	N	Greater than 15000 people (2 inspections) Greater than 15000 people (2 inspections) Greater than 15000 people (2 inspections) Greater than 15000 people (2 inspections)
Occupancy Permit - up to 5000 people - 2 inspections per permit	\$1,200.00	\$1,236.00	3.00%	\$36.00		N	N	Occupancy Permit - Place of Public Entertainment (POPE) - upto 5000 people (1 inspection) Occupancy Permit - Place of Public Entertainment (POPE) - upto 5000 people (1 inspection)
Occupation Permit - Temporary Structure - 1 inspection (Additional Structure \$150 per structure)	\$850.00	\$875.50	3.00%	\$25.50		N	N	Temporary Occupancy Permit - Place of Public Entertainment (POPE) - 1 inspection Temporary Occupancy Permit - Place of Public Entertainment (POPE) - 1 inspection

Swimming Pools

Lodgement of Compliance Certificate				As per Regulation	Per Certificate	Y	N	Lodgement of Compliance Certificate
Lodgement of Non Compliance Certificate				As Per Regulations	Per Certificate	Y	N	Lodgement of Non Compliance Certificate
Registration of a Public Pool - Over Three Pools				Registration of Public Pools, which exceed 3 pools in per public space \$430.00 plus \$30 per additional pool over 3.	Per registration	Y	N	Public Swimming Pools registration - over three pools
Registration of a Public Pool (Max Three Pools)	\$417.00	\$430.00	3.12%	\$13.01		Y	N	Public pools - registration up to a maximum of three pools
Registration of Swimming Pool/Spa				As Per Regulation	Per Pool/Spa	Y	N	Registration of Swimming Pool or Spa
Search for Swimming Pool				As Per Regulation	Per Application	Y	N	Search for Swimming Pool

continued on next page ...

Page 43 of 51

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Swimming Pools [continued]

Swimming Pool and Spa Barrier Inspection	\$355.38	\$366.00	2.99%	\$10.62	Per Inspection	N	Y	Swimming Pool and Spa Barrier Inspection
--	----------	----------	-------	---------	----------------	---	---	--

Impounded Animals

Dangerous Dog - Collars	\$54.00	\$55.70	3.15%	\$1.70	Per Collar	N	N	Dangerous Dog Collar
Dangerous Dogs - Signs	\$76.00	\$78.50	3.29%	\$2.50		N	N	Dangerous Dogs - Sign
Impound Livestock - Labour Charge - Business Hours	\$55.35	\$57.00	2.98%	\$1.65	Per Hour	N	N	Hourly charge Council Officer to attend to transportation of animals during normal business hours
Impound Livestock - Labour Charge - Double Time	\$110.70	\$114.00	2.98%	\$3.30	Per Hour	N	N	Charge to council officers to attend to impound livestock.
Impound Livestock - Labour Charge -Time & Half	\$82.50	\$85.00	3.03%	\$2.49	Per Hour	N	N	To attend to the transportation of stock by Council Officers outside of business hours
Stock Transportation Fee	Fee Range from \$10 to \$2000- At Cost				Per Animal	Y	N	Contractor Fee - Freight Cost of Contractor
Transport Livestock - Load	\$165.00	\$170.00	3.03%	\$5.01	Per Load	N	N	Transportation of Animals - use of stock trailer
Animal Trap Hire - Deposit	\$55.00	\$56.65	3.00%	\$1.66	Per Animal	N	N	
Impounded Animal - Release Fee Dog	\$97.40	\$100.50	3.18%	\$3.11	Per Animal	Y	N	
Impounded Animal - Release Fee Cat	\$49.20	\$50.70	3.05%	\$1.50	Per Animal	Y	N	
Impounded Animal - Daily Fee - Dog	\$20.00	\$20.60	3.00%	\$0.60	Per Animal	Y	N	
Impounded Animal - Daily Fee - Cat	\$17.50	\$18.00	2.86%	\$0.50	Per Animal	Y	N	
Impounded Livestock – Release Fee (each animal)	\$65.70	\$67.70	3.04%	\$2.00	Per Animal	Y	N	
Impounded Livestock – Daily Fee (each animal)	\$19.40	\$20.00	3.09%	\$0.60	Per Animal	Y	N	
Registration and Renewal of Premises to Conduct Domestic Animal Business	\$594.50	\$612.50	3.03%	\$18.00	Per Animal	Y	N	

Animal Adoption

Adoption Cost for Animal (Male) - Dog	\$450.00	\$463.50	3.00%	\$13.50	Per Animal	N	Y	Does not include registration fee - Dog
Adoption Cost for Animal (Female) - Dog	\$500.00	\$515.00	3.00%	\$15.00	Per Animal	N	Y	Does not include registration fee
Adoption Cost for Animal (Male) - Cat	\$130.00	\$133.90	3.00%	\$3.90	Per Animal	N	Y	Does not include registration fee -Cat
Adoption Cost for Animal (Female) - Cat	\$150.00	\$154.50	3.00%	\$4.49	Per Animal	N	Y	Does not include Registration Fee - Cat

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						

Animal Registration

Deceased Refund		Pro Rata 50% of Reduction - Per Half	Per Half	N	N	Pro Rata 50% Reduction		
Pro Rata Registration		Pro Rata Rate 50% Reduction Per Half	Per Half	Y	N	Pro Rata Rate - 50% Reduction		
Surrender (Cat)	\$0.00	\$55.00	∞	\$55.00		N	Y	Surrender (Cat)
Surrender (Dog)	\$0.00	\$110.00	∞	\$110.00		N	Y	Surrender (Dog)
Unsterilised Dog – Full Fee	\$171.00	\$189.60	10.88%	\$18.60	Per Animal	Y	N	
Unsterilised Dog – Full Fee (Pensioner)	\$85.50	\$94.80	10.88%	\$9.29	Per Animal	Y	N	
Unsterilised Cat – Full Fee (Only Animals Register prior to Aug 2011 or exemption)	\$123.20	\$131.40	6.66%	\$8.19	Per Animal	Y	N	
Unsterilised Cat – Full Fee (Only Animals Register prior to Aug 2011 or exemption) Pensioner	\$61.60	\$65.70	6.66%	\$4.10	Per Animal	Y	N	
Sterilised Dog – Reduced Fee	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	N	N	
Sterilised Dog – Reduced Fee (Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	N	N	
Sterilised Cat – Reduced Fee	\$41.50	\$47.25	13.86%	\$5.75	Per Animal	N	N	
Sterilised Cat – Reduced Fee (Pensioner)	\$20.75	\$23.60	13.73%	\$2.85	Per Animal	N	N	
Micro chipped Dog (Registered Prior to 10th April 2013)	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	N	N	
Micro chipped Dog (Registered Prior to 10th April 2013) (Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	N	N	
Micro chipped Cat (Registered prior to 10th April 2013)	\$41.50	\$47.25	13.86%	\$5.75	Per Animal	N	N	
Micro chipped Cat (Registered prior to 10th April 2013) (Pensioner)	\$20.75	\$23.60	13.73%	\$2.85	Per Animal	N	N	
Dog kept for breeding by Domestic Animal Business	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	N	N	
Dog kept for breeding by Domestic Animal Business (Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	N	N	
Cat kept for breeding by Domestic Animal Business	\$41.50	\$47.25	13.86%	\$5.75	Per Animal	N	N	
Cat kept for breeding by Domestic Animal Business (Pensioner)	\$20.75	\$23.60	13.73%	\$2.85	Per Animal	N	N	
Approved Applicable Obedience Trained Dog	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	N	N	
Approved Applicable Obedience Trained Dog (Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	N	N	
Unsterilised Working Dog - Livestock	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	N	N	
Unsterilised Working Dog - Livestock(Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	N	N	
Sterilised Working Dog - Livestock	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	N	N	
Sterilised Working Dog - Livestock (Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	N	N	
Dangerous Dog - Guard Dog Non-Residential Premises	\$191.80	\$202.00	5.32%	\$10.21	Per Animal	N	N	
Declared Restricted Breed Dog	\$311.80	\$325.65	4.44%	\$13.85	Per Animal	N	N	
Declared Dangerous Dog	\$311.80	\$325.65	4.44%	\$13.85	Per Animal	N	N	
Declared Menacing dog	\$311.80	\$325.65	4.44%	\$13.85	Per Animal	N	N	
Dog > 10 years old	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	Y	N	

continued on next page ...

Page 45 of 51

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Animal Registration [continued]

Dog > 10 years old (Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	Y	N	
Cat > 10 years old	\$41.50	\$47.25	13.86%	\$5.75	Per Animal	Y	N	
Cat > 10 years old (Pensioner)	\$20.75	\$23.60	13.73%	\$2.85	Per Animal	N	N	
Feline Council Control or Approved Applicable Organisation Registered Cat	\$41.50	\$47.25	13.86%	\$5.75	Per Animal	N	N	
Feline Council Control or Approved Applicable Organisation Registered Cat (Pensioner)	\$20.75	\$23.60	13.73%	\$2.85	Per Animal	N	N	
Approved Applicable Organisation Registered Dog	\$57.00	\$63.20	10.88%	\$6.20	Per Animal	Y	N	
Approved Applicable Organisation Registered Dog (Pensioner)	\$28.50	\$31.60	10.88%	\$3.09	Per Animal	Y	N	
Microchip	\$95.50	\$98.50	3.14%	\$3.00	Per Animal	N	Y	
Permit Application Fee - (Bi-Yearly) Multiple animals	\$120.60	\$125.00	3.65%	\$4.40	Per Permit	Y	N	
Multiple Animal Permit Renewal	\$87.00	\$89.60	2.99%	\$2.60	Per Permit	Y	N	
Multiple Animal Permit Amendment Fee	\$58.17	\$59.90	2.97%	\$1.73	Per Permit	Y	N	

Operations

Waste Management

Bins

Bin Retrieval, Delivery or Exchange Fee	\$51.00	\$53.00	3.92%	\$2.00	Per Attendance	N	N	Upgrade or Downgrade of Bin
---	---------	---------	-------	--------	----------------	---	---	-----------------------------

Recycling Facility

Bicycle Tyre - Non Resident	\$10.40	\$11.00	5.77%	\$0.60		N	Y	Bicycle Tyre - Non Resident
Bicycle Tyre - Resident	\$6.20	\$7.00	12.90%	\$0.80		N	Y	Bicycle Tyre - Resident
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Non Resident (m3 rate, loads up to 1 tonne)	\$93.50	\$97.00	3.74%	\$3.50	Per Cubic Metre (Up to 1 tonne)	N	Y	Clean Inert Material - Non Resident - Up to 1 tonne (Bricks, Concrete or Tiles)
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Non Resident (per tonne rate, loads over 3m3)	\$223.00	\$230.00	3.14%	\$7.00		N	Y	Clean Inert Material - Non Resident - Per Tonne - (Bricks, Concrete or Tiles)
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Resident (m3 rate, loads up to 1 tonne)	\$72.50	\$75.00	3.45%	\$2.50	Per Cubic Metre (Up to 1 tonne)	N	Y	Clean Inert Materials - Resident - Up to 1 Tonne This includes loads of brick, concrete or tiles
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Resident (per tonne rate, loads over 3m3)	\$178.50	\$184.00	3.08%	\$5.50	Per Tonne (Over 3m3)	N	Y	Clean Inert Material - Resident - Per Tonne - (Bricks, Concrete or Tiles)
Fridges & Air Conditioners - Non Resident	\$25.90	\$27.00	4.25%	\$1.10	Per Item	N	Y	Fridges & Air Conditioners - Non Resident

continued on next page ...

Page 46 of 51

Fee Name	Year 25/26 Fee Inc GST	Year 26/27 Fee Inc GST	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------	------------------------------	--------------------------------------	---------------------------------------	--------------	--------------------------------------	---------------	-----------------

Recycling Facility [continued]

Gas Bottles - (up to 9kgs, excludes car gas bottles) - Non Resident	\$10.40	\$11.00	5.77%	\$0.60		N	Y	Gas Bottles - (up to 9kgs, not car gas bottles) - Non Resident
Green Waste - Non Resident - Station Wagon or Equivalent	\$41.50	\$43.00	3.61%	\$1.50		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Non Resident (m3 rate, loads up to 1 tonne)	\$114.00	\$118.00	3.51%	\$4.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Green Waste - Non Resident - Up to 1 tonne
Green Waste - Non Resident (Min Charge / Boot Load / Up to 0.25m3)	\$20.70	\$22.00	6.28%	\$1.30	Up to .25m Metre Cubed	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Non Resident (per tonne rate, loads over 3m3)	\$290.00	\$299.00	3.10%	\$9.00		N	Y	Green Waste - Non Resident Rate - Per Tonne
Green Waste - Resident - Station Wagon or Equivalent	\$29.00	\$30.00	3.45%	\$1.00	Per Load	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Resident (m3 rate, loads up to 1 tonne)	\$87.00	\$90.00	3.45%	\$3.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Green Waste - Resident - Up to 1 tonne
Green Waste - Resident (Min Charge / Boot Load / Up to 0.25m3)	\$15.60	\$17.00	8.97%	\$1.40	Up to 0.25 Metres Cubed	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Green Waste - Resident (per tonne rate, loads over 3m3)	\$217.50	\$225.00	3.45%	\$7.50		N	Y	Green Waste - Resident - Per Tonne
Insulation and Ducting - NON Resident - Single Axle – Low (0-30cm)	\$86.00	\$89.00	3.49%	\$3.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting - NON Resident - Tandem Trailers/Transit Vans – Low	\$129.00	\$133.00	3.10%	\$4.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting - Resident - Single Axle – Low (0-30cm)	\$68.00	\$71.00	4.41%	\$3.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Insulation and Ducting - Resident - Tandem Trailers/Transit Vans – Low (0-30cm)	\$102.00	\$106.00	3.92%	\$4.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Single Axle – Heaped (30cm-60cm)	\$172.00	\$178.00	3.49%	\$6.01		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Single Axle – High (60cm-90cm)	\$258.00	\$266.00	3.10%	\$8.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Single Axle – Loaded (90cm+)	\$344.00	\$355.00	3.20%	\$11.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Tandem Trailers/Transit Vans – Heaped (30cm-60cm)	\$215.00	\$222.00	3.26%	\$7.01	Per Load	N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – NON Resident – Tandem Trailers/Transit Vans – High (60cm-90cm)	\$344.00	\$355.00	3.20%	\$11.00	Per Load	N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.

continued on next page ...

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
Recycling Facility [continued]								
Insulation and Ducting – NON Resident – Tandem Trailers/Transit Vans – Loaded (90cm+)	\$430.00	\$443.00	3.02%	\$13.00	Per Load	N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – Resident – Single Axle – Heaped (30cm-60cm)	\$136.00	\$141.00	3.68%	\$4.99		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – Resident – Single Axle – High (60cm-90cm)	\$204.00	\$211.00	3.43%	\$7.01		N	Y	Insulation and Ducting quantities over
Insulation and Ducting – Resident – Single Axle – Loaded (90cm+)	\$272.00	\$281.00	3.31%	\$9.01		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – Resident – Tandem Trailers/Transit Vans – Heaped (30cm-60cm)	\$170.00	\$176.00	3.53%	\$6.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Insulation and Ducting – Resident – Tandem Trailers/Transit Vans – High (60cm-90cm)	\$272.00	\$281.00	3.31%	\$9.01		N	Y	Insulation and Ducting quantities over
Insulation and Ducting – Resident – Tandem Trailers/Transit Vans – Loaded (90cm+)	\$340.00	\$351.00	3.24%	\$11.00		N	Y	Insulation and Ducting quantities over 1m3 must be presented and charged separately from other waste streams.
Mattresses/ Base - Non Resident	\$47.00	\$49.00	4.26%	\$2.00	Per Mattress	N	Y	Mattresses/ Base - Non Resident
Mixed Inert Material or Soil - Non Resident (m3 rate, loads up to 1 tonne)	\$145.00	\$150.00	3.45%	\$5.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Mixed Inert Material Or Soil - Non Resident - Up to 1 Tonne
Mixed Inert Material or Soil - Non Resident (per tonne rate, loads over 3m3)	\$350.00	\$361.00	3.14%	\$11.00		N	Y	Mixed Inert Material or Soil - Non Resident - Per Tonne

continued on next page ...

Page 49 of 51

Fee Name	Year 25/26	Year 26/27	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
	Fee Inc GST \$	Fee Inc GST \$						
Mixed Inert Material or Soil - Resident (m3 rate, loads up to 1 tonne)	\$120.50	\$125.00	3.73%	\$4.50	Per Cubic Metre	N	Y	Mixed Inert Material Or Soil - Resident - Up to 1 tonne
Mixed Inert Material or Soil - Resident (per tonne rate, loads over 3m3)	\$302.00	\$312.00	3.31%	\$10.00	Per Tonne	N	Y	Mixed Inert Material or Soil - Resident - Per Tonne
Mixed Waste - Non Resident (m3 rate, loads up to 1 tonne)	\$120.50	\$125.00	3.73%	\$4.50	Per Cubic Metre	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Non Resident (Min Charge / Boot Load / Up to 0.25m3)	\$33.50	\$35.00	4.48%	\$1.50	Up to .25 Metres Squared	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Non Resident (per tonne rate, loads over 3m3)	\$295.00	\$304.00	3.05%	\$9.00		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Resident - 240L bag	\$0.00	\$17.00	∞	\$17.00		N	Y	Mixed Waste - Resident - 240L bag
Mixed Waste - Resident (m3 rate, loads up to 1 tonne)	\$93.50	\$97.00	3.74%	\$3.50	Per Cubic Metre	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Resident (Min Charge / Boot Load / Up to 0.25m3)	\$22.80	\$24.00	5.26%	\$1.20		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Resident (per tonne rate, loads over 3m3)	\$238.50	\$246.00	3.14%	\$7.50	Per Tonne (Over 3m3)	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent
Mixed Waste - Resident (Station Wagon or Equivalent)	\$33.50	\$35.00	4.48%	\$1.50		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent This fee applies to customers who do not reside in the City of Melton
Non Drum Muster Approved Drums - Non Resident	\$3.20	\$4.00	25.00%	\$0.80		N	Y	Non Drum Muster Approved Drums - Non Resident
Non Drum Muster Approved Drums - Resident	\$3.20	\$4.00	25.00%	\$0.80		N	Y	Non Drum Muster Approved Drums - Resident
Rims - Non Resident	\$5.20	\$0.00	-100.00%	-\$5.20	Per Rim	N	Y	Rims - Non Resident
Tyre - Commercial Vehicle - Rate per Kilo (with the minimum charge being \$24.55 excl GST / \$27.00 incl GST)	\$0.00	\$27.00	∞	\$27.00		N	Y	Tyre - Commercial Vehicle - Rate per kilo (with the minimum charge being \$24.55 excl GST / \$27.00 incl GST)
Tyre - Non Resident - Passenger Vehicle	\$0.00	\$20.00	∞	\$20.00		N	Y	
Tyre - Resident - Passenger Vehicle	\$0.00	\$10.00	∞	\$10.00		N	Y	Tyre - Resident - Passenger Vehicle
Mattresses / Base - Resident	\$36.50	\$36.00	-1.37%	-\$0.50	Per Piece	N	Y	
Mixed Waste - Non-Resident (Station Wagon or Equivalent)	\$54.00	\$56.00	3.70%	\$2.00	Per Load	N	Y	

Fee Name	Year 25/26 Fee Inc GST \$	Year 26/27 Fee Inc GST \$	Fee Increase / (Decrease) %	Fee Increase / (Decrease) \$	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description
----------	------------------------------------	------------------------------------	-----------------------------------	------------------------------------	--------------	--------------------------------------	---------------	-----------------

Asset Protection

Asset Protection Permits	\$340.00	\$350.00	2.94%	\$10.00	Per Permit	N	N	
Sect 60(3) Ind. Construct or change the means of entry to or exit from a controlled access road without authority (Individual)				10 Penalty Units	No of Statutory Fee units	Y	N	Statutory Penalty Units

Engineering and Asset Services

Property Information

Property

Stormwater Legal Point of Discharge	\$160.85	\$245.28	52.49%	\$84.42	Per Item	Y	N	Stormwater Legal Point of Discharge
Build over easements	\$300.00	\$339.45	13.15%	\$39.45	Per Item	N	N	Prescribed

12.2 MAYORAL COMMUNITY INITIATIVE 2025-26 - 'CREATIVE CONNECTIONS'

Author: Jason Sanderson - Coordinator City Events and Arts
Presenter: Troy Scoble - Director City Life

PURPOSE OF REPORT

To propose to Council the City of Melton Creative Connections project as the Mayoral Community Initiative for the 2025-26 Mayoral term.

RECOMMENDATION:

That Council approve the proposed '*City of Melton Creative Connections*' project as the Mayoral Community Initiative for the 2025-26 Mayoral term.

Motion

Crs Majdlik/Abboushi.

That Council approve the proposed '*City of Melton Creative Connections*' project as the Mayoral Community Initiative for the 2025-26 Mayoral term.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

Cr Majdlik called for a division thereby setting aside the vote.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

The Chair declared the Motion CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

This report provides an overview of the proposed '*City of Melton Creative Connections*' project as the 2025-26 Mayoral Community Initiative. This initiative would provide students with disability across the City of Melton the opportunity to explore their artistic talents and participate in a community art project, *City of Melton Creative Connections*.

2. Background/Issues

The Mayor has proposed the development of the *City of Melton Creative Connections* project for the 2025-26 Mayoral Community Initiative.

2025-26 Mayoral Community Initiative Proposal

City of Melton Creative Connections will engage with students through the provision of a series of arts workshops facilitated by a practising artist, focusing on the use of different media at each session.

It is proposed that Council engage with the two specialist schools in the City, Dharra School in Aintree and Melton Specialist School, to attract participation. Both schools provide educational programs for students with disabilities at primary and secondary levels, catering for students with mild through to severe intellectual disabilities.

The project builds on a previous City of Melton initiative, *GO! Arty* program from 2018. In this program, students participated in workshops facilitated by an art therapist, and their artworks were made into greetings cards.

Similarly, students participating in the *City of Melton Creative Connections* program will have the opportunity to have one of their selected artworks professionally printed onto cards. The printed cards will then be made available for the community at the Civic Centre and the Melton and Caroline Springs Libraries. The cards will also be utilised as Council's 'Thank You' cards.

A celebration event will be held at the conclusion of the workshops to showcase students' artworks. The Mayor will present each participant with a certificate and pack of creative materials to thank them for their engagement and enable the further development of their creative practise.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.1 An organisation that genuinely engages with community and is committed to excellence in customer experience.

4. Financial Considerations

The Mayoral Community Initiative will be met by operational budgets.

The National Association for Visual Arts (NAVA) fees for a half day workshop is \$1000.

Estimated cost breakdown to be finalised pending participation rates for the initiative:

5 x workshops	\$10,000
Photography	\$2,500
Printing	\$9,000
Celebration event	\$2,000
Art Packs	\$2,000
Estimated total costs	\$25,500

5. Consultation/Public Submissions

Nil.

6. Risk Analysis

Key risks include the timely delivery of this project within the current Mayoral Term and capacity of the schools to support this project.

7. Options

Council may:

1. Approve the proposed 'City of Melton Creative Connections' as the Mayoral Community Initiative for the 2025-26 Mayoral term; or
2. Request additional information/clarification if required.

LIST OF APPENDICES

Nil

Cr Abboushi departed the Chamber at 7.03pm.

12.3 RESPONSE TO NOTICE OF MOTION 988 (CR VANDENBERG) - HOPKINS ROAD, DEANSIDE AND NOTICE OF MOTION 989 (CR VANDENBERG) - TARLETONS ROAD, BONNIE BROOK

Author: Matthew Hutchinson - Design & Investigations Coordinator
Presenter: Neil Whiteside - Director City Delivery

PURPOSE OF REPORT

To provide a response to Notice of Motion 988 (Cr Vandenberg) – Hopkins Road, Deanside and Notice of Motion 989 (Cr Vandenberg) – Tarleton Road, Bonnie Brooke.

RECOMMENDATION:

That Council note the report in response to Notice of Motion 988 (Cr Vandenberg) – Hopkins Road, Deanside and Notice of Motion 989 (Cr Vandenberg) – Tarletons Road, Bonnie Brook.

Motion

Crs Vandenberg/Ramsey.

That Council note the report in response to Notice of Motion 988 (Cr Vandenberg) – Hopkins Road, Deanside and Notice of Motion 989 (Cr Vandenberg) – Tarletons Road, Bonnie Brook.

For: Crs Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

This report responds to Notice of Motion 988 (Cr Vandenberg) - Hopkins Road, Deanside, and Notice of Motion 989 (Cr Vandenberg) - Tarletons Road, Bonnie Brooke, providing Council with an update on the status of each road corridor.

The Hopkins Road and Bridge Project is a strategically significant transport initiative that will complete a vital north–south link between the Western Freeway and Taylors Road, supporting Melton’s continued population growth and improving network capacity, safety, emergency access, and future public transport opportunities. Planning and detailed design are approximately 90 per cent complete, with the remaining program contingent on approval of the Cultural Heritage Management Plan. While the project is progressing, current cost estimates exceed the available Infrastructure Contributions Plan (ICP) funding, and Council will be required to consider additional funding in a future budget to address the shortfall. Key project risks, including approvals, land acquisition, and construction cost escalation, are being actively managed.

Tarletons Road plays an important interim role as an east–west connector on the northern edge of the developing Bonnie Brook precinct. Approximately 80 per cent of the road is sealed, with the western section remaining unsealed due to environmental constraints and cost considerations. The road continues to be managed through routine maintenance, monitoring, and response measures. Full upgrade of Tarletons Road to an urban standard is not expected until developer-led delivery through the Warrensbrook Precinct Structure Plan, currently anticipated for the early 2030s.

2. Background/Issues

2.1 Background

At the Council Meeting on 22 September 2025 Council considered Notice of Motion 988 (Cr Vandenberg) – Hopkins Road, Deanside and Notice of Motion 989 (Cr Vandenberg) – Tarleton Road, Bonnie Brooke and resolved as follows:

Notice of Motion 988 (Cr Vandenberg) – Hopkins Road, Deanside

That Officers provide a report to a scheduled meeting of Council with an update on the development of Hopkins Road, Deanside including stages and next steps.

Notice of Motion 989 (Cr Vandenberg) – Tarleton Road, Bonnie Brooke

That Officers provide a report to a scheduled meeting of Council on Tarleton Road, Bonnie Brooke, inclusive of road safety and future development of this road.

This report responds to both Notice of Motion 988 (Cr Vandenberg) – Hopkins Road, Deanside and Notice of Motion 989 (Cr Vandenberg) – Tarleton Road, Bonnie Brooke.

2.2 Issues

2.2.1. Hopkins Road, Deanside

Site Context

The Hopkins Road and Bridge Project (the Project) is a key transport infrastructure initiative within Melton’s rapidly growing urban area. The Project is a vital north south link that will ultimately connect Melton Highway to the Princess Freeway. Currently, the continuous section of Hopkins Road ends at Vel Street, Deanside. This Project delivers the missing link to Taylors Road, including a bridge and new signalised intersection at Reed Court and Brimba Avenue.

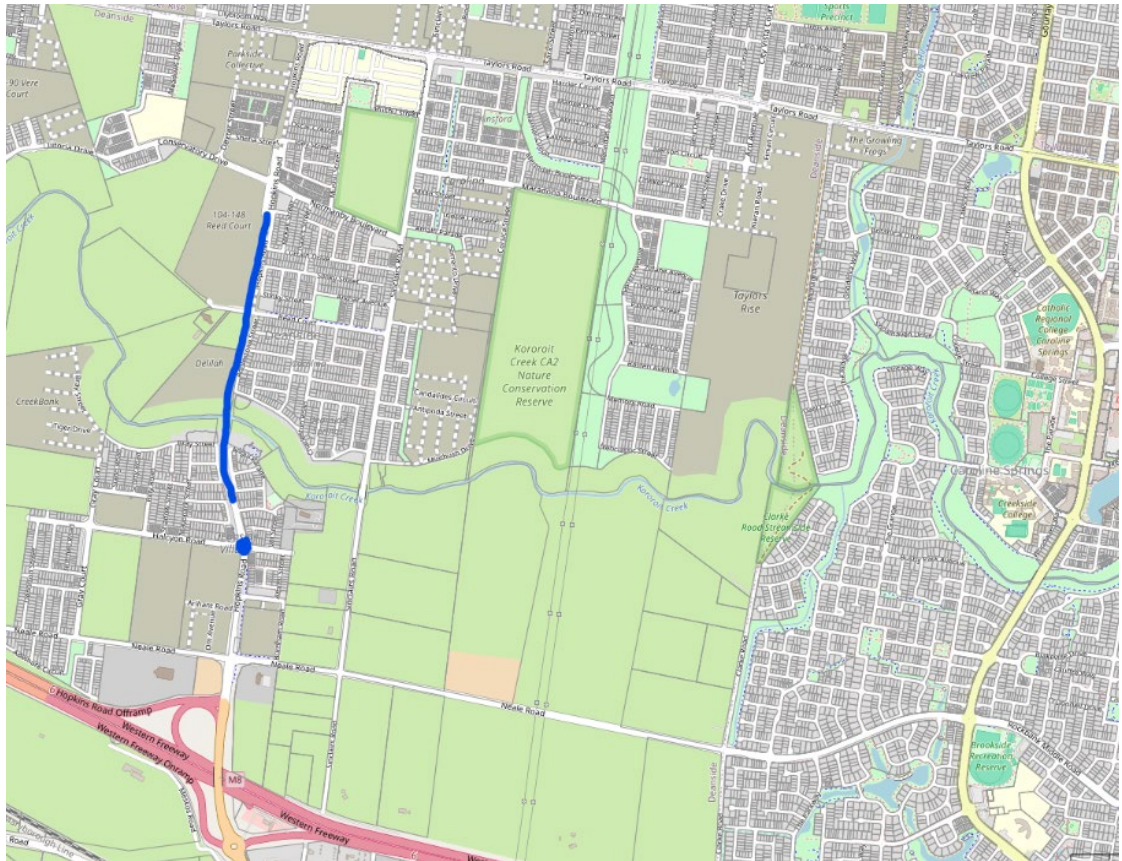


Figure 1 - Hopkins Road - Site Map

Project Scope and Benefits

The current scope of this project includes:

- Signalised intersections at Reed Court and Brimba Avenue
- Bridge over Kororoit Creek
- Urban standard single carriageway road
- Separated footpath and bike paths
- Street Lighting
- Landscaping

The delivery of the Project, including the above scope, will provide the following benefits:

- Improve north–south connectivity
- Enable public transport
- Improve emergency access
- Provide a safer, more reliable road network

Project Status

Planning and detailed design for the Project is 90% complete with the remaining components including the prerequisite of the Cultural Heritage Management Plan (CHMP) approval. The CHMP has been submitted and is currently under consideration.

The submitted CHMP requires extensive salvage works to be completed prior to construction commencing. Salvage involves the controlled excavation, investigation, recording and recovery of Aboriginal cultural heritage material within the project area where avoidance is not possible. Due to the need for careful excavation and material sifting, salvage is a time-intensive process and is currently estimated to take approximately 15 months for this project.

Subject to the finalisation of the CHMP, Council officers are working to the indicative timelines:

CHMP approval -	April/May 2026
CHMP Salvage requirements -	June 2026 – October 2027
Tender Process	Early 2028
Construction commence	Mid 2028
Construction Complete	Early 2030

Note: The above timelines are indicative only and subject to future consideration by Council as part of Annual Budget processes and Council resolution relating to the Contract award.

2.2.2.

Tarleton Road, Bonnie Brooke

Site Context

Tarletons Road runs east – west on the north of the currently developing Bonnie Brook precinct. It forms part of several Precinct Structure Plans (PSPs), including Warrensbrook and Plumpton, which are major future residential and commercial development areas.



Figure 2 - Tarletons Road - Site Map

Council previously constructed the road to a sealed road standard for 80% of its length with the remaining western end left un-sealed due to considerable native vegetation offsets and costs to seal this section through the low lying swampy terrain.



Figure 3 - Tarletons Road Sealed Section



Figure 4 - Tarletons Road - Unsealed Section

Status

Tarletons Road is ultimately intended to be constructed to an urban standard by developers as part of the PSP delivery, however, this cannot occur until completion of the Warrensbrook PSP, currently programmed by the Victorian Planning Authority between 2030 and 2034.

Based on the above any urban upgrade of Tarletons Road is approximately ten (10) years away.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

2. A thriving and well-designed City

2.5 A well-planned, integrated and maintained transport network that enables people to move around.

4. Financial Considerations

4.1 Hopkins Road

The current funding allocation in Council’s Long Tern Infrastructure Plan for the Hopkins Road and Bridge Project includes:

Budgeted (ICP’s)	\$30.30M
<u>Budgeted (Rates)</u>	<u>\$ 3.80M</u>
<u>Total Budgeted</u>	<u>\$34.10M</u>

The current expenditure to date and estimated costs for the Hopkins Road and Bridge Project includes:

Design & Investigations (to date)	\$ 1.80M
<u>Construction (Estimate)</u>	<u>\$40.20M</u>
<u>Total Project Cost (Estimate)</u>	<u>\$42.00M</u>

The ICP allocation for this project does not meet the estimated cost of the Project. Council will need to consider the additional funding (gap between ICP funding and total project cost) as part of future Annual Budget processes and any Council consideration of an Award of Construction Contract.

4.2 Tarletons Road

Council's Long Term Infrastructure Plan does not include any allocated funding for Tarletons Road at this stage.

5. Consultation/Public Submissions

5.1 Hopkins Road

Consultation with the community in relation to the Hopkins Road and Bridge Project will be scheduled once the design and approvals phase have been completed. It is proposed to provide an update to the community in relation to the design phase, the CHMP salvage requirements, and anticipated project timeframes by mid 2026.

5.2 Tarletons Road

Given the timeframes associated with development of Tarletons Road no community consultation is planned.

6. Risk Analysis

Road projects have considerable risks that affect many aspects of the project. These are managed through the project lifecycle with continuously updated risk registers.

6.1 Hopkins Road

The key risks and issues associated with the Hopkins Road and Bridge Project include:

- Land acquisition.
- CHMP (*Note: Council officers have successfully negotiated a reduced CHMP salvage area of 3,000m², with works anticipated to take around 15 months, representing a substantial improvement on the originally proposed four-year program*).
- Victorian Government's Department of Energy, Environment and Climate Action (DEECA) approvals, noting environmental approvals cannot be considered until the CHMP has been approved.
- Melbourne Water final sign-off, noting in principle approval has been received.
- Rising diesel fuel cost increase construction expenses, as civil projects are highly dependent on diesel-powered plant, machinery, material transport and haulage, which can drive up contractor costs and contribute to budget volatility.

6.2 Tarletons Road

The key risks and issues associated with Tarletons Road are:

- The creek in the unsealed section has experienced flooding in the past requiring Council to close the western end of the road.

These risks have always been present and can be managed through routine maintenance and monitoring and appropriate traffic and flood response measures.

7. Options

Council has the option to:

1. Support the recommendation of this report
2. Move an alternate motion.

LIST OF APPENDICES

Nil.

Cr Abboushi returned to the Chamber at 7.09pm.

12.4 COMMUNITY GRANT AND FUND PROGRAM ROUND NOVEMBER TO DECEMBER 2025

Author: Stephen Hiley - Coordinator Healthy Inclusive Communities
Presenter: Troy Scoble - Director City Life

PURPOSE OF REPORT

To advise Council of the outcomes of the November-December 2025 assessment of Community Grants Program.

RECOMMENDATION:

That Council note the Community Grant Program Update for November-December 2025 for the 2025/2026 financial year.

Motion

Crs Shannon/Morris.

That Council note the Community Grant Program Update for November-December 2025 for the 2025/2026 financial year.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Melton City Council recognises the importance of supporting community groups, not-for-profit organisations and individuals. Council's Grants Program assist in the achievement of our strategic objectives.

Applications for the Nov-Dec 2025 Community Grants Program were accepted from 1 November to 31 December 2025. A total of nine applications were submitted and eight met the eligibility criteria for assessment. Ineligible and unsuccessful applicants have been provided feedback to assist them in resubmitting for a future round of funding.

A total of \$205,552 has been awarded in the 2025/2026 financial year up to 31 October through the Community Grants Program.

2. Background/Issues

2.1 Community Grants Program

The Community Grants program provides year-round access to the community through bi-monthly assessments. Applicants can apply for grants of up to \$5,000 in one of the following categories:

- **The Arts:** Building community connections, expressing creativity and local culture through the arts.
- **Sports & Hobbies:** Increasing participation and accessibility of sports and hobbies.
- **Healthy & Safe Living:** Promoting a safer, healthier, and more connected municipality.
- **Festivals & Events:** Celebrating diversity and unity, bringing people together to strengthen social connections.
- **Environment & Nature:** Reducing our environmental footprint and protecting and enhancing the City of Melton's natural environment.

The objective is to ensure equitable distribution of funding across the five categories, although actual allocations are determined by received applications. To promote all elements of the program, officers are actively encouraging applications in all categories across the whole City.

Applications were assessed against the Council adopted Community Grants and Fund Policy to ensure consistency with adopted policy and procedures. An overview of the applications provided at **Appendix 1**.

2.2 Community Grants Program Assessment

The Assessment Panel operates under the adopted Terms of Reference and adheres to strict confidentiality and disclosure requirements as an Advisory Committee of Council. Panel members and Grant/Project Officers must disclose any conflicts of interest involving applicants. The Governance team advises on managing conflicts during the assessment and authorisation process.

The Assessment Panel deliberates on funding allocations during their meetings, and recommendations require formal approval from Council's Chief Executive Officer (CEO).

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

1. A healthy and inclusive community

1.1 A connected community where people have equitable access to local activities, events, programs and services.

4. Financial Considerations

4.1 Community Grant Round Nov/Dec 2025

Eight applications approved for funding in the round totalling \$30,999.

The following table illustrates total spend for the 2025-26 financial year and cumulative spend for the 2025-26 financial year.

Round	Approved \$	Cumulative Spend % (YTD Plan)	Cumulative Spend % (YTD Actual)
May-Jun 2025	\$58,987	17%	19.7%
Jul-Aug 2025	\$108,723	33%	55.9%
Sep-Oct 2025	\$37,842	50%	68.5%
Nov-Dec 2025	\$30,999	67%	79%
Total YTD Approved/ Recommended:	\$236,551		
FY25/26 Budget Remaining:	\$63,449		

5. Consultation/Public Submissions

The following promotional and training activities were undertaken to support potential applications for the Community Grants Program:

- One-on-one meetings
- Emails to previous unsuccessful Community Grant applicants encouraging to reapply
- Website and social media promotion

6. Risk Analysis

Council’s Community Grants Program strictly adhere to the relevant Policies, Guidelines and Terms of Reference to reduce and mitigate risks associated with the administration of this program. Risks related to conflict of interest are managed through declarations of interests and conflicts of interests from all relevant parties.

7. Options

Council has the option to:

1. Note the report as per the officer’s recommendation; or
2. Request further clarification in relation to the report.

LIST OF APPENDICES

1. Overview of Nov-Dec 2025 Grants Round - **CONFIDENTIAL**

12.5 NAMING OF NEW COMMUNITY BUILDING IN DIGGERS REST - SHORTLISTED NAMES FOR COMMUNITY CONSULTATION

Author: Sian Rainford - Senior Lawyer and Property Advisor

Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the proposed naming theme and shortlisted names for endorsement to undertake community consultation to name the new community building in Diggers Rest.

RECOMMENDATION:

That Council:

1. Resolve that the Naming Theme for the new community building in Diggers Rest will be "Linking the name to place"
2. Resolve that the five shortlisted names, are:
 - a. Diggers Rest Community Centre
 - b. Golden Sun Children's and Community Centre
 - c. Volcanic Plains Children's and Community Centre
 - d. Goldfields Community Centre – Diggers Rest
 - e. Vineyard Road Children's and Community Centre
3. Publish a public notice on Council's website for a period of no less than thirty (30 days) and in the Melton and Moorabool Star Weekly and Sunbury and Macedon Ranges Star Weekly and any other manner as Council's Chief Executive Officer determines, stating:
 - a. The selected Naming Theme is "Linking the name to place"
 - b. The community is invited to vote on one of the five shortlisted names, listed in the above point 2;
 - c. that following closing of the consultation period, Council will consider all votes and a report will be presented to a future meeting of Council where a final decision will be made on the name.
4. Authorises Council's Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

Motion

Crs Verdon/Vandenberg.

That Council:

1. Resolve that the Naming Theme for the new community building in Diggers Rest will be "Linking the name to place"
2. Resolve that the five shortlisted names, are:
 - a. Diggers Rest Community Centre
 - b. Golden Sun Children's and Community Centre
 - c. Volcanic Plains Children's and Community Centre
 - d. Goldfields Community Centre – Diggers Rest
 - e. Vineyard Road Children's and Community Centre

3. Publish a public notice on Council's website for a period of no less than thirty (30 days) and in the Melton and Moorabool Star Weekly and Sunbury and Macedon Ranges Star Weekly and any other manner as Council's Chief Executive Officer determines, stating:
 - a. The selected Naming Theme is "Linking the name to place"
 - b. The community is invited to vote on one of the five shortlisted names, listed in the above point 2;
 - c. that following closing of the consultation period, Council will consider all votes and a report will be presented to a future meeting of Council where a final decision will be made on the name.
4. Authorises Council's Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Council is delivering a new community facility in Diggers Rest, expected to open in January 2028. The facility will include kindergarten facilities, maternal and child health services, and a library lounge.

Council must now undertake a process to name the Community Centre to ensure there is clear identification to support a well-planned City and ease of reference for the community and emergency services. Council should seek to finalise the ultimate name, as soon as practicable, so appropriate signage and advertising processes can occur in advance of the official opening.

2. Background/Issues

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020*, schedule 10 part 5 of the *Local Government Act 1989* and section 11 of the *Road Management Act 1998*. As a naming authority, Council may initiate or receive requests from the community and other stakeholders to name publicly owned features, roads and localities.

The Naming Rules and Council's Place Naming Policy, Council's Place Naming Policy (**the Policy**) provides the process for naming within the City of Melton. The Policy sets out a two-step process for the naming of Significant Features such as the Building. The detailed process it outlined in the Consultation section of this report.

The Naming Rules contain thirteen (13) naming principles, being:

- Principle A – Ensuring public safety
- Principle B – Recognising the public interest
- Principle C – Linking the name to place

- Principle D – Ensuring names are not duplicated
- Principle E – Recognition and use of Traditional owner languages
- Principle F – Names must not discriminate or be offensive
- Principle G – Gender equality
- Principle H – Dual names
- Principle I – Using commemorative names
- Principles J – Using commercial and business names
- Principle K – Language
- Principle L – Directional names to be avoided
- Principle M – Assigning extend to a road, feature or locality

Council’s Place Naming Policy identifies the following four themes, as of particular importance in place naming across the City of Melton.

- Principle C – Linking the name to Place
- Principle E – Recognition and use of traditional owner languages
- Principle G – Gender Equality
- Principle I – Using Commemorative Names

In accordance with the Policy, where the preferred naming theme is Theme Two: Recognition and use of traditional owner language, Council will seek the name/s from the Traditional Owner Group directly. If the Traditional Owner Group does not consent to the use of traditional owner language for the nominated feature, the second preferred naming theme will be utilised.

If Theme Two is the preferred naming theme, only traditional owner language names that are provided by the Traditional Owner Group, will be provided for further consideration by Council. No names which are not traditional owner language names, will be proposed alongside the shortlisted traditional owner language names.

The community engagement process to vote on the preferred naming theme and to make a naming suggestion commenced on 5 March on Council’s Conversations Page and shared on Council’s social media and closed on 3 April 2026. There were sixteen (16) votes on the preferred naming theme with ‘Linking the name to place’ receiving 50% of the votes for the naming theme.

The results of the naming theme vote, are below:

Linking the name to place	50.00%	8
Recognition and use of Traditional Owner languages	6.25%	1
Gender equality	6.25%	1
Using commemorative names	37.50%	6
Total	100.00%	16

As a result of the engagement, the preferred naming theme is ‘Linking the name to place’. Pursuant to the naming rules, examples of names which link to place include local flora and fauna, Australian war contributions, past exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

In addition to voting on the theme, there were 24 naming suggestions. Of the suggested names, 13 aligned to the highest voted naming theme, and non-conforming names not considered further.

Non-conforming means either:

- a. The suggestion is non-compliant with the Naming Rules; or
- b. The suggestion is non-compliant with the Policy. This includes where someone has suggested a name which seeks to use Traditional Owner Language, or where the naming suggestion is not in accordance with the highest voted naming theme. In accordance with the Policy, if the preferred naming theme is Recognition and use of traditional owner language, Council will seek the name/s from the Traditional Owner Groups directly.

Officers have reviewed the remaining conforming names, which aligned to the recommended naming theme, to ensure appropriateness of the names. Officers then assessed the remaining longlisted names against the naming rules, including to ensure there are no duplicates in close proximity, resulting in a shortlist of five names, being

- a. Diggers Rest Community Centre
- b. Golden Sun Children's and Community Centre
- c. Volcanic Plains Children's and Community Centre
- d. Goldfields Community Centre – Diggers Rest
- e. Vineyard Road Children's and Community Centre

The shortlisted names each reflect a name which is in Officers view, conforming, appropriately links the name to the place and is likely to be supported by Geographic Names Victoria upon submission.

In line with Council Policy, it is now recommended that the names be published for a further round of community consultation, where the community will be invited to place one vote for their preferred naming suggestion. Consultees will not be able to provide additional commentary as part of the vote.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

There are no substantial financial implications as a result of this recommendation. The costs associated with the public notice is an operational cost and will be absorbed by the operating Legal and Property budget.

5. Consultation/Public Submissions

The Naming Rules provide guidance on who should be consulted, being either:

- a. The immediate community, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal.

- b. The extended community, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (for example neighbouring councils) or non-government organisations with an interest in or who service the area, including Traditional Owner group(s), RAP's, local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; Emergency Services Telecommunications Authority (ESTA) and Emergency Service Organisations (ESO).

Officers propose to complete a letter drop to residents and businesses within a 250 metre radius of the Building location and publish notices on Council's website, social media, in the Melton and Moorabool Star Weekly and Sunbury and Macedon Ranges Star Weekly, and on notice boards in Council's Civic Centres and Libraries, advising of the vote and directing the community to Council's Conversations Page.

No specific notice to surrounding businesses or residences is required, as the naming proposal will not impact the current address of any person or businesses.

The consultation will invite the community to place one vote, on their preferred name from the shortlist of five names. A summary of this consultation will be presented back to a future meeting of Council to make a final decision on the name.

6. Risk Analysis

Naming of Significant Features is an important step in ensuring the community are involved in the way this Building will be recognised as an important element of the City of Melton.

The risk of not proceeding with a second round of community consultation and undertaking a vote on the preferred name, is that Council will be non-compliant with its Place Naming Policy, and will not be upholding the principles of engagement by involving the community in decision making, where practicable.

7. Options

Council may:

1. Resolve in line with the recommendations set out in this report and undertake a second round of community consultation to vote on the preferred name from the shortlist of names; or
2. Not resolve in line with the recommendations set out in this report.

LIST OF APPENDICES

Nil

12.6 COBBLEBANK BUILDING NAME - FINAL APPROVAL

Author: Sian Rainford - Senior Lawyer and Property Advisor
Presenter: Emily Keogh - Head of Governance

Cr Verdon departed the Chamber at 7.23pm and returned to the Chamber at 7.25pm.

PURPOSE OF REPORT

To present the proposed final name for endorsement for the new community building in Cobblebank for submission to Geographic Names Victoria.

RECOMMENDATION:

That Council:

1. Endorse the recommended name of the new building will be "Cobblebank Community Hub"
2. Endorse submission of a proposal to Geographic Names Victoria to approve "Cobblebank Community Hub" as the final name.
3. Authorise Council's Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

Motion

Crs Ramsey/Turner.

That Council:

1. Endorse the recommended name of the new building will be "Cobblebank Community Hub"
2. Endorse submission of a proposal to Geographic Names Victoria to approve "Cobblebank Community Hub" as the final name.
3. Authorise Council's Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Council is currently delivering a five level community services building on Hollingsworth Drive within the Cobblebank Metropolitan Activity Centre (**the Building**), which is intended to:

- address the health and community service gaps within the City of Melton by attracting quality service providers to deliver critical services
- address the lack of fit-for-purpose office accommodation
- provide an accessible and co-located community service space
- deliver critical services to improve community health and wellbeing
- be financially viable and generate an income for Council.

The Building is expected to reach practical completion by the end of 2026, and Council must undertake a process to name the Building to ensure Council provides clear identification to support a well-planned City, ease of reference for emergency services, and promotes the delivery of goods and services from the Building to the community. Council should seek to finalise the ultimate name, as soon as practicable, so appropriate signage, marketing and advertising processes can occur in advance of the official opening.

2. Background/Issues

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020*, schedule 10 part 5 of the *Local Government Act 1989* and section 11 of the *Road Management Act 1998*. As a naming authority, Council may initiate or receive requests from the community and other stakeholders to name publicly owned features, roads and localities.

The interim name of 'Cobblebank Community Services Hub' has been used to date, for ease of reference in project planning and to ensure the community is familiar with the location and objectives of the Building. Officers consider that it is appropriate to engage with the community on the ultimate name of the Building, with a view to have a final name by June 2026.

On 27 October 2025, Council resolved to:

1. *Commence a community engagement process in accordance with Council's Place Naming Policy in respect of the new community services building on Hollingsworth Drive, Cobblebank (the Building);*
2. *Note the name of the Building must be compliant with the Naming rules for places in Victoria (the Naming Rules);*
3. *Note the four naming themes which are to be prioritised in accordance with Council's Place Naming Policy, are:*
 - a. *Principle C – Linking the name to a Place*
 - b. *Principle E – Recognition and use of traditional owner languages*
 - c. *Principle G – Gender Equality*
 - d. *Principle I – Using Commemorative Names*
4. *Publish a public notice on Council's website, in the Melton and Moorabool Star Weekly and in such other manner as Council's Chief Executive Officer determines for a period of no less than thirty (30) days, stating:*
 - a. *Council is seeking to engage the community on the naming of the Building.*
 - b. *Invite the community to vote on the preferred Naming Theme, utilizing the four prioritised naming themes outlined in the above point 3;*
 - c. *Invite suggestions for the proposed name of the Building;*
 - d. *that following closing of the consultation period, Council will consider submissions and a report presented to a future meeting of Council with the shortlisted names for consideration;*
 - e. *that a second round of community consultation will occur, on the shortlisted names following a further decision of Council.*
5. *Consider all submissions in respect of the naming proposal at a future Council meeting;*
6. *Authorises Council's Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.*

The engagement saw a vote of 57.58% for “Linking the name to a place” as the preferred naming theme.

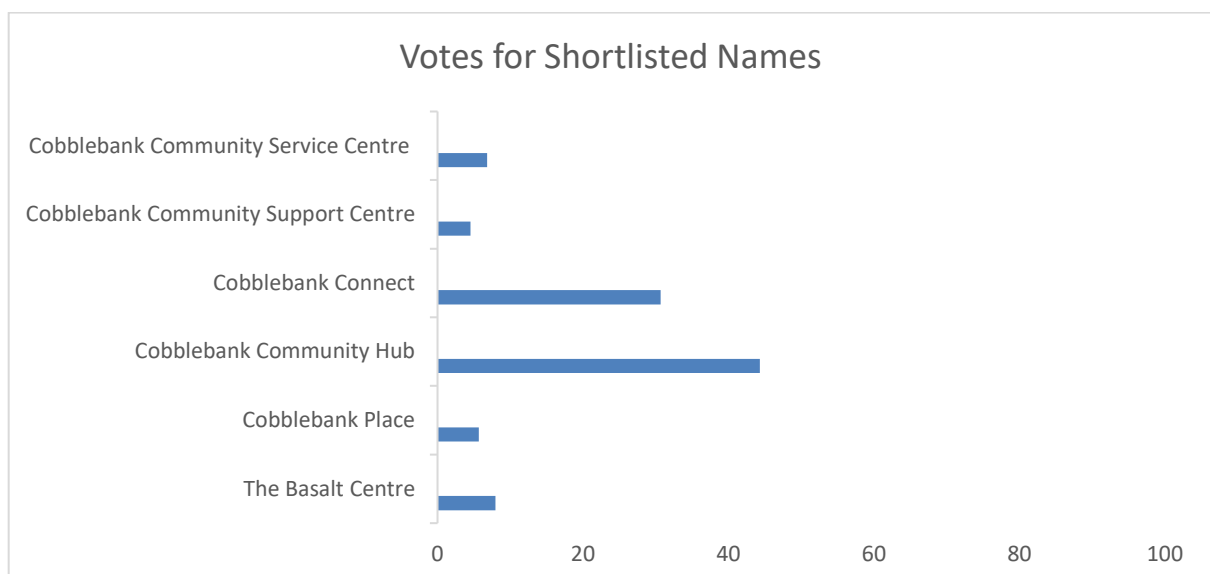
On 23 February, Council resolved to:

That Council:

1. *Resolve that the Naming Theme for the new Cobblebank Building will be “Linking the name to a place”*
2. *Resolve that the five shortlisted names, are:*
 - a. *The Basalt Centre*
 - b. *Cobblebank Place*
 - c. *Cobblebank Community Hub*
 - d. *Cobblebank Connect*
 - e. *Cobblebank Community Support Centre*
 - f. *Cobblebank Community Service Centre*
3. *Publish a public notice on Council’s website for a period of no less than thirty (30 days) and in the Melton and Moorabool Star Weekly and any other manner as Council’s Chief Executive Officer determines, stating:*
 - a. *Council is naming the Building using the Naming Theme “Linking the name to a place”*
 - b. *The community is invited to vote on one of the five shortlisted names, listed in the above point 2;*
 - c. *that following closing of the consultation period, Council will consider all votes and a report will be presented to a future meeting of Council where a final decision will be made on the name.*

Authorises Council’s Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

Community engagement inviting a vote on the shortlisted names opened on 24 February 2026 on Council’s Conversations Page. The page was also shared on Council’s social media and shared via letter drop to properties within a 1km radius of the building location. A notice was published in the Melton and Moorabool Star Weekly on 3 March 2026. 88 votes were received, with the following results:



Cobblebank Community Hub is the highest voted naming suggestion receiving 44.32% of the vote and is the recommended name for Council endorsement.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

The financial considerations of this report are associated with the signage to be installed on and surrounding the Building. These costs are already accounted for as part of the project. All other costs of registering the name, will be absorbed in the operating budget of the Legal and Property team.

5. Consultation/Public Submissions

Council will submit the name to Geographic Names Victoria for support. Pending support, the name will be shared on Council's Conversations Page and social media, and implemented as part of the building construction by way of signage and advertising materials.

6. Risk Analysis

Naming of Significant Features is an important step in ensuring the community are involved in the way this Building will be recognised as an important element of the City of Melton.

The risk of not deciding on a final name and submitting it to Geographic Names Victoria for support, risks that Council is non-compliant with its Place Naming Policy, and will not be upholding the principles of engagement by involving the community in decision making and implementing those decisions appropriately.

7. Options

Council may:

1. Resolve in line with the recommendations set out in this report and endorse the name of the Building to be "Cobblebank Community Hub" to be submitted to Geographic Names Victoria;
2. Not resolve in line with the recommendations set out in this report.

LIST OF APPENDICES

Nil

12.7 NOMINATION OF ADVISORY COMMITTEE MEMBERS

Author: Troy Delia - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To seek Council approval for the appointment of nominated community representatives to four (4) of Council's Advisory Committees, to fill several vacancies which have occurred as result of community representatives resigning or being withdrawn from the committees in accordance with the requirements of Council's Advisory Committee's Terms of References.

RECOMMENDATION:

That Council appoint the nominated community representatives for membership on the following Advisory Committees, as detailed in **Appendix 1** to this report:

- a. Arts and Culture Advisory Committee
- b. Heritage Advisory Committee
- c. Intercultural Advisory Committee
- d. Youth Advisory Committee

Motion

Crs Majdlik/Verdon.

That Council appoint the nominated community representatives for membership on the following Advisory Committees, as detailed in **Appendix 1** to this report:

- a. Arts and Culture Advisory Committee
- b. Heritage Advisory Committee
- c. Intercultural Advisory Committee
- d. Youth Advisory Committee.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

In accordance with the *Local Government Act 2020*, Council may establish Advisory Committees to support informed decision-making. While these committees do not hold formal decision-making powers, they serve a vital advisory function to Council. Governance for these committees is typically provided through a Terms of Reference.

The Terms of Reference for Council's Advisory Committees require that if a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the Committee. Further to this, if a member resigns from a committee and the number of Committee members falls below the required minimum to meet quorum due to the resignation, Council will appoint a replacement for the remainder of the term.

Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position should a suitable nominee not be available.

2. Background/Issues

Since Council made the initial appointment of the Advisory Committee members, there have been several extraordinary vacancies occur that require the appointment of new members to meet the membership requirements of the Terms of Reference for the following Committees:

- Arts and Culture Advisory Committee
- Heritage Advisory Committee
- Intercultural Advisory Committee
- Youth Advisory Committee

Arts and Culture Advisory Committee

The Arts and Culture Advisory Committee has experienced the loss of one (1) appointed member, as this member had been absent for more than three consecutive meetings. Therefore, their membership on the committee was withdrawn in accordance with the requirements contained in the committee's Terms of Reference.

Officers have considered previous nominations from this nomination period to fill the vacancy and the community representative recommended for appointment is detailed in **Appendix 1** to this report.

Heritage Advisory Committee

The Heritage Advisory Committee has experienced the loss of one (1) appointed member, as a member has resigned from the committee.

Officers have considered previous nominations from this nomination period to fill the vacancy and the community representative recommended for appointment is detailed in **Appendix 1** to this report.

Intercultural Advisory Committee

The Intercultural Advisory Committee has experienced the loss of one (1) appointed member, as a member has resigned from the committee.

Officers have considered previous nominations from this nomination period to fill the vacancy and the community representative recommended for appointment is detailed in **Appendix 1** to this report.

Youth Advisory Committee

The Youth Advisory Committee has experienced the loss of six (6) appointed members, as these members have been absent for more than three consecutive meetings. Therefore, their membership on the committee has been withdrawn in accordance with the requirements contained in the committee's Terms of Reference. Due to the significant number of vacancies, the Youth Advisory Committee has regularly experienced difficulties in achieving quorum.

Officers have considered previous nominations from the current nomination period to fill these vacancies and there are six (6) community representatives recommended for appointment, which are detailed in **Appendix 1** to this report

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making

4. Financial Considerations

There is no additional cost related to this report and recommendations. The recurrent budget accommodates the financial requirements to administer Advisory Committees.

5. Consultation/Public Submissions

To ensure a broad and inclusive recruitment process, expressions of interest for Advisory Committee membership were promoted through multiple channels. The initial EOI was advertised on Council's website and featured in the Melton and Moorabool Star Weekly newspaper. In addition, Council utilised its official social media platforms to further extend the community and organisational reach.

Officers have considered previous nominations from this nomination period and recommended the appointment of community representatives as detailed in **Appendix 1** to this report

6. Risk Analysis

A robust and standardised EOI process was undertaken to mitigate any risk of lack of transparency or fairness, with the assessment process including the selection criteria as outlined in the revised Terms of Reference. An evaluation panel comprising subject matter experts ensured an objective and merit-based selection process.

No additional significant risks have been identified. Continued monitoring will support the successful operation of all Advisory Committees.

7. Options

Council may:

1. Approve the recommended community applicants for membership, as outlined in **Appendix 1** to this report; or
2. Not approve the recommended community applicants for membership and appointment, which will require officers to coordinate a further round of expressions of interest to recommend appointments of community and organisational representatives.

LIST OF APPENDICES

1. Advisory Committee Community Member Nominations - May 2026 - **CONFIDENTIAL**

12.8 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Manager Governance

Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 to 5** of this report, and adopt the recommendations arising within the Minutes:

1. Disability Advisory Committee – 5 March 2026
2. Arts and Culture Advisory Committee – 10 March 2026
3. Safe City Advisory Committee – 11 March 2026
4. Policy Review Panel – 26 March 2026
5. Policy Review Panel – 2 April 2026

Motion

Crs Shannon/Morris.

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 to 5** of this report, and adopt the recommendations arising within the Minutes:

1. Disability Advisory Committee – 5 March 2026
2. Arts and Culture Advisory Committee – 10 March 2026
3. Safe City Advisory Committee – 11 March 2026
4. Policy Review Panel – 26 March 2026
5. Policy Review Panel – 2 April 2026.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Whilst not mentioned in the *Local Government Act 2020* (the Act), Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the Act.

The minutes of the Advisory Committees attached to this report form the written record of the committee meetings, including any matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council for its consideration.

2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the Act.

All Advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's specific role. Committee membership will generally comprise a Councillor(s), council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2025/26 municipal year was approved by Council at its Scheduled Meetings on 6 and 24 November 2025.

The minutes of the following Advisory Committees, attached to this report, form the written record of the committee meetings detailing matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council.

Appendix	Advisory Committee	Meeting Date
1.	Disability Advisory Committee	5 March 2026
2.	Arts and Culture Advisory Committee	10 March 2026
3.	Safe City Advisory Committee	11 March 2026
4.	Policy Review Panel	26 March 2026
5.	Policy Review Panel	2 April 2026

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making

4. Financial Considerations

Advisory Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

5. Consultation/Public Submissions

Advisory Committees are one method of Council consulting and communicating with the community. Such a committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

6. Risk Analysis

With a mandatory responsibility to report to Council and being restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

It is prudent for Council to carefully consider any and all recommendations arising from Advisory Committee minutes, as Advisory Committees may canvass significant issues and significant expenditure in their deliberations.

7. Options

Advisory Committees are a Committee of Council, therefore Council has the discretion to accept, reject, amend, or seek further information on the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Disability Advisory Committee Minutes - 5 March 2026
2. Arts and Culture Advisory Committee Minutes - 10 March 2026
3. Safe City Advisory Committee Minutes - 11 March 2026
4. Policy Review Panel Minutes - 26 March 2026
5. Policy Review Panel Minutes - 2 April 2026

MINUTES



Disability Advisory Committee Meeting

held on 5 March 2026 in Melton Library and Learning Hub, 31 McKenzie Street Melton, Grant-Pyke Room.

Present:	Cr C. Carli	Mayor
	Cr K. Majdlik	Councillor
	Cr J. Shannon	Councillor
	M. C. Agathe	Community Representative
	A. Power	Community Representative
	P. Sandhu	Organisational Representative (proxy)
In Attendance:	R. Wai	CEO
	T. Scoble	Director City Life
	C. Cramer	Manager Community Care and Active Living
	A. Tan	Coordinator Community Wellbeing and Inclusion
	N. Migani-Roberts	Advocacy and Inclusion Officer
	M. Hutchinson	Acting Manager Engineering and Asset Services
	A. Coonan	Coordinator Executive Support
Quorum:	A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present. 2 Councillors, 2 Community Representatives and 1 Organisational Representative must be present.	
Chairperson:	Cr C. Carli	Mayor
Minute Taker:	A. Coonan	Coordinator Executive Support

1. Welcome

The Chairperson opened the meeting at 12.48pm and welcomed the Committee members and attendees.

2. Acknowledgement of Country

The Chairperson gave an Acknowledgement of Country.

3. Apologies

Cr S. Ramsey	Councillor
H. Sayers	Community Representative
L. Campbell	Community Representative
R. Kaur	Organisational Representative (proxy present)

4. Declaration of Interest and/or Conflict of Interest

Nil.

5. Confirmation of Minutes of Previous Meeting

The Disability Advisory Committee confirmed the minutes of the Disability Advisory Committee Meeting held on 11 December 2025.

MINUTES



6. Business Arising from Previous Minutes

6.1. Marveloo - Advocacy and Inclusion Officer

Update on the Utilisation of Marveloo during Council's 2025 Christmas events.

6.2. ReciteMe – Advocacy and Inclusion Officer

Officers provided an update on the ReciteMe application.

As previously discussed, the improvement requirements are continuing, and an update will be provided at a future committee meeting.

6.3. Auslan Training – Advocacy and Inclusion Officer

Officers provided an update regarding Auslan training opportunities for the Committee.

Officers have engaged Diamond Valley Learning Centre to deliver a 45-minute face to face beginners Auslan Training Workshop. The committee were supportive of this proceeding at the 23 April Committee meeting.

Actions: Officers will provide an update on the Utilisation of Marveloo after the Lakeside Alive event.

7. Standing Agenda Items

7.1. General update on matters relating to accessibility and inclusion

The Advocacy and Inclusion Officer advised that as part of an action in the Council and Wellbeing Plan, a Disability Inclusion Audit tool has been developed which will be used as a guide for Council services to ensure that accessibility and inclusion are embedded in the delivery of Council events, activities, and community engagement sessions. The document is currently being reviewed and upon completion, it will be utilised across Council.

The committee received an update on existing Communication Boards at Atherston Traffic School (Melton) and the new Communication Board located at Hazelwood Park (Aintree). The Advocacy and Inclusion Officer initiated a discussion with the Coordinator of Open Space Planning regarding the inclusion of further Communication Boards for new and revised parks within the City of Melton.

Actions: Officers will distribute the draft Audit Tool to the committee for feedback as soon as a draft is available. Officers will include an article in Cr E-News

Actions: Officers will provide pictures of the Atherston and Aintree Communication Boards to the committee.

8. General Business

Council Logo Refresh

Update provided on the review underway to refresh Council's logo to ensure meets accessibility standards. An update will be provided to the Disability Advisory Committee at a future meeting.

Council's Website Refresh

Update provided on a project to update Council's website, including ensuring it meets all accessibility standards.

MINUTES



New Cobblebank Building and Aquatic Centre accessibility

Update provided on accessibility focus for Council's two major projects, the new Cobblebank Building and the new Aquatic Centre in Fraser Rise.

Melton Disability Accessibility Map

Updates are being explored, with several improvements identified. The current fold-out map highlights accessible features in the Melton Town Centre, including toilets, crossings, seating, and safe walking routes.

Lake Caroline

Community consultation is commencing soon for a new play space at Lake Caroline. The community can have their say via the Council's Melton Conversation's page.

Disability parking reminder

Mayor Carli advised the committee that a social media post will be provided soon to remind the community that disability parking bays being reserved for permit holders.

9. Next Meeting

The next meeting is to be held on Thursday 23 April commencing at 12.30pm at the Melton Library and Learning Hub, 31 McKenzie Street Melton, Grant-Pyke Room.

10. Close of Business

The meeting closed at 1:14pm.

MINUTES



Arts and Culture Advisory Committee Meeting

held on 10 March, Richards Training Room, Melton Library and Learning Hub.

Present:	Cr L. Carli	Councillor
	Cr B. Morris	Councillor
	Cr B. Turner	Councillor
	J. Bentley	Community Representative
	R. Chetcuti	Community Representative
	L. Dowel	Community Representative
	S. Thurley	Community Representative
	S. Singh	Community Representative Arrived 10.30am

In Attendance:	S. Prestney	Manager Healthy Connected Communities
	J. Sanderson	Coordinator City Events and Arts
	K. Bonser	Senior Art Project Officer
	D. Roberts	Executive Assistant

Guests: Nil

Quorum: A quorum must be achieved for a meeting to commence. A quorum requires 2 Councillors and 4 Community Representatives to be present.

Chairperson:	Cr L. Carli	Councillor
Minute Taker:	D. Roberts	Executive Assistant

1. Welcome

The Chairperson opened the meeting at 10.21am and welcomed the Committee members and attendees.

2. Acknowledgement of Country

The Chairperson gave an Acknowledgement of Country.

3. Apologies

Nil.

4. Declaration of Interest and/or Conflict of Interest

Nil.

5. Confirmation of Minutes of Previous Meeting

The Arts and Culture Advisory Committee confirmed the minutes of the Arts and Culture Advisory Committee Meeting held on 25 November 2025 and received by Council at the Scheduled Meeting held 15 December 2025.

MINUTES



6. Business Arising from Previous Minutes

6.1 Trees outside Caroline Springs Gallery

The committee was provided an update on the tree removal outside of the Caroline Springs Gallery, this has been allocated to the internal Business unit for action.

Recommendation:

That the agenda item 'Trees outside Caroline Springs Gallery' be removed as a standing agenda item.

J. Bentley/Cr Morris.

CARRIED

7. Standing Agenda Items

7.1 Engaging audiences with the Arts Program at Exhibitions and City of Melton Major Events (2026 Major Event Dates will be provided)

Officers provided an update on the Major Melton events for 2026 which includes Lakeside Alive, Djerriwarrh Festival, and Carols by Candlelight.

Officers provided the Committee with an update on the Lakeside Alive Arts activation.

8. General Business

8.1 Recent Arts Installs and Projects Update

The committee discussed the recent Arts Installs and Project updates with positive feedback received for the 'Tones of Country' installation on the Caroline Springs Gallery windows.

8.2 2026 Public Art Audit Update

Officers updated the Committee on the Public art audit undertaken in conjunction with Council's Asset Management team, with the final report to be received mid-March. The committee will be presented with an Executive summary of the report at the 2 June committee meeting.

8.3 2026 Exhibitions Program Calendar Update

The committee was provided an update on the 2026 Exhibitions Program with discussion focusing on the methods of promoting the Exhibitions Program calendar.

Recommendation:

Cr Officers to explore options to promote Arts and Culture program across the City of Melton
Cr Morris/S. Singh

CARRIED

Action:

Officers to arrange for a social media post to be posted on the City of Melton facebook page to advertise Common and the deadline.

8.4 Committee Member Update on Items that Impact the Committee for awareness

The committee was provided an update on Committee Member replacement with an EOI commencing later in the year, this will be shared on the Council website.

MINUTES



Action:

Officers to ask Governance about timing of the EOI and provide an update to the Committee.

8.5 2026 The Year Ahead: Focus Areas for Committee

The Committee discussed their focus areas for 2026.

Action:

Officers to make standing Agenda Item for Committee members to share events and projects for inclusion into the Arts Quarterly Newsletter.

9. Next Meeting

The next meeting is to be held on 2 June 2026 commencing at 10.00am via Teams.

10. Close of Business

The meeting closed at 11.33am.

MINUTES



Safe City Advisory Committee Meeting

held on 11 March 2026 online via Teams

Present:	Cr L. Carli	Councillor
	Cr B. Morris	Councillor
	Cr S. Ramsey	Councillor
	Cr J. Shannon	Councillor
	Cr Dr. P. Zada	Councillor
	C. Williams	Community Representative
	N. Singh	Community Representative
	J. Hersi	Organisation Representative
	S. Hayes	Organisation Representative
	T. Padgett	Organisation Representative
In Attendance:	T. Scoble	Director City Life
	S. Prestney	Manager Libraries & Learning
	S. Hiley	Coordinator Social Planning & Wellbeing
	J. Turner	Coordinator Community Capacity
	N. Martin	Coordinator Young Communities
	D. Anskaitis	Traffic and Transport Coordinator
	D. Brundell	Team Leader Community Health Promotion
	M. Schmidt	Health Promotion Officer
	C. Lobos	Executive Assistant
Guests:	K. Williams	Victoria Police
	J. Simson	Coordinator Open Space Planning
	G. Tate	Open Space Planner
Quorum:	A quorum must be achieved for a meeting to commence. A quorum requires a minimum of three (3) Councillors, two (2) Community Representatives and three (3) Organisational Representatives to be present.	
Chairperson:	Cr L. Carli	Councillor
Minute Taker:	C. Lobos	Executive Assistant

1. Welcome

The Chairperson opened the meeting at 10.04am and welcomed the Committee members and attendees.

2. Acknowledgement of Country

The Chairperson gave an Acknowledgement of Country.

3. Apologies

I. Du	Community Representative
M. Monahan	Organisation Representative
J. Carpenter	Organisation Representative
V. Vukelic	Organisation Representative

MINUTES



4. Declaration of Interest and/or Conflict of Interest

Nil.

5. Confirmation of Minutes of Previous Meeting

The Safe City Advisory Committee ratified the out-of-session confirmation of the Minutes of the Safe City Advisory Committee Meeting held on 11 September 2025 and received by Council at the Scheduled Meeting held 27 October 2025.

6. Business Arising from Previous Minutes

- 6.1 Officers to connect Melton Probus with Fit2Drive. **Following discussion with Fit2Drive, it was deemed more appropriate to connect Melton probus with Victoria Police and this was actioned.**
- 6.2 A copy of the Annual Community Satisfaction Survey findings, presentation to be circulated with the meeting minutes. **Actioned**
- 6.3 An update on the Victoria Police Community Sentiment Survey results is expected in October; these will be shared by Victoria Police at the next meeting. It is noted that this was presented at an informal discussion on 10 December 2025. **Actioned.**
- 6.4 Feedback from the Committee regarding the Community Safety Findings presentation to be forwarded to Victoria Police. **Actioned**
- 6.5 A copy of the Victoria Police presentation to be circulated with the meeting minutes. – **Victoria Police have been unable to share the presentation as it is not for public release.**
- 6.6 Officers to provide an update to the Committee on the progress of the plan addressing the needs of young people. **Actioned as part of 8.2 in this agenda**
- 6.7 A copy of the City of Melton Youth Forum 2025 presentation to be circulated with the meeting minutes. **Actioned**
- 6.8 Committee members to be emailed details of proposed changes to 2026 meeting dates. **Actioned**

7. Standing Agenda Items

7.1 Community Safety Issues

The Committee discussed safety concerns of the Fraser Rise Jewish community when out on Sabbath. In response, Victoria Police have increased their presence on Saturdays and Council has extended an invitation to the Jewish Community to join the Cultural Interface Network.

7.2 Member Updates

- a) **Victoria Police:** Annual Policing Forum on Wednesday 6 May 2026, at Kurunjung Community Hub, 33 Mowbray Crescent, Melton, between 5 and 7pm. Some of the themes that will be discussed include road policing, crime and safety perceptions, youth crime, and family violence. There will be an opportunity to raise specific concerns.

The Forum will be promoted via socials and local shopping centres. Request to Committee Members to please assist with promoting via their networks.

It was noted that the Caroline Springs Police Station will have reduced hours of operation to support a greater police presence out on the roads and in shopping centres.

Hours for Police Stations:

Caroline Springs: Mondays, Wednesday and Fridays from 9am to 5pm.

Melton: Open 24/7

MINUTES



b) **Community Health Promotion:** Officers provided an update on the Kids Safe Active Travel Program Update.

Troy Scoble left the meeting at 10.32am.

Cr Zada left the meeting at 10.37am.

8. General Business

8.1 Melton City Council Open Space Lighting Policy

Officers provided a presentation on Council's Open Space Lighting Policy.

8.2 Engaging Melton's Young People

Officers provided an update on a youth campaign planned to launch in March.

Key initiatives and actions:

- Collaborative Working Groups
- Promoting Positive Perceptions of Young People
- Youth Leadership and Education Pathways
- Promoting Support Services

A further discussion around potential inclusion of Youth related information in Student show bags when visiting schools.

Action: Officers to follow up with Mayor and Councillors office.

9. Next Meeting

The next meeting is to be held on Wednesday, 24 June 2026 commencing at 10am, online via Teams.

It was noted that the December meeting will clash with a Citizenship Ceremony.

Action: The Chair will liaise with Governance to reschedule.

10. Close of Business

The meeting closed at 11.16am.



MELTON CITY COUNCIL

Minutes of the Policy Review Panel Meeting of the Melton City Council

26 March 2026

MINUTES OF THE POLICY REVIEW PANEL**26 MARCH 2026**

TABLE OF CONTENTS

1.	WELCOME	3
2.	APOLOGIES	3
3.	DECLARATION OF INTEREST AND/OR CONFLICT OF INTEREST	3
4.	MINUTES OF PREVIOUS MEETING	3
5.	OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING	3
6.	PRESENTATION OF STAFF REPORTS	4
6.1	KINDERGARTEN CENTRAL REGISTRATION POLICY	4
6.2	LEASE AND LICENCE POLICY	26
6.3	2026 POLICY REVIEW IMPLEMENTATION PLAN	51
7.	GENERAL BUSINESS	54
8.	NEXT MEETING	54
9.	CLOSE OF BUSINESS	54

MINUTES OF THE POLICY REVIEW PANEL26 MARCH 2026**MELTON CITY COUNCIL****MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL HELD IN THE VIA MICROSOFT TEAMS ON
26 MARCH 2026 AT 12:00 PM**

Present: Cr Carli, Mayor (Chair)
Cr Shannon
Cr Ramsey

In Attendance: Roslyn Wai Chief Executive Officer
Troy Scoble Director City Life
Emily Keogh Head of Governance
Renee Hodgson Manager Governance
Matt Welsh Manager Child Families and Youth
Sian Rainford Senior Lawyer and Property Advisor

1. WELCOME

The Chair, Cr Carli, opened the meeting at 12.02pm and welcomed Members and attendees.

2. APOLOGIES

Cr Majdlik is an apology for this meeting.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

The Policy Review Panel noted the Minutes of the Policy Review Panel meeting held on 5 February 2026 and adopted by Council at the Scheduled Meeting held on 23 February 2026.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

6. PRESENTATION OF STAFF REPORTS**6.1 KINDERGARTEN CENTRAL REGISTRATION POLICY****Responsible Officer:** Troy Scoble - Director City Life**Document Author:** Matthew Welsh - Manager Child Families & Youth**Motion**

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council retire the current Kindergarten Central Registration Policy, effective upon the adoption of an organisational Kindergarten Central Registration Policy, adopted by the Executive Leadership Team.

CARRIED**1. Background****1.1 The Policy**

Melton City Council currently operates the central kindergarten registrations for both three- and four-year-old children within twenty-seven (27) Council owned and leased facilities across the municipality, in collaboration with eight (8) providers.

The existing Policy is in place reflecting Council's legislative and funding agreement obligations. The policy addresses specifically both of those requirements and is aligned as such. The policy is reviewed annually, however only updated or amended when those requirements are updated or amended, and the policy needs to reflect any changes. Council has no discretion outside of its legislative and funding requirements to influence this policy, therefore it is recommended to become an organisational policy.

The existing Policy is being updated to include the following key changes to ensure we meet our legislative and funding agreement requirements:

- Removal of procedural information that is already contained in the accompanying Kindergarten Central Registration Procedure and not required in the policy.
- Transfer of information within general provisions and central registration sections to the background information section.
- Background information section updated to align with definitions utilised by State Government.
- Removal of definitions that are no longer included in this policy.
- Related document section updated

The requested changes are in line with State Government funding requirements to provide a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

1.2 Sources/benchmarking

Policy development and the supporting operational procedures are based on the requirements of the State Government Central Registration and Enrolment Scheme (CRES) funding requirements and the Department of Education (DE) Priority of Access guidelines.

Funding requirements of the Central Registration Enrolment Scheme (CRES) are set out according to the five stages of a CRES process and included:

1. Proactive engagement and awareness
2. Registration with CRES – detailing the need for this CRES policy
3. Allocation – in line with the Department of Education's Priority of Access criteria
4. Confirmation and communication
5. CRES planning, maintenance and development in partnership with our local Early Childhood Improvement Branch – Brimbank/Melton Dept of Education.

The Policy supports the CRES model, a Local Government-led program that aims to minimise the barriers to getting Victoria's children into kindergarten with the provision of a best practice model of managing centralised kindergarten registration.

As the Kindergarten Central Registration Policy is based on the requirement of State Government guidelines, a Gender Impact Assessment was not required.

1.3 Consultation

The amendments have been developed in line with the State Government's updated Priority of Access requirements and CRES funding obligations.

1.4 Communication and Implementation

The Policy will be implemented by the Kindergarten Registration Officers in conjunction with the Children Services Program Team Leader, Coordinator Early Childhood, and Manager Child, Family and Youth Services.

The Policy will replace the current versions on Melton City Council website.

1.5 Compliance

The policy considers the *Local Government Act 2020* including the overarching Governance Principles and the Five Supporting Principles. This supports Council to develop an integrated, longer-term and transparent approach to planning with responsible use of resources to ensure financial, social and environmental sustainability.

It is also compliant with DE funding requirements relating to the enrolment of children in State Government funded kindergarten services and maintaining confidentiality, inclusion and accessibility.

1.6 Measures of Success

The Policy will be reviewed annually alongside of continuous improvement strategies as per DE approved and required processes.

LIST OF APPENDICES

1. Kindergarten Central Registration Policy – Tracked changes
2. Kindergarten Central Registration Policy - Current

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes



Kindergarten Central Registration Policy	
Date adopted	TBC
Adopted by	Council Executive Leadership Team (ELT)
Review due	1 March 2028
Responsible officer	Manager Child, Families & Youth
Records reference	

1. Purpose

This policy outlines the [key principles to inform the](#) allocation of kindergarten places by Melton City Council's Kindergarten Central Registration Enrolment Scheme (CRES).

2. Application And Scope

This policy applies to:

- [Parents/guardians wishing to access a three- or four-year-old kindergarten or pre-prep place at an associated Council kindergarten, a kindergarten associated with Council's CRES](#)
- [Kindergarten Early Years Manager's \(EYM's\)](#),
- [Council officers and agencies involved in the placement of children into three- or four-year-old kindergarten and pre-prep as part of Council's CRES.](#)

In partnership with Kindergarten EYMs, Melton City Council Kindergarten CRES operates central registration, and allocation of kindergarten places for both three- and four-year-old children within selected kindergartens across the municipality.

3. Background

[The CRES is a best practice model managed by the State Government delivered by Local Government that provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs. The overarching vision of the CRES in Victoria is:](#)

- [Families and carers experience a smooth pathway to enrol in and attend kindergarten, by encouraging more local government areas and funded kindergarten programs to be part of a CRES.](#)
- [Vulnerable and disengaged families are identified early and proactively engaged and supported to enrol their children in funded kindergarten programs, through collaboration with Maternal and Child Health and other community and support services.](#)

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes



- [Kindergarten places are allocated in a transparent, consistent and equitable way, and in line with the department’s Priority of Access policy.](#)
- [Councils and early years services work in partnership to better respond to the needs of the community, through the collection of accurate, consistent and timely kindergarten data, to monitor and proactively manage capacity and utilisation of services.](#)

3.4. General Provisions

Melton City Council is committed to:

- meeting the needs of the local community regarding kindergarten registration
- equal access for all children based on the priorities set out in [Kindergarten Central Registration Procedure](#)~~this policy.~~
- supporting families and children experiencing vulnerability and disadvantage, including those with additional needs and disability.
- compliance with the *Local Government Act 2020, Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*.
- compliance with Department of Education (DE) funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services.
- maintaining confidentiality in relation to all information provided on Kindergarten Registration forms.
- being inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality.
- [striving for Gender Equity as per the Equality and Respect 2030 Strategy.](#)

~~A-CRES is a local government-led program that aims to minimise the barriers to getting Victoria’s children into kindergarten with the provision of a Best Practice model of Central Kindergarten Registration. The CRES takes a holistic view of a child’s journey from birth to their first day at kindergarten. It is a collaborative model that coordinates councils, service providers, MCH staff, support services and other stakeholders to support families and carers. Melton City Council has implemented the CRES to support Best Practice recommendations endorsed by the Department of Education (DE) and the Municipal Association of Victoria (MAV). The CRES will support:~~

- ~~• transparently, fairly and equitably allocate kindergarten places in line with the Department’s (DE) Priority of Access guidelines.~~
- ~~• proactively identify and enrol vulnerable children in quality kindergarten programs.~~
- ~~• minimise administrative burden on service providers.~~



MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 1 Kindergarten Central Registration Policy – Tracked changes



- responding to the needs of the community in early year's services provision.
 - access for all eligible children, including those with additional needs or disability, to a funded kindergarten program.
- Once a child has been allocated a place, Kindergarten EYM are responsible for the kindergarten enrolments within their service.

3.1. Central Registration Enrolment Scheme

The CRES model aims to:

- assist vulnerable families / carers who are at risk of not enrolling their child in kindergarten.
- inform infrastructure, early years planning and investment; for evaluation and future planning, during which Council can gather data on current and projected demand for early years services.
- ease of access for families: a CRES enables families / carers to register for enrolment at the number of kindergartens with a single registration form.
- fair allocation of kindergarten places: CRES ensures the Kindergarten Priority of Access Criteria are applied so that children experiencing vulnerability or disadvantage have priority access to kindergarten. Additionally, children can also be prioritised based on locally agreed criteria.
- increase uptake of kindergarten: the CRES seeks to find and register as many kindergarten-aged children as possible through a network of stakeholder relationships.
- continue to ease the burden on individual kindergartens so that they can run most effectively, and the value of council-owned facilities is maximised.

Central Kindergarten registration procedures, systems and software will align with the CRES Best Practice model.

3.2.4.1. Eligibility Criteria

Consistent with Council's funding agreement with the State Government State Government funding agreements, the following children are eligible to attend kindergarten:

- Children who are three years of age or older by 30 April in the year they are to attend three-year-old kindergarten .
- Children who are four years of age or older by 30 April in the year they are to attend four-year-old kindergarten
- Families of children born between January and April can decide whether to enrol their children in the year they turn three, or the following year. These decisions will be up to the individual families and factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and potential school starting ages.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes

~~Early Start Kindergarten provides kindergarten to eligible three-year-old children where programs are offered by a qualified Kindergarten teacher. Eligible children are those who identify as Aboriginal and/or Torres Strait Islander decent or a refugee and/or asylum seeker or known to Child Protection or children living with a disability. Children eligible for ESK funding continue to have access to 15 hours of kindergarten per week.~~

~~From 2026, Eligible children can be provided with access to a minimum of 16 hours of Pre-Prep (replacing 4-year-old kindergarten the year prior to school entry). Eligible children are those who identify as an Aboriginal and/or Torres Strait Island, or a refugee and/or asylum seeker or are known to Child Protection or children living with a disability.~~

3.3.4.2. Allocation Priorities

The DE Priority of Access Criteria states that in instances where more eligible children apply for a place at a kindergarten service than there are places, eligible children must be prioritised according to via the DE priority of access guidelines as outlined in the Kindergarten funding guide.

- ~~Children at risk of abuse or neglect, including children in Out of Home Care~~
- ~~Children who identify as Aboriginal or Torres Strait Islander~~
- ~~Children from a refugee or asylum seeker background~~
- ~~Children that meet the eligibility criteria for the Kindergarten Fee Subsidy~~
- ~~Children with additional needs defined as children who:

 - ~~have an identified specific disability or development delay.~~
 - ~~require additional assistance to fully participate in the kindergarten program~~
 - ~~require a combination of services which are individually planned~~~~

~~Any parent or child with an experience of displacement (a refugee experience or experience similar to a refugee) will be considered by exemption for ESK.~~

Consistent with the State Government funding agreement, following application of ~~and~~ the DE Priority of Access Criteria, locally agreed criteria may be implemented to prioritise and determine the order of offers made. ~~To support fair and equitable access to kindergarten, children of City of Melton residents will also be considered for priority of access should they have the following risk factors of vulnerability:~~

- ~~A parent/guardian or child has a life threatening or debilitating illness or disease.~~
- ~~A parent/guardian who has a disability, diagnosed mental illness or drug and/or alcohol dependency.~~
- ~~Court orders that limit choices for kindergarten.~~

~~Children of City of Melton residents will also be prioritised if they have:~~

- ~~attended kindergarten in Term One but withdrew.~~
- ~~are eligible for a second year of funded four-year-old kindergarten.~~
- ~~previously attended or had a sibling attend the kindergarten of preference, in a three- or four-year-old program, in the year of enrolling the current child or the previous year.~~
- ~~Attended the three-year-old kindergarten they are wanting to enrol for four-year-old for~~

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes



~~the first two terms of three-year-old kindergarten.~~

- ~~• two children from the same family enrolling for kindergarten in the same year.~~

~~Note: Once First and Second round allocations have been finalised, children will be prioritised according to the number of criteria met.~~

- ~~• In mixed-age groups, the Priority of Access Criteria will equally prioritise three- and four-year-old children considered vulnerable under the policy.~~
- ~~• Where programs for three- and four-year olds are provided separately, the Priority of Access Criteria should be applied separately for each age cohort.~~

~~In the situation that three- and four-year-old registration has been completed on the same registration form, the Priority of Access Criteria must be considered separately for each year at the point of allocation.~~

3.3.1.4.2.1. Non-Non Residents

~~Kindergarten registrations from nNon-residents will be processed in accordance with the Kindergarten Central Registration Procedure, who meet the DE Priority of Access listed in 3.3 Allocation Priorities above will be given priority of a place over residents who do not meet the DE Priority of Access.~~

~~Council will consider kindergarten registrations from all other non-resident families who do not meet the DE Priority of Access. These will be assessed annually in November and will be determined on the kindergarten vacancies at that time. Council is committed to providing an outcome of this registration request by late November to early December.~~

~~Any registrations received in the year that the child is due to commence kindergarten will be resolved within four weeks of the application date.~~

~~Non-Residents who have accepted a placement for their child's three-year-old kindergarten year are not guaranteed a four-year-old placement the following year. Normal Non-Resident processes will still apply.~~

~~Families are considered to live outside of the municipal boundaries if they move out of the municipality prior to the commencement of the kindergarten year.~~

~~Note: Children in Out of Home Care may be an exception to the above and will be considered on a case-by-case basis according to the best interest of the child in consideration of the Early Years Compact Agreement.~~

3.4.4.3. Registration

3.4.1.4.3.1. Registration Fees

~~As outlined in accordance with in the State Government funding agreement, the CRES is a free service provided to the community. Council will contribute to the administration cost of operating the kindergarten CRES via State Government funding, enabling council to now provide this service to the community free of~~

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes



charge.

3.4.2 Allocation of Places

Places will be allocated to eligible children, including those who are on the wait list, in accordance with the preference listed on the registration form and consistent in line with the Allocation Priorities listed in the Kindergarten Registration Procedure of this policy.

3.5.4.4. Kindergartens Located on School Sites

A child enrolled into a City of Melton Kindergarten on a primary school site does not confirm your child's entry into that school the following year. Council is not involved in the allocation of primary school places.

For further information in relation to school zoning boundaries go to www.findmyschool.vic.gov.au

For school enrolment processes, contact your local primary schools directly.

3.6.4.5. Privacy

Access to completed registration forms will be restricted to the Kindergarten Registration Officers, and other relevant Council Officers, in accordance with Council's Information Privacy Policy. Sharing of information will only occur with the consent of registering parent/guardian or if required by law.

3.7.4.6. Responsibility and Accountability

<p>Kindergarten Registration Officer/ Central Registration team</p> <ul style="list-style-type: none"> Responsible for the administrative tasks associated with the receipt of registrations and allocation of kindergarten placements in line with the Allocation Priorities <u>in the Kindergarten Registration Procedure of this policy.</u>
<p>Kindergarten Engagement Officer</p> <ul style="list-style-type: none"> Responsible for the identification, active engagement and outreach to families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement. Support the kindergarten registration and allocation process for families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
<p>Children Services Team Leader</p> <ul style="list-style-type: none"> Ensure that program procedures and systems support the policy. Oversee policy implementation, referred to and reviewed as appropriate.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 1 Kindergarten Central Registration Policy – Tracked changes

Kindergarten EYM

- Responsible for processing enrolments.
- Responsible for providing families with session times, orientation sessions and fee information in relation to the day-to-day operations of the kindergarten program.
- Responsible for all operations of the kindergarten including employing kindergarten staff.

Parents & Guardians

- Responsible for providing all required documentation for the Kindergarten Registration form by the date indicated in the Kindergarten Information Booklet.

4.5. Definitions

Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three- or four-year-old-kindergarten and pre prep programs .
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
Best Practice	A best-practice model that streamlines the process of registering and enrolling children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive and equitable.
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce barriers challenges for families wanting to access kindergarten Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education (DE) and the Municipal Association of Victoria (MAV).
Deferrals—Four-Year-Old	Children of City of Melton residents who attended kindergarten in Term One but withdrew their place and deferred to the following year with DET approval. Children, who have deferred from a four-year-old kindergarten place and are considered by DE not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
DE	Victorian State Government Department of Education
Eligible Child	A child who is eligible to be allocated a place in a CRES associated Melton City Council kindergarten.



MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes



Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low-cost kindergarten to eligible three-year-old children who identify as Aboriginal or Torres Strait Islander or Refugee or Asylum Seeker or are known to Child Protection.
Early Years Compact Agreement	<p>A ten-year agreement between Department of Families, Fairness and Housing, Department of Education and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Vulnerability, location and disadvantage do not determine outcomes for children. • Families are well supported by high quality, inclusive services for children and families in the early years. • families can access help when and where they need it. • Stronger place-based governance and planning.
Funded Kindergarten Place	<p>After enrolment, children receive a funded DE kindergarten place when they attend kindergarten in the <u>two years prior to starting before</u> school.</p> <p>From 2022, funded kindergarten places will be available for the two years prior to a child starting school.</p> <p>Children are eligible for only one year of each three- and four-year-old <u>funded kindergarten place</u>.</p>
Non-Residents	Families who reside outside the Melton City Council municipality. Families are also considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the kindergarten year.
The Kindergarten Funding Guide	The Kindergarten Funding Guide is developed by DE and is <u>regularly reviewed and updated from time to time</u> to guide Kindergarten EYM <u>s</u> and <u>CRES providers</u> on operations including the eligibility criteria for funding and Priority of Access Criteria.
Kindergarten Registration	Information provided to Melton City Council by Parent/Guardians, advising of the request for a three and/or four-year-old child to be allocated a kindergarten <u>or pre-prep</u> place. This information is used by <u>Melton City Council</u> to allocate the child a kindergarten place and <u>is</u> provided to the Kindergarten EYM to process enrolment.
Kindergarten Enrolment	Completed by Kindergarten EYM to enrol a child within their service.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes



Kindergarten Early Years Managers (EYM)	The service which operates the kindergarten program that is participating in CRES.
Kindergarten Priority of Access Criteria	In line with the State Government and the DE Priority of Access Criteria, Priority of Access Criteria is implemented to support fair and equitable access to kindergarten.
Municipal Association Victoria (MAV)	The legislated peak body for local government in Victoria.
Pre-prep	From 2025, Four-Year-Old Kindergarten will gradually transition to Pre-Prep, with programs across Victoria increasing from 15 to 30 hours each week.

5.6. Related Documents

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Relevant legislation and standards include but are not limited to	Child Safe Standards Charter of Human Rights and Responsibilities Act 2006 Child Wellbeing and Safety Act 2005 Child, Youth and Families Act 2005 Disability Discrimination Act 1992 (Commonwealth) Education and Care Services National Regulations 2011 Education and Care Services National Law Act 2010 Equal Opportunity Act 2010 Victorian Gender Equity Act 2020 Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth) Victorian Kindergarten Funding Guide Kindergarten Centre Registration Procedure Privacy and Data Protection Act 2014 Sex Discrimination Act 1984 (Commonwealth) Sex and Age Discrimination

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 1 Kindergarten Central Registration Policy – Tracked changes



	Amendment Act 2011 Health Records Act 2001 The Equality and Respect 2030 Strategy- City of Melton
<i>Charter of Human Rights and Responsibilities Act 2006</i>	www.legislation.vic.gov.au
<i>Child Wellbeing and Safety Act 2005</i>	www.legislation.vic.gov.au
<i>Children, Youth and Families Act 2005</i>	www.legislation.vic.gov.au
<i>Child Safe Standards</i>	www.legislation.vic.gov.au
<i>Disability—Discrimination—Act—1992 (Commonwealth)</i>	www.comlaw.gov.au
<i>Education—and—Care—Services—National Regulations 2011</i>	www.legislation.vic.gov.au
<i>Education—and—Care—Services—National Law Act 2010</i>	www.legislation.vic.gov.au
<i>Equal Opportunity Act 2010</i>	www.legislation.vic.gov.au
<i>Victorian Gender Equality Act 2020</i>	www.legislation.vic.gov.au
<i>Human—Rights—and—Equal—Opportunity Commission Act 1986 (Commonwealth)</i>	www.comlaw.gov.au
<i>Kindergarten Funding Guide</i>	https://www.education.vic.gov.au/
<i>Melton City Council Kindergarten Registration, language services and eligibility information</i>	https://www.melton.vic.gov.au/
<i>Privacy and Data Protection Act 2014</i>	www.legislation.vic.gov.au
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	www.comlaw.gov.au
<i>Sex and Age Discrimination Amendment Act 2011</i>	www.comlaw.gov.au
<i>Health Records Act 2001</i>	www.legislation.vic.gov.au
<i>The Early Years Compact Agreement</i>	https://www.education.vic.gov.au/
<i>The Equality and Respect 2030 Strategy</i>	https://www.melton.vic.gov.au/
<i>Victorian Kindergarten policy, procedures and funding criteria.</i>	http://www.education.vic.gov.au

The master document is controlled electronically. Printed copies of this document are not

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 1 Kindergarten Central Registration Policy – Tracked changes



controlled. Document users are responsible for ensuring printed copies are valid prior to use.
If printing, please think about whether you need to print in colour.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 2 Kindergarten Central Registration Policy - Current



Kindergarten Central Registration Policy	
Date adopted	24 March 2025
Adopted by	Council
Review due	1 March 2026
Responsible officer	Manager Child, Families & Youth
Records reference	TBC

1. Purpose

This policy outlines the allocation of kindergarten places by Melton City Council's Kindergarten Central Registration Enrolment Scheme (CRES).

2. Application And Scope

This policy applies to parents/guardians wishing to access a three- or four-year-old kindergarten or pre-prep place at an associated Council kindergarten, Kindergarten Early Years Manager's (EYM), Council officers and agencies involved in the placement of children into three- or four-year-old kindergarten and pre-prep as part of Council's CRES.

In partnership with Kindergarten EYMs, Melton City Council Kindergarten CRES operates central registration, and allocation of kindergarten places for both three- and four-year-old children within selected kindergartens across the municipality.

3. General Provisions

Melton City Council is committed to:

- meeting the needs of the local community regarding kindergarten registration
- equal access for all children based on the priorities set out in this policy.
- supporting families and children experiencing vulnerability and disadvantage, including those with additional needs and disability.
- compliance with the *Local Government Act 2020, Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*.
- compliance with Department of Education (DE) funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services.
- maintaining confidentiality in relation to all information provided on Kindergarten Registration forms.
- being inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality.
- striving for Gender Equity as per the Equality and Respect 2030 Strategy.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 2 Kindergarten Central Registration Policy - Current



A CRES is a local government-led program that aims to minimise the barriers to getting Victoria's children into kindergarten with the provision of a Best Practice model of Central Kindergarten Registration. The CRES takes a holistic view of a child's journey from birth to their first day at kindergarten. It is a collaborative model that coordinates councils, service providers, MCH staff, support services and other stakeholders to support families and carers.

Melton City Council has implemented the CRES to support Best Practice recommendations endorsed by the Department of Education (DE) and the Municipal Association of Victoria (MAV). The CRES will support:

- transparently, fairly and equitably allocate kindergarten places in line with the Department's (DE) Priority of Access guidelines.
- proactively identify and enrol vulnerable children in quality kindergarten programs.
- minimise administrative burden on service providers.
- responding to the needs of the community in early year's services provision.
- access for all eligible children, including those with additional needs or disability, to a funded kindergarten program.

Once a child has been allocated a place, Kindergarten EYM are responsible for the kindergarten enrolments within their service.

3.1. Central Registration Enrolment Scheme

The CRES model aims to:

- assist vulnerable families / carers who are at risk of not enrolling their child in kindergarten.
- inform infrastructure, early years planning and investment: for evaluation and future planning, during which Council can gather data on current and projected demand for early years services.
- ease of access for families: a CRES enables families / carers to register for enrolment at the number of kindergartens with a single registration form.
- fair allocation of kindergarten places: CRES ensures the Kindergarten Priority of Access Criteria are applied so that children experiencing vulnerability or disadvantage have priority access to kindergarten. Additionally, children can also be prioritised based on locally agreed criteria.
- increase uptake of kindergarten: the CRES seeks to find and register as many kindergarten-aged children as possible through a network of stakeholder relationships.
- continue to ease the burden on individual kindergartens so that they can run most effectively, and the value of council-owned facilities is maximised.

Central Kindergarten registration procedures, systems and software will align with the CRES Best Practice model.



MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 2 Kindergarten Central Registration Policy - Current

3.2. Eligibility Criteria

Consistent with State Government funding agreements, the following children are eligible to attend kindergarten:

- Children who are three years of age or older by 30 April in the year they are to attend three-year-old kindergarten.
- Children who are four years of age or older by 30 April in the year they are to attend four-year-old kindergarten.
- Families of children born between January and April can decide whether to enrol their children in the year they turn three, or the following year. These decisions will be up to the individual families and factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and potential school starting ages.

Early Start Kindergarten provides kindergarten to eligible three-year-old children where programs are offered by a qualified Kindergarten teacher. Eligible children are those who identify as Aboriginal and/ or Torres Strait Islander descent or a refugee and/ or asylum seeker or known to Child Protection or children living with a disability. Children eligible for ESK funding continue to have access to 15 hours of kindergarten per week.

From 2026, Eligible children can be provided with access to a minimum of 16 hours of Pre-Prep (replacing 4-year-old kindergarten the year prior to school entry). Eligible children are those who identify as an Aboriginal and/ or Torres Strait Islander, or a refugee and/ or asylum seeker or are known to Child Protection or children living with a disability.

3.3. Allocation Priorities

The DE Priority of Access Criteria states that in instances where more eligible children apply for a place at a kindergarten service than there are places, eligible children must be prioritised via:

- Children at risk of abuse or neglect, including children in Out of Home Care
- Children who identify as Aboriginal or Torres Strait Islander
- Children from a refugee or asylum seeker background
- Children that meet the eligibility criteria for the Kindergarten Fee Subsidy
- Children with additional needs defined as children who:
 - have an identified specific disability or development delay.
 - require additional assistance to fully participate in the kindergarten program
 - require a combination of services which are individually planned

Any parent or child with an experience of displacement (a refugee experience or experience similar to a refugee) will be considered by exemption for ESK.

Consistent with the State Government and the DE Priority of Access Criteria, locally agreed criteria may be implemented to prioritise and determine the order of offers made. To support fair and equitable access to kindergarten, children of City of Melton residents will also be considered for priority of access should they have the following risk factors of vulnerability:

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
Appendix 2 Kindergarten Central Registration Policy - Current

- A parent/guardian or child has a life threatening or debilitating illness or disease.
- A parent/guardian who has a disability, diagnosed mental illness or drug and/or alcohol dependency.
- Court orders that limit choices for kindergarten.

Children of City of Melton residents will also be prioritised if they have:

- attended kindergarten in Term One but withdrew.
- are eligible for a second year of funded four-year-old kindergarten.
- previously attended or had a sibling attend the kindergarten of preference, in a three- or four-year-old program, in the year of enrolling the current child or the previous year.
- Attended the three-year-old kindergarten they are wanting to enrol for four-year-old for the first two terms of three-year-old kindergarten.
- two children from the same family enrolling for kindergarten in the same year.

Note: Once First and Second round allocations have been finalised, children will be prioritised according to the number of criteria met.

- In mixed-age groups, the Priority of Access Criteria will equally prioritise three- and four-year-old children considered vulnerable under the policy.
- Where programs for three- and four-year old's are provided separately, the Priority of Access Criteria should be applied separately for each age cohort.

In the situation that three- and four-year-old registration has been completed on the same registration form, the Priority of Access Criteria must be considered separately for each year at the point of allocation.

3.3.1. Non-Residents

Non-residents who meet the DE Priority of Access listed in 3.3 Allocation Priorities above will be given priority of a place over residents who do not meet the DE Priority of Access.

Council will consider kindergarten registrations from all other non-resident families who do not meet the DE Priority of Access. These will be assessed annually in November and will be determined on the kindergarten vacancies at that time. Council is committed to providing an outcome of this registration request by late November to early December.

Any registrations received in the year that the child is due to commence kindergarten will be resolved within four weeks of the application date.

Non-Residents who have accepted a placement for their child's three-year-old kindergarten year are not guaranteed a four-year-old placement the following year. Normal Non-Resident processes will still apply.

Families are considered to live outside of the municipal boundaries if they move out of the municipality prior to the commencement of the kindergarten year.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 2 Kindergarten Central Registration Policy - Current



Note: Children in Out of Home Care may be an exception to the above and will be considered on a case-by-case basis according to the best interest of the child in consideration of the Early Years Compact Agreement.

3.4. Registration

3.4.1. Registration Fees

Council will contribute to the administration cost of operating the kindergarten CRES via State Government funding, enabling council to now provide this service to the community free of charge.

3.4.2 Allocation of Places

Places will be allocated to eligible children, including those who are on the wait list, in accordance with the preference listed on the registration form and in line with the Allocation Priorities of this policy.

3.5. Kindergartens Located on School Sites

A child enrolled into a City of Melton Kindergarten on a primary school site does not confirm your child's entry into that school the following year. Council is not involved in the allocation of primary school places.

For further information in relation to school zoning boundaries go to

www.findmyschool.vic.gov.au

For school enrolment processes, contact your local primary school.

3.6. Privacy

Access to completed registration forms will be restricted to the Kindergarten Registration Officers, and other relevant Council Officers, in accordance with Council's Information Privacy Policy. Sharing of information will only occur with the consent of registering parent/guardian or if required by law.

3.7. Responsibility and Accountability

Kindergarten Registration Officer/ Central Registration team

- Responsible for the administrative tasks associated with the receipt of registrations and allocation of kindergarten placements in line with the Allocation Priorities of this policy.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 2 Kindergarten Central Registration Policy - Current



<p>Kindergarten Engagement Officer</p> <ul style="list-style-type: none"> Responsible for the identification, active engagement and outreach to families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement. Support the kindergarten registration and allocation process for families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
<p>Children Services Team Leader</p> <ul style="list-style-type: none"> Ensure that program procedures and systems support the policy. Oversee policy implementation, referred to and reviewed as appropriate.
<p>Kindergarten EYM</p> <ul style="list-style-type: none"> Responsible for processing enrolments. Responsible for providing families with session times, orientation sessions and fee information in relation to the day-to-day operations of the kindergarten program. Responsible for all operations of the kindergarten including employing kindergarten staff.
<p>Parents & Guardians</p> <ul style="list-style-type: none"> Responsible for providing all required documentation for the Kindergarten Registration form by the date indicated in the Kindergarten Information Booklet.

4. Definitions

Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three- or four-year-old kindergarten program.
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
Best Practice	A best-practice model that streamlines the process of registering and enrolling children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive and equitable.
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce challenges for Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education (DE) and the Municipal Association of Victoria (MAV).

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 2 Kindergarten Central Registration Policy - Current



Deferrals – Four-Year-Old	Children of City of Melton residents who attended kindergarten in Term One but withdrew their place and deferred to the following year with DET approval. Children, who have deferred from a four-year-old kindergarten place and are considered by DE not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
DE	State Government Department of Education
Eligible Child	A child who is eligible to be allocated a place in a CRES Melton City Council kindergarten.
Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low-cost kindergarten to eligible three-year-old children who identify as Aboriginal or Torres Strait Islander or Refugee or Asylum Seeker or are known to Child Protection or children living with a disability
Early Years Compact Agreement	A ten-year agreement between Department of Families, Fairness and Housing, Department of Education and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services. Goals: <ul style="list-style-type: none"> • Vulnerability, location and disadvantage do not determine outcomes for children. • Families are well supported by high quality, inclusive services for children and families in the early years. • families can access help when and where they need it. • Stronger place-based governance and planning.
Funded Kindergarten Place	After enrolment, children receive a funded DE kindergarten place when they attend kindergarten in the year before school. From 2022, funded kindergarten places will be available for the two years prior to a child starting school. Children are eligible for only one year of each three- and four-year-old kindergarten place.
Non-Residents	Families who reside outside the Melton City Council municipality. Families are also considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the kindergarten year.
The Kindergarten Funding Guide	The Kindergarten Funding Guide is developed by DE and is updated from time to time to guide Kindergarten EYMS on operations including the eligibility criteria for funding and Priority of Access Criteria.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy
 Appendix 2 Kindergarten Central Registration Policy - Current

Kindergarten Registration	Information provided to Melton City Council by Parent/Guardians, advising of the request for a three and/or four-year-old child to be allocated a kindergarten place. This information is used by Melton City Council to allocate the child a kindergarten place and provided to the Kindergarten EYM to process enrolment.
Kindergarten Enrolment	Completed by Kindergarten EYM to enrol a child within their service.
Kindergarten Early Years Managers (EYM)	The service which operates the kindergarten program that is participating in CRES.
Kindergarten Priority of Access Criteria	In line with the State Government and the DE Priority of Access Criteria, Priority of Access Criteria is implemented to support fair and equitable access to kindergarten.
Municipal Association Victoria (MAV)	The legislated peak body for local government in Victoria.
Pre-prep	From 2025, Four-Year-Old Kindergarten will gradually transition to Pre-Prep, with programs across Victoria increasing from 15 to 30 hours each week.

5. Related Documents

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
<i>Charter of Human Rights and Responsibilities Act 2006</i>	www.legislation.vic.gov.au
<i>Child Wellbeing and Safety Act 2005</i>	www.legislation.vic.gov.au
<i>Children, Youth and Families Act 2005</i>	www.legislation.vic.gov.au
<i>Child Safe Standards</i>	www.legislation.vic.gov.au
<i>Disability Discrimination Act 1992 (Commonwealth)</i>	www.comlaw.gov.au
<i>Education and Care Services National Regulations 2011</i>	www.legislation.vic.gov.au
<i>Education and Care Services National Law Act 2010</i>	www.legislation.vic.gov.au
<i>Equal Opportunity Act 2010</i>	www.legislation.vic.gov.au
<i>Victorian Gender Equality Act 2020</i>	www.legislation.vic.gov.au

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.1 Kindergarten Central Registration Policy

Appendix 2 Kindergarten Central Registration Policy - Current



<i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>	www.comlaw.gov.au
<i>Kindergarten Funding Guide</i>	https://www.education.vic.gov.au/
<i>Melton City Council Kindergarten Registration, language services and eligibility information</i>	https://www.melton.vic.gov.au/
<i>Privacy and Data Protection Act 2014</i>	www.legislation.vic.gov.au
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	www.comlaw.gov.au
<i>Sex and Age Discrimination Amendment Act 2011</i>	www.comlaw.gov.au
<i>Health Records Act 2001</i>	www.legislation.vic.gov.au
<i>The Early Years Compact Agreement</i>	https://www.education.vic.gov.au/
<i>The Equality and Respect 2030 Strategy</i>	https://www.melton.vic.gov.au/
<i>Victorian Kindergarten policy, procedures and funding criteria.</i>	http://www.education.vic.gov.au

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Troy Scoble and Matt Welsh departed the meeting at 12.08pm.

Sian Rainford joined the meeting at 12.09pm.

6.2 LEASE AND LICENCE POLICY

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Sian Rainford - Senior Lawyer and Property Advisor

Motion

Crs Shannon/Ramsey.

That the Policy Review Panel recommend Council approve the revised Lease and Licence Policy provided as **Appendix 1** to this report.

CARRIED

1. Background

1.1 The Policy

The Policy is provided without tracked changes, noting the changes to the Policy are substantial, including structural and formatting changes, meaning a tracked changes version is not likely to identify any productive information for consumption and is better presented as a new document. The current Policy is provided as **Appendix 2** for comparison.

In 2025, Moore Australia completed the Lease In and Lease Out Internal Audit (**the Audit**). The Audit identified a number of areas for improvement in the way Council manages its occupied premises.

The Audit divided responsibilities between the Legal and Property Team and the Assets and Facilities Maintenance Team. The findings of the audit, relevant to the Policy and Procedure, are:

1. Review and update the Leasing and Licensing Procedure to clearly define team roles and responsibilities, and document ELT and Council oversight.
2. Review the current licensing approach for kindergarten facilities and assess alignment with Council's overarching Leasing and Licensing Policy and Procedure. Amend the Leasing and Licensing Policy and Procedure, where appropriate, to explicitly include kindergarten facilities and ensure consistent governance. Ensure kindergarten licences are included in Council's Lease register, supporting public transparency and Council-wide oversight
3. Update the Leasing and Licensing Procedure to explicitly require insurance verification, and either mandate financial assessments or define criteria for when they are required.
4. Maintain the current program of reviewing historical lease and licence arrangements to identify and quantify indexation-related shortfalls. Where appropriate and contractually supported, issue corrective invoices or adjust future charges to recover underpayments, ensuring actions are documented and communicated transparently.
5. Conduct a consistency check across similar lease and licence types (e.g. kindergartens, community use) to ensure indexation clauses
6. Introduce a formal review step to verify the accuracy of indexation calculations and alignment with both policy and contract terms. Before implementing or communicating indexation changes confirm that appropriate variation mechanisms exist.

MINUTES OF THE POLICY REVIEW PANEL**26 MARCH 2026**

7. Clearly define and document roles and responsibilities within the procedure between Facilities, Legal, and Property teams regarding cost recovery, maintenance approvals, and invoicing tenants / licencees.
8. Update policies governing sports and recreational facilities to explicitly mandate pre-licence condition assessments consistent with the broader Leasing and Licensing Policy.
9. For current agreements in over-holding or approaching expiry, prioritise formal engagement with tenants to confirm intentions, assess alignment with service and strategic objectives, and execute appropriate variations, renewals, or exit pathways to regularise occupancy
10. Establish a central tracking system for lease/licence expiries and option dates, with assigned responsibilities and automated reminders at least three months prior to key milestones.

The updated Policy and Procedure satisfy the requirements of points 1,2,3,7 and 8 above. All other items have been addressed via other, appropriate means.

In addition to the items identified in the Audit, changes in the Property function of Council in the last 24 months has identified some gaps and deficiencies. As such, it is proposed that a new Lease and Licence Policy be presented to the Policy Review Panel to ensure clarity of responsibilities, and create a Policy position which guides the centralised, transparent and consistent management of Council's occupied facilities across the organisation.

The key changes to the Policy, are:

- a. Incorporating the Recreation and Facility Activation and Kindergarten leases and licencees;
- b. Greater definition around occupant and facility categories and associated fees, including deferring all licence fees (save for commercial and community service groups) to the Fees and Charges in the budget;
- c. Additional items to be considered as part of the overall property management such as sinking funds;
- d. Strict requirements around financial capability and reporting of occupants;
- e. Clear responsibilities on the roles and responsibilities of the relevant business units in the lifecycle of leases and licencees;
- f. Greater clarity on the public process which will be followed for vacant property.

1.2 Sources/benchmarking

The Policy when drafted in 2024, was reviewed against the neighbouring polices of Wyndham City Council, Hume City Council and Brimbank City Council. The updates have been reviewed against these policies again, and additionally the policies of Melbourne and Monash City Council. In particular, the inclusion of the recreation and kindergarten agreements has been reviewed in consideration of other existing policies, and through relevant property focused networking groups. Melton's property portfolio is comprised of similar premises to other Council's, but considers a notably larger number of properties which have long term, historical arrangements in place, which the Policy seeks to provide additional policy guidance as those agreements come to an end. Council's portfolio also includes large facilities with multiple tenants, including the future Cobblebank building which is not present in many other local government areas.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

1.3 Consultation

On 3 November 2025, the draft Lease and Licence Policy was shared with the relevant internal stakeholders for comment. Feedback was received from the Recreation and Facility Activation and the Child, Family and Youth team. The feedback was largely based on clarity of scope of the Policy, administrative and procedural impacts of the proposed changes, and implementation timeframes. The draft Policy and Procedure have been shared with the above business units again in its current form, and has considered all feedback received.

1.4 Communication and Implementation

Implementation of the amended policy will be the responsibility of the Legal and Property Team. The Policy will be shared with the relevant internal business units and published on Council's intranet, and website. Training sessions will be held with internal stakeholders to ensure understanding and ease of transition of the changes. The internal procedure has also been updated to reflect the changes, pending adoption of this Policy.

1.5 Compliance

The Policy is compliant with the *Local Government Act 2020 (Vic)*. Where applicable, the Policy also ensures compliance with other relevant legislation such as the *Crown Land Reserves Act 1978 (Vic)* and the *Retail Leases Act 2003 (Vic)*. In clarification around maintenance, repair obligations, the Policy will also promote Council's compliance with the *Building Act 1993 (Vic)*, Building Regulations 2018 in ensuring Council's obligations are aligned in the documentation which governs use of Council facilities.

Clause 3.11 refers to decisions being made in accordance with Council's s7 Instrument of Delegation and otherwise presented to Council for a decision.

1.6 Measures of Success

The success of this Policy will be measured by an increased level of transparency over financial reporting and compliance, which will enable a more advanced ability to manage and report on the health of Council's property portfolio, increasing the ability to make strategic and long-term decision around the use of Council assets. The changes will centralise the management of kindergarten and recreation facilities, and develop more streamlined reporting objectives, increasing financial return and use of Council owned facilities for the highest and best purpose balanced against community outcomes.

Over the past two years, Officers have provided periodic updates to the Executive Leadership Team and at times, Councillors, on the progression of the property portfolio including the implementation of a debt recovery process to appropriately capture outstanding rental and outgoing amounts. These updates will continue, including a significant update on collection of outgoings across the portfolio.

LIST OF APPENDICES

1. Lease and Licence Policy 2026 - Draft
2. Lease and Licence Policy 2024 - Current

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy
 Appendix 1 Lease and Licence Policy 2026 - Draft



Lease and Licence Policy	
Date adopted	<insert date>
Adopted by	Council
Review due	March 2030
Responsible officer	Senior Lawyer and Property Advisor
Records reference	3347695

1. Purpose

The purpose of the Lease and Licence Policy (**this Policy**) is to guide and support decision-making by Council, its officers and contractors in relation to occupancy arrangements for Council owned or managed facilities in accordance with its obligations under the *Local Government Act 2020*.

This Policy provides a detailed approach for the leasing and licensing of all Council land and buildings, to ensure the best outcome for the Council and the broader community are balanced against transparency, and sound financial management and administration.

2. Application And Scope

This Policy applies to all new leases and licences where Council is the Lessor or Licensor.

This Policy should be read in conjunction with the:

- *Local Government Act 2020 (the Act)*.
- Melton City Council policies and procedures.
- *Crown Land (Reserves) Act 1978 (Vic)*.

This Policy does not apply to:

- *Leasing of public, social or subsidised residential housing properties owned or managed by Council.*
- *Property where Council is the Lessee or Licensee.*
- *Casual Facility Hire which are governed by the Community Facilities Access Policy*
- *Leases for the use of telecommunications facilities which are governed by the Telecommunications Policy.*
- *Where a Lease has expired but there is a valid exercise of a further term option.*

Notwithstanding anything contained in this Policy, where the Retail Leases Act or Residential Tenancies Act applies to a Lease, the provisions of that Act will prevail to the extent of any inconsistency.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



3. General Provisions

Council aims to support the sustainable management and use of Council's Property whilst maximising community benefit.

This Policy has been developed to achieve the following objectives:

- *To ensure that Council's properties are centrally administered and appropriately managed.*
- *To ensure that decision-making in respect of eligibility, use, term, and fees is transparent and consistent.*
- *To ensure compliance with legislative requirements.*

3.1. Facility Type

The following table provides an overview of type of Council Property dealt with under this Policy.

Table 1 – Type of Facility

Type of Facility	Description
Community Facilities	May include community centre, youth centres, seniors' centres that have spaces including meeting rooms, consulting rooms, kindergartens, maternal and child health spaces, designated and available for community and/or commercial use.
Recreation and Sports Facilities	May include parks, gyms, sports fields, hard courts both indoor or outdoor and aquatic centres, which provide for recreational activities. These areas may have clubs that have approved access for a fixed period such as seasonally or annually, but may also be available for use for compatible activities and public non-structured use.
Libraries	Includes any municipal libraries which there are designated community spaces for use.
Commercial/ Industrial Property	Premises used primarily for business or income-generating purposes which may include office, retail space, industrial facility and multi-use buildings.

3.2. Form of Agreement

Council will enter into a formal written agreement for the use or occupancy of all Council Property and will avoid any informal arrangements.

There are five distinct forms of agreements for the use of Council-owned and managed properties.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



Table 2 – Form of Agreement

Form of Agreement	Type of use	Term
Lease	An agreement by which a party has exclusive use of defined premises.	No more than twenty (20) years, including any further terms.
Licence	An agreement by which a party has nonexclusive use of defined premises, including short-term and regular use.	As prescribed in the licence agreement with no maximum term.
Sport and Recreation Licence	Non-exclusive use of a sport and recreation facility by a community sporting club, including short-term, seasonal and regular use	As prescribed in the Licence with no maximum term.
Kindergarten licence	Use by a kindergarten and early years services operator in accordance with relevant service agreement	As prescribed in the relevant service agreement with no maximum term.
Access, construction and works agreements	An agreement to grant access for the purpose of works or construction within a nominated period.	As prescribed in the Licence with no maximum term.

3.3. Use of Crown Land

Where Council is the appointed Committee of Management of Crown Land, Council must seek grant and purpose approval from the relevant Minister, before granting a lease or licence for use of the land. The form of document will be in the form prescribed by the Minister, and any additional Council requirements form part of the special conditions.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



3.4. Category of Occupant

Council has four categories of occupiers which may lease or licence Council property.

Table 3 – Category of Occupants

Category	Description
Commercial Groups	Tenants who operate as a commercial profit-making entity with a primary purpose of returning a commercial benefit or monetary gain such as cafes, restaurants, professional and health services.
Sporting, recreation and community groups and clubs	Groups which are organised for the purposes of community or sporting activities, and often charge an entry or membership fee.
Community Service Organisations	Community group with no commercial operations that is predominantly volunteer based and receive no or minimal external funding, for example, Scouts Groups, Veterans Society, and Returned & Services League of Australia which may include not-for-profit organisations.
Kindergartens and Early Learning Centres	Early childhood education and service providers, only where they are operating in accordance with a service agreement where Council is the Principal.

Where an Occupant may be considered to fall within more than one or none of the above categories, the proper determination for the purpose of this Policy will be determined by the Senior Lawyer and Property Advisor.

Where an Occupant seeks to sub-let or licence to a profit or commercial organisation, Council may reclassify the category of the Occupant.

3.5. Category of Fees

To support consistency and transparency, Council categorises all fees based on their pricing approach. Fees may be set in line with market conditions or under the Councils budget fees and Charges. The below outline how each category is charged.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



Table 4 – Category of Fees

	Lease	Lease outgoings	Licence	Licence outgoings
Commercial	<p>Fee will be determined based on a valuation of market rent.</p> <p>Fixed annual increase of up to 5% and a market review at the commencement of any further term.</p>	Occupant is wholly responsible for Outgoings	Market 5% Increase market review at commencement of any further term	Occupant is wholly responsible for Outgoings
Sport and recreation	<p>Fee will be determined based on a valuation of market rent with subsidy of up to 50% as determined by Senior Lawyer and Property Advisor.</p> <p>Fixed annual increase of up to 5% and a market rent review at the commencement of any further term.</p> <p>Occupant is wholly responsible for Outgoings</p>	Occupant is wholly responsible for Outgoings	In accordance with the Fees and Charges in the financial year budget applicable at the commencement of the Term.	Outgoings are included in the Licence Fee.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy
 Appendix 1 Lease and Licence Policy 2026 - Draft



	Lease	Lease outgoings	Licence	Licence outgoings
Community	Market with subsidy of up to 50% as determined by Senior Lawyer & Property Advisor Annual 5% Increase market review at commencement of any further term	Occupant is wholly responsible for Outgoings	In accordance with the Fees and Charges in the financial year budget applicable at the commencement of the Term.	Outgoings are included in the Licence Fee.
Kindergarten & Early Learning Centre	Fixed amount of \$2000 per room with a per annum CPI increase.	Occupant is wholly responsible for Outgoings	Fixed amount of \$2000 per room with a per annum CPI increase.	Occupant is wholly responsible for Outgoings
Access, construction and works agreement	Not applicable	Not applicable	As determined by the Senior Lawyer and Property Advisor.	Occupant is wholly responsible for Outgoings
Community Volunteer Groups	Fixed amount of no less than \$100 and no more than \$2,000 per annum	Occupant is wholly responsible for Outgoings	Fixed amount of no less than \$100 and no more than \$2,000 per annum	Occupant is wholly responsible for Outgoings

Where an Occupant may be considered to fall within more than one, or none of the above categories, the proper determination for the purpose of this Policy will be determined by the Senior Lawyer and Property Advisor.

3.6. Decision to lease

A public process will be conducted to determine a suitable occupant where Council Property becomes vacant or an agreement ends for any reason, including agreements which contain an overholding provision. A decision to lease or licence Council Property may consider:

- Community benefit.
- Financial return.



MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft

- Highest and best use.
- Future use, both in the immediate and long-term strategic use.
- Suitability of Council Property for the proposed use.
- Any demand for use of the Property for Council's operational purposes.

A decision may be made not to conduct a public process where there is derived community benefit which justifies unique circumstances to grant a Lease or Licence to a particular occupant.

Use of Council Property for political or electoral purposes, including uses which are ancillary to a primary use of political or electoral activities, will not be permitted.

In exceptional circumstances, Council may determine to grant use of Council Property for political or electoral purposes, where there will be minimal or no impact to the use of the Premises for its intended purpose or any other Council or community purpose, as determined by Council in its absolute discretion.

3.7. Commercial Terms

3.7.1. Legal Entity

A lease or licence can only be made with a legal entity as defined by the Associations Incorporations Reform Act 2012 or the Corporations Act 2001.

3.7.2. Term

The terms of any lease or licence will be determined by Council in its discretion, subject always to the execution of the agreement by the authorised delegate. No term will exceed twenty years, unless by resolution of Council.

3.7.3. Rent/Licence Fee

Rental and Licence Fees will be determined in accordance with Table 4. Where Table 4 indicates a range, the final amount will be determined by the Senior Lawyer and Property Advisor, subject always to the execution of the agreement by the authorised delegate.

3.7.4. Permitted Use

The Permitted Use of Council Property must be strictly defined to ensure the proposed activity is permitted and may include an ancillary or secondary uses, only where they are subordinate to the primary permitted use. The Permitted Use as prescribed in a lease or licence, may strictly prohibit certain activities.

3.7.5. Outgoing

Outgoings will be determined in accordance with Table 4. Where Table 4 indicates a range, the final amount will be determined by the Senior Lawyer and Property Advisor, subject always to the execution of the agreement by the authorised delegate.

Where a building has several occupants, which may or may not include Council, outgoings incurred by Council to manage common areas and cleaning, will be proportionally applied to each occupant based on their occupied area.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



Legal costs for the drafting of agreements for access, works and construction licences will be borne by the Licensee in full.

Where Council is required to consider providing consent, approval or other administrative tasks pursuant to any agreement, the costs of considering such approval and consent is the responsibility of the Occupant.

3.7.6. Insurance

The Occupant must maintain insurance in accordance with Councils requirements, which may change from time to time, but must include at a minimum:

- Public liability insurance of no less than \$20 million per occurrence.
- Professional indemnity insurance of no less than \$10 million.
- Building insurance, where the Occupant has constructed the building (including fit outs), on Council Land.

The Occupant must provide Council with a Certificate of Currency on or before the commencement date of the agreement and annually thereafter for the duration of the agreement.

3.7.7. Security

All agreements must consider a form of surety to guarantee the obligations of the Occupant. For Commercial Groups, a minimum of three (3) months' rent will be required in the form of a bank guarantee. For all other categories of occupants, a \$500 form of security may be required.

Where the proposed use of Council Property may be particularly high risk, a higher value of security may be required.

3.7.8. Facility Contribution Charge

Agreements which contain obligations upon an Occupant to contribute to the cost of renewing all or some of the improvements/assets upon the land, will require the establishment and reporting of a Sinking Fund to provide for long term financial planning.

3.7.9. Risk Management Provisions

Council will ensure that all agreements contain appropriate risk management measures, including an obligation on the Occupant to:

- Obligation for Occupant to ensure they comply with all legislative requirements, including Council's Local Law, and to obtain any permits, approvals or consents which may be required.
- Release and indemnify Council for all claims resulting in damage, loss, death, or injury in connection with the Occupants use of Council Property.
- Be responsible for complying with all emergency, evacuation, induction and risk management procedures which may be required from time to time.



MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft

3.8. Community Engagement

In accordance with section 115 of the Act, Council must, prior to leasing land, include any proposal to lease land in a financial year in the budget, where the lease is –

- (a) For one year or more and
 - (i) The rent for any period of the lease is \$100,000 or more a year; or
 - (ii) The current market rental value of the land is \$100,000 or more a year; or
- (b) for 10 years or more

If Council proposes to lease land that is subject to the above, and that was not included as a proposal in the budget, Council must undertake a community engagement process in accordance with Council's Community Engagement Policy, prior to entering into the lease.

At a minimum, Council will publish a public notice on its website advising of Council's intention to lease. Where Council's Community Engagement Policy relates to leasing Council Property, requires Council to invite submissions in respect of the proposal, Council will undertake an engagement process which models section 223 of the *Local Government Act 1989*.

3.9. Maintenance

A condition report of Council Property will be undertaken prior to entering into any agreement for Lease or Licence.

Each Lease or Licence entered into post adoption of this Policy must include Council's standard maintenance schedule. The maintenance schedule prescribes the obligations of both parties in respect of maintenance, repairs, replacement, or renewal of structure, fittings and fixtures.

For Commercial Groups, maintenance, repair and replacement obligations will be largely the responsibility of the Occupant. For all other groups and depending on the category of group and type of facility, Council will make a larger contribution to repair, replacement and maintenance of Council Property, particularly including structural, renewal and external elements of the Council property. An Occupant, other than a Commercial Occupant, will be responsible for basic repairs, and requirements to ensure functional use of the leased/licenced area.

Basic maintenance and any repair, replacement or renewal as a result of negligence of the Occupant, will be borne by the Occupant in full.

For land only leases or licences, excluding Sport and Recreation Licences, all repair, maintenance and replacement obligations are borne in full by the Occupant.

All other agreements will continue to be managed in accordance with their terms and conditions.

3.10. Financial Assessment

In determining the Commercial Terms of an agreement, Council must ensure any Occupant has the financial capability to support the proposed arrangement. This may include:

- Credit assessment to determine financial viability.
- Evidence of financial circumstances, including business and/or financial references.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



- Historical records to evidence ability to meet financial obligations.
- Verification of not for profit, or charity status.

Where an occupant has outstanding costs in relation to use of a Council owned or managed property, such as unpaid rent, outgoings, or other fees, no further agreements will be entered into until such time as all outstanding fees have been paid in full or resolved, subject to an agreement with Council.

3.11. Delegation

All Leases and Licences will be executed in accordance with Council's s7 instrument of delegation. If no delegation exists, matters will be presented to a meeting of Council.

4. Definitions

Term	Definition
The Act	means the <i>Local Government Act 2020</i>
Access, works and construction agreement	An agreement to grant access for the purpose of works or construction within a nominated period.
Committee of Management	An entity, which may include a Council, appointed under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as responsible for managing property for the purposes for which it is reserved.
Council	Means Melton City Council and includes any authorised delegate of Council unless expressly stated that a resolution of Council is required.
Council Property	Council owned or managed land and buildings including roads
Crown Land	Land gazetted under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as being required for public purposes.
Lease	An interest in land granted by an owner (Lessor) to another person (Lessee) granting exclusive possession of property for a certain period.
Lessor	Owner of land granting the Lease – in this case, Council.
Lessee	Occupants of land under a lease, usually a commercial lease (may also be called a Tenant).
Licence	Permission granted by an owner (Licensor) to another person (Licensee) to occupy property (or part thereof) non- exclusively. For the purposes of this policy, general references to licences do not include Casual Hire Agreements.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



Term	Definition
Licensor	Owner of land granting the licence – in this case, Melton City Council.
Licensee	Occupants of land under a licence agreement.
Market Rent	Is the rental income that a property would command in the open market, derived from recent transactions of comparable properties and for the purpose of the Policy, as determined by an independent valuer with the qualifications set out in section 115(2)(c) of the Act.
Outgoings	means any expenses directly assessed or attributable to the operation and management of the Property, including but not limited to Council rates, taxes and other levies (e.g. Fire Levy) and utility services (gas, electricity, water, telephony, Wi Fi network etc) charges but excluding repairs, replacement and maintenance.
Occupant	Means Tenant, Lessee, Licensee or Hirer as the case may be dependent on the form of agreement.
Maintenance	Means any expenses directly assessed or attributable to the maintenance, repair and replacement of the structure, fittings and fixtures of the Property.
Relevant Legislation	Means all legislation (other than the <i>Local Government Act 2020</i>) that is relevant, from time to time, including but not limited to the <i>Retail Leases Act 2003</i> , <i>Residential Tenancies Act 1997</i> , <i>Crown Land (Reserves) Act 1978</i> , and <i>Charter of Human Rights and Responsibilities Act 2006</i> .
Retail Lease Act (RLA)	Means the <i>Retail Leases Act 2003</i> (Vic).
Seasonal Licence	Allocation of Council facilities to organisations for seasonal periods of the year.
Sinking Fund	A dedicated pool of money set aside regularly to cover a specific future obligation, such as major improvements and works.
Tenant(s)	Occupants of land under a lease (may also be called a Lessee).
Tenant Liaison	Means a Council Officer/position which has a relationship with the tenant.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 1 Lease and Licence Policy 2026 - Draft



5. Related Documents

Name	Location
<i>Local Government Act 2020 (Vic)</i>	www.legislation.vic.gov.au
<i>Charter of Human Rights and Responsibilities Act 2006</i>	www.legislation.vic.gov.au
<i>Crown Land (Reserves) Act 1978 (Vic)</i>	www.legislation.vic.gov.au
<i>Retail Leases Act 2003</i>	www.legislation.vic.gov.au
<i>Residential Tenancies Act 1997</i>	www.legislation.vic.gov.au
<i>The Leasing Policy for Victorian Crown Land (2018)</i>	www.deeca.vic.gov.au
Allocation of Sport and Recreation Facilities Policy	Allocation-of-Sport-and-Recreation-Facilities-Policy-September-2024.pdf
Telecommunication Facilities Policy	Telecommunication-Facilities-Policy (1).pdf

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy
 Appendix 2 Lease and Licence Policy 2024 - Current



Lease and Licence Policy	
Date adopted	26 August 2024
Adopted by	Council
Review due	26 August 2028
Responsible officer	Property Officer and/or Lawyer
Records reference	3347695

1. Purpose

The purpose of this Policy is to guide and support decision making by Council, its officers and contractors in relation to occupancy arrangements on Council Land in accordance with its obligations under the Act. This Policy provides the detailed approach for the leasing and licensing of Council land for community and commercial use to obtain the best outcome for the council.

Through implementation of this Policy, Council will ensure sound financial management and effective administration of Council property.

As a public authority, Council has and will continue to consider obligations under the Charter of Human Rights.

2. Application And Scope

This Policy applies to all Commercial and Community leases and licenses in relation to Council owned land and buildings, and Crown land where Council acts as the Committee of Management.

The principles of this policy will be applied to:

- New leases and licences; and
- To those leases and licences which have expired and where renewal is pending.
- The policy should be read in conjunction with the:
 - Local Government Act 2020 (the Act).
 - Melton City Council policies (various).
 - Committee of Management responsibilities under the *Crown Land (Reserves) Act 1978* (Vic).
- Council will only grant a lease or licence to a person or entity which meets the definition of a Tenant as defined in Assessment Criteria in section 6 of this Policy.
- A Lease or Licence can only be made with a legal entity. This Policy does not apply to leases for occasional hire arrangements, seasonal tenancies on Council's reserves and community buildings.

Document Set ID: 3347695
 Version: 9, Version Date: 12/09/2024

Lease and Licence Policy

Page 1 of 10

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 2 Lease and Licence Policy 2024 - Current

This Policy does not apply to:

- leasing of public, social or subsidised housing properties owned or managed by Council
- agreements to use property where Council is the tenant or licensee
- hire agreements
- licences for sporting facilities;
- licences for kindergartens

3. General Provisions

3.1. Group One – tenants occupy the Council premises on a commercial basis

An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit, monetary gain or profit. Generally, a commercial organisation:

- levies fees/charges on participants aimed at recovering the operating costs and generating a profit.
- has no specific requirements to act on behalf of, or in the interests of the activity's participants.
- has primary objectives relating to generating a fee for service.

Examples of these Tenants are commercial organisations which have a commercial (business oriented) profit objective and Government organisations.

3.2. Group Two – community clubs and organisations

Tenants include recreational or community groups that service the community and are readily available to the City of Melton residents. These Tenants include member based fee-paying clubs, groups that charge for services and organisations that have the capacity to generate revenue from use of the Council Property or other activities consistent with the organisational purpose (but do not operate to make a commercial profit).

Examples include Sporting Clubs, Non- Government Organisations and Service Providers

3.3. Group Three – Not for Profit Community Groups

Tenants include incorporated community groups that service the community and are not categorised as a Group One or Group Two Tenant. These Tenants do not have the capacity to generate a significant amount of income and operate on a not for profit basis.

Examples may include Toy Libraries, Scout Groups and Historical Societies.

Where a proposed Tenant may be classified in more than one Group, the Property Officer and/or Senior Lawyer will determine the appropriate classification.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 2 Lease and Licence Policy 2024 - Current

In considering the leasing or licensing of Council owned or managed property, the following matters must be considered:

- Ensure that a transparent and consistent process is undertaken when negotiating and entering into leases or licences.
- Establish clear assessment criteria to determine the suitability of the Tenant.
- Ensure compliance with the Local Government Act 2020.
- Ensure sound financial management and adequacy of records management processes to ensure the completeness of the Council Lease and Licence register.
- Ensure all Tenants pay fair and reasonable rentals based on clear eligibility criteria and calculation methodologies, taking into consideration the type of tenant (as per tenant definition above)
- Establish an effective reporting mechanism for periodic leasing and licensing requirements and obligations including but not limited to insurance, financial statements, renewals or extensions, utility use, inspection processes such as Annual Essential Safety Measures Report (AESMR) and building management.
- Ensure that Council property is maintained, upgraded and occupied responsibly, having regard to Environmentally Sustainable Design and Development principles and the best outcome and interests of the community.
- Ensure that Council's Properties are leased or licensed in a way that is consistent with the objectives of the Council Plan and maximises the use of community assets in a responsible way.
- Protect Council's property and manage risk exposure.

3.4. Avoiding informal arrangements

Council will allow occupancy only pursuant to a formal lease or licence agreement.

3.5. The decision to use a lease or licence

Tenant Liaison is to engage with the Lawyer and/or Property Officer within the Legal, Governance and Risk Department early, to understand and determined the suitability of a lease or license, and any specific statutory obligations.

3.6. Determining rent and other costs

Fees and rent should be determined by referencing the Category Assessment table (attachment 1) and with consultation with the Tenant Liaison, the Property Officer and/or Lawyer and relevant Director or CEO.

Rent applying to leases for commercial organisations or for commercial purposes will be set by reference to a market assessment unless otherwise agreed upon at the absolute discretion of Council. Rent may be determined with consideration to the following factors:

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy
Appendix 2 Lease and Licence Policy 2024 - Current

- Equitable access to community services facilities,
- Community service and social policy obligations of Council,
- Fees and Charges Policy,
- Accessible pricing regime,
- Cost efficient and effective use of resources,
- Consistency with the objectives of the Council Plan and other Council policies, plans and strategies.

3.7. Rates, taxes, outgoings, insurance and legal fees

Refer to Tenant Category Assessment table (attachment 1) for general guidance.

Unless other Relevant Legislation provides to the contrary:

- Rates, taxes and other outgoings will be borne by the Lessee or Licensee either wholly, in the case of a lease or proportionately, in the case of a licence.
- Where these have been charged to Council, the Property Officer and/or Lawyer will arrange to recoup the relevant amounts.
- The Lessee and Licensee will be required to maintain their own insurance in accordance with the lease or licence agreement.
- Any legal costs for the drafting of a lease or licence will usually be borne by Council in the first instance but may be recouped in relation to commercial tenants, consents, sub-leases, variations, transfers of lease and renewals and in relation to any substantial amendments to Council's first draft lease or licence.

3.8. Lease and licence standard term limits

The term of any lease or licence will be determined by the Tenant Liaison in conjunction with the Property Unit and relevant member of the Executive but must not exceed terms as set out in the Tenant Category Assessment table (attachment 1)

3.9. Additional matters relevant to leasing and licensing of Crown Land

Where property is Crown Land, the Property Officer and/or Lawyer will familiarise themselves with the Department of Energy, Environment and Climate Action policies and guidelines.

3.10. Expression of Interest (EOI)

An expression of interest process may be conducted to determine a suitable tenant. The decision to conduct an EOI process will be made by the Property Coordinator and/or Senior Lawyer and will be based on factors including the following:

- The size of the Council property
- The location of the Council property
- The value of the Council property

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 2 Lease and Licence Policy 2024 - Current

- The expected rental return
- The likelihood of multiple interested applicants and users
- To ensure the Tenant delivers specific services

3.11. Determining Not-For-Profit Status

In order to determine an organisation's not for profit status, Tenants must provide Council with the following information upon request:

- A copy of the organisation's constitution or governing documents which include suitable not for profit clauses and clearly demonstrates the not for profit status
- Evidence that the organisation consistently follow these clauses
- Confirmation that the organisation is registered on the Australian Charities and Not-for-profits Commission (ACNC) register.

3.12. Credit Assessment

A credit assessment may be required to determine the creditworthiness of a Tenant.

3.13. Delegation

Council is given the power to delegate any of its powers, duties and functions, other than for stipulated exceptions, under the Act. Powers to lease land are delegated pursuant to the s7 Instrument of Sub-Delegation from CEO to Council Staff.

3.14. Risk Management

Council will ensure that all leases and licences contain appropriate risk management measures including an obligation on the Tenant to:

- release and indemnify Council from all claims resulting from any damage, loss, death or injury in connection with the Council Property, unless such claims arise out of Council's negligence.
- effect and maintain adequate public liability insurance, noting the interest of Council and the Policy must contain a cross liability clause. A minimum cover of \$20 million must be provided under the Public Liability Policy.
- ensure any users of the Council property have appropriate insurance, this will include public liability insurance as a standard, and may include other insurance policies that relate specifically to the proposed use or category of Tenant.
- ensure the tenant provides an active annual certificate of currency.
- be responsible for complying with emergency and evacuation procedures and risk management practices.

Council will be responsible for ensuring:

- any users of the Council Property have appropriate insurance policies in place to support the proposed use and category of Tenant.
- it will take out and maintain building insurance for buildings on Council property for a full replacement value; and

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 2 Lease and Licence Policy 2024 - Current

- it does not insure the contents of any leased Council property.

3.15. Maintenance Obligations

Each Tenant is required to maintain the facility in accordance with a maintenance schedule attached to the lease or licence. The maintenance schedule will specify the clear responsibilities of Council and the Tenant (among other things) for maintaining the structure, the building, fixtures, fittings and the surrounds.

The level of maintenance responsibility will be outlined in a maintenance schedule. Council may undertake maintenance works on behalf of the Tenant and seek reimbursement.

3.16. Condition Assessment

A condition report of the Council property may be undertaken prior to the leasing or licensing of the Council Property with a copy attached to the lease / licence.

At the end of the lease or licence Council may require the Tenant to reinstate the Council Property to its original form prior to the Tenant's occupation.

3.17. Condition Audits

Tenants maybe required to complete regular condition reports of the Council property as determined by Council.

Council's Property Services department conduct annual audits of the buildings as a requirement of the AESMR and any upgrade works as described in Council's capital works program. Council may request access to the property for purposes of an AESMR.

3.18. Assessment Criteria

An assessment will be conducted to determine the suitability of a Tenant by considering the objectives of this Policy. The following criteria will be assessed in no particular order:

- Community benefit
- Financial return to Council
- Tenant's capacity to pay
- Future use of the Council property
- Impact on the Council property; and
- Suitability of the Council property for the proposed use:
 - Planning requirements
 - Building requirements
 - Other statutory requirements

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy
 Appendix 2 Lease and Licence Policy 2024 - Current



4. RESPONSIBILITIES

7.1	<p>Tenant Liaison</p> <ul style="list-style-type: none"> • Liaise with the Lessee and/or Licensee • Bring to the attention of the relevant member of Executive the existence of groups or entities requiring a tenancy and/or a space or tenancy to be filled • Provide information and instructions to the Lawyer and Property Officer in respect of any lease and/or licence as required.
7.3	<p>Lawyer and/or Property Officer</p> <ul style="list-style-type: none"> • To provide assistance and/or clarification to relevant Business Units in relation to a lease or licence • To engage and consult with the Tenant Liaison. • To arrange for the development of lease and licence agreements. • To develop and review this policy. • To engage and consult with the Tenant Liaison • Manage Council's property portfolio pursuant to Council's legislative and operational requirements.

5. Definitions

Term	Definition
The Act	means the <i>Local Government Act 2020</i>
Committee of Management	An entity, which may include a Council, appointed under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as responsible for managing property for the purposes for which it is reserved.
Common Areas	Common Areas are the parts of the Council Property provided by Council for common use, including access and egress roads, driveways and car parks within the property, entrances, exits and corridors and shared areas within the building/s
Council Fees and Charges	Means those fees and charges that appear in an appendix to the approved budget applying in a given financial year.
Council	Means Melton City Council. Where the policy refers to Council, this reference will be taken to mean a resolution of Councillors or pursuant to an instrument of delegation.
Council Land	Council owned or managed land and buildings including roads

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy
 Appendix 2 Lease and Licence Policy 2024 - Current



Term	Definition
Crown Land	Land gazetted under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as being required for public purposes.
Hire Agreement	A type of licence for short term and casual occupancy of property.
Lease	An interest in land granted by an owner (Lessor) to another person (Lessee) granting exclusive possession of property for a certain period of time.
Lessor	Owner of land granting the Lease – in this case, Council.
Lessee	Occupants of land under a lease, usually a commercial lease (may also be called a Tenant).
Licence	Permission granted by an owner (licensor) to another person (licensee) to occupy property (or part thereof) non-exclusively. For the purposes of this policy, general references to licences do not include casual hire agreements.
Licensor	Owner of land granting the licence – in this case, Melton City Council.
Licensee	Occupants of land under a licence agreement.
Market Rent	Is the rental income that a property would command in the open market. The figure is derived by recent lease transactions for a comparable space
Outgoings	Means water usage charges, electricity, gas and telecommunications assessed in connection with the Council Property
Rates & Taxes	Means any government rates and charges, taxes and levies including the Fire Services Levy
Relevant Legislation	Means all legislation (other than the <i>Local Government Act (2020)</i> that is relevant, from time to time, including but not limited to the <i>Retail Leases Act 2003</i> , <i>Residential Tenancies Act 1997</i> , <i>Crown Land (Reserves) Act 1978</i> , and <i>Charter of Human Rights and Responsibilities Act 2006</i> .
Tenant(s)	Occupants of land under a lease (may also be called a Lessee).
Tenant Liaison	Means a Council Officer/position which has a relationship with the tenant.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 2 Lease and Licence Policy 2024 - Current



Term	Definition
Commercial Lease	A formal agreement to rent a building, vehicle, land or property that will be used for business' purposes.

6. Related Documents

Name	Location
<i>Local Government Act 2020 (Vic)</i>	www.legislation.vic.gov.au
<i>Charter of Human Rights and Responsibilities Act 2006</i>	www.legislation.vic.gov.au
<i>Crown Land (Reserves) Act 1978 (Vic)</i>	www.legislation.vic.gov.au
<i>Retail Leases Act 2003</i>	www.legislation.vic.gov.au
<i>Residential Tenancies Act 1997</i>	www.legislation.vic.gov.au
<i>The Leasing Policy for Victorian Crown Land (2018)</i>	www.deeca.vic.gov.au
<i>Local Government Act 2020 (Vic)</i>	www.legislation.vic.gov.au

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Item 6.2 Lease and Licence Policy

Appendix 2 Lease and Licence Policy 2024 - Current




Attachment 1:

Categories	Rent	Outgoings	Maintenance	Rent Reviews	Legal Fees	Term
Group One	Commercial Rate + GST	All rates, taxes and levies to be paid by the tenant	All maintenance requirements paid by the Tenant	Market rent review at end of each term. Annual fixed increases at either CPI or 5% whichever is higher	100% paid by the tenant	No longer than 20 years and subject to the Tenant and Council's requirements. The lease Term may include several options.
Group Two	Up to 80% discount of Commercial Rate +GST	All rates, taxes and levies to be paid by the tenant	All maintenance requirements paid by the Tenant	Market rent review at end of each term. Annual fixed increases at either CPI or 5% whichever is higher	100% paid by the tenant	No longer than 20 years and subject to the Tenant and Council's requirements. The lease Term may include several options.
Group Three	\$1 - \$1000 per annum + GST	All rates, taxes and levies to be paid by the tenant	All maintenance requirements paid by the Tenant	No increase	50% but not more than \$1,000. Requested tenant amendments, tenant will pay 100%	No longer than 20 years and subject to the Tenant and Council's requirements. The lease Term may include several options.

Lease and Licence Policy – Attachment 1

Document Set ID: 3547633

Version: 9, Version Date: 12/09/2024



MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

Sian Rainford departed the meeting at 12.39pm.

6.3 2026 POLICY REVIEW IMPLEMENTATION PLAN

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Troy Delia - Senior Coordinator Governance

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council note the 2026 Policy Review Implementation Plan.

CARRIED

1. Background

1.1 Council Policies

A comprehensive schedule has been established for 2026 to ensure that all overdue policies, as well as those due for review within the year are assessed by the Policy Review Panel within the 2026 calendar year.

The objective is to eliminate the number of overdue policies while fostering an efficient operating rhythm. This proactive approach will help maintain up-to-date policies, ensuring alignment with best practice.

There are currently 70 Council Policies, with:

- 33 Policies due for review in the remainder of 2026 or overdue for review; and
- 37 Policies up to date.

A breakdown of the status of Council Policies by directorate is provided in the table, below:

	Office of CEO	City Life	City Delivery	Org Performance	City Futures	Total Policies
Due for review in 2026 or overdue for review	14	7	6	2	4	33
Up to Date	15	8	9	4	1	37
Total	29	15	15	6	5	70

The policies scheduled to be reviewed in 2026 are detailed in the Policy Review Implementation Plan, outlined below:

PRP Meeting Month	Policy	Directorate
Mar-26	Lease and License Policy	Office of CEO
	Kindergarten Central Registration Policy	City Life
	Policy Review Implementation Plan	Office of CEO
Apr-26	Community Garden Policy	City Futures
	Graffiti Management Policy	City Delivery
	Citizenship Ceremony Dress Code	Office of CEO

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

PRP Meeting Month	Policy	Directorate
May-26	Council Expenses Policy	Office of CEO
	Councillor Professional Development Policy	Office of CEO
	Hardship Policy (New)	Organisational Performance
Jun-26	Community Engagement Policy	Office of CEO
	Councillor Gift Policy	Office of CEO
	Gifts and Merchandise Policy	Office of CEO
	Enterprise Risk Management Policy	Office of CEO
Jul-26	Purchase of Outgoing Mayoral Gifts Policy	Office of CEO
	Community Bus Service Access Policy	City Life
	Allocation of Sport and Recreation Facilities Policy and Community Facilities Access Policy	City Life
	Developer Interactions Policy (New)	Office of CEO
Aug-26	Mayoral Community Initiative Policy	Office of CEO
	Public Internet and WI-FI Access Policy	Organisational Performance
	Media Policy	Office of CEO
	Councillor Social Media Policy	Office of CEO
Sep-26	Online Engagement Policy	Office of CEO
	Photography and Images Policy	Office of CEO
	Fraud and Corruption Control Policy	Office of CEO
	Non-Standard Public Lighting Fittings - Subdivision Approvals Policy	City Delivery
Oct-26	Healthy Food and Drink Policy	City Life
	Development and Infrastructure Contributions Policy	City Futures
	Investment Policy Statement	Organisational Performance
	Sport and Recreation Facility Development Policy	City Life
Nov-26	Tree Planting, Inspection and Removal Policy	City Delivery
	Public Transparency Policy	Office of CEO
	Environmental Enhancement Program Policy	City Futures
	Gambling Harm Prevention and Reduction Policy	City Life
Dec-26	Credit Card Policy	Organisational Performance
	Build Over Easement Policy	City Delivery
	Crossover Policy	City Delivery
	Mobile Food Vehicle Policy	City Delivery

MINUTES OF THE POLICY REVIEW PANEL**26 MARCH 2026**

1.2 Sources/benchmarking

Not directly applicable to this report.

1.3 Consultation

The Policy update schedule has been created in consultation with the Executive Leadership Team.

1.4 Communication and Implementation

The Governance team will monitor the Policy Review Program and update the Policy Register, Intranet and Internet as policies are reviewed and adopted by Council.

1.5 Compliance

The review process for Council policies includes a check for compliance with external legislation including the *Local Government Act 2020* and the *Charter of Human Rights and Responsibilities Act 2006*.

Additionally, all policies will be considered to assess whether a Gender Impact Assessment is required for compliance with the *Gender Equality Act 2020* and will be checked for compliance with Council's Instruments of Delegation.

1.6 Measures of Success

Success will be measured by adherence to the review schedule, with progress reflected in regular reporting periods.

LIST OF APPENDICES

Nil

MINUTES OF THE POLICY REVIEW PANEL

26 MARCH 2026

7. GENERAL BUSINESS

Nil.

8. NEXT MEETING

The next meeting will be held on Thursday 2 April 2026 at 9.30am, online.

9. CLOSE OF BUSINESS

The meeting closed at 12.51pm.

Confirmed

Date:

.....CHAIRPERSON



MELTON CITY COUNCIL

Minutes of the Policy Review Panel Meeting of the Melton City Council

2 April 2026

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

TABLE OF CONTENTS

1.	WELCOME	3
2.	APOLOGIES	3
3.	DECLARATION OF INTEREST AND/OR CONFLICT OF INTEREST	3
4.	MINUTES OF PREVIOUS MEETING	3
5.	OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING	3
6.	PRESENTATION OF STAFF REPORTS	4
	6.1 CITIZENSHIP CEREMONY DRESS CODE	4
	6.2 GRAFFITI MANAGEMENT POLICY	10
7.	GENERAL BUSINESS	35
8.	NEXT MEETING	35
9.	CLOSE OF BUSINESS	35

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL HELD VIA MICROSOFT TEAMS
ON 2 APRIL 2026 AT 9:30 AM

Present: Cr Carli, Mayor (Chair)
Cr Majdlik
Cr Shannon
Cr Ramsey

In Attendance: Emily Keogh Head of Governance
Neil Whiteside Director City Delivery
Renee Hodgson Manager Governance
Debbie Blandford Manager Operations
Bron Shipway Acting Manager Advocacy and Government Relations

1. WELCOME

The Chair, Cr Carli, opened the meeting at 9.33am and welcomed Panel Members and attendees.

2. APOLOGIES

Nil.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

The Policy Review Panel noted that the Minutes of the Policy Review Panel held on 26 March 2026 will be presented to Council at the Scheduled Meeting to be held on 27 April 2026.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL2 APRIL 2026

Cr Carli departed the meeting at 9.40am and requested Cr Majdlik take the Chair.

Cr Majdlik took the Chair at 9.40am.

6. PRESENTATION OF STAFF REPORTS

6.1 CITIZENSHIP CEREMONY DRESS CODE

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Sean McManus - Manager, Advocacy & Government Relations

Motion

Crs Shannon/Ramsey.

That the Policy Review Panel recommend that Council approve the revised Citizenship Ceremony Dress Code Policy provided as **Appendix 1** to this report.

CARRIED

1. Background

1.1 The Policy

The Australian Citizenship Ceremonies Code, which governs how Citizenship Ceremonies must be legally run, outlines that Councils should set a dress code for all Citizenship Ceremonies.

The Citizenship Ceremony Dress Code was adopted by Council in September 2023. The policy encourages attendees to wear traditional, cultural and/or national dress. This is communicated to attendees and is largely embraced by new citizens who attend Council's Citizenship Ceremonies.

The Policy has been reviewed and it is recommended no major changes are made. One minor update is required to the Australian Citizenship Ceremonies Code that is linked to the policy, as it was updated by the Department of Home Affairs in December 2025.

The policy will continue to guide dress standards for Council's Citizenship Ceremonies. The Citizenship Ceremony Dress Code provides clear, transparent information on the attire that is suitable for conferees to wear when attending their Citizenship Ceremony and ensures Council's ceremonies are held to a high standard and reflect the importance of the occasion.

1.2 Sources/benchmarking

The policy was developed to ensure Council adheres to the Australian Citizenship Ceremonies Code set out by the Department of Home Affairs, as it states ceremony organisers must set a dress code for Citizenship Ceremonies to reflect the significance of the occasion. Policies at other Councils were considered in the benchmarking process, including Knox City Council who have a very similar Citizenship Dress Code policy.

1.3 Consultation

No consultation was undertaken in the preparation of this report.

MINUTES OF THE POLICY REVIEW PANEL**2 APRIL 2026**

1.4 Communication and Implementation

The Citizenship Ceremony Dress Code is communicated to all conferees via email prior to their Citizenship Ceremony. A link to the policy will also be included on the Citizenship Ceremonies webpage on the Council website.

1.5 Compliance

The policy ensures Council remains compliant with the Australian Citizenship Ceremonies Code, which sets out the legal requirements for organisers of Citizenship Ceremonies.

1.6 Measures of Success

The policy has been successful to date, as conferees continue to dress in appropriate formal or smart casual attire, and there have been no instances in which the Dress Code has been violated, which would result in entry to the ceremony not being permitted. In addition to this, an overwhelming number of conferees attend their Citizenship Ceremony in cultural or traditional clothing, helping to mark the importance of the occasion. This will continue to be monitored at each Citizenship Ceremony.

LIST OF APPENDICES

1. Citizenship Dress Code Policy - Draft - Tracked changes
2. Citizenship Dress Code Policy - Current

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.1 Citizenship Ceremony Dress Code
 Appendix 1 Citizenship Dress Code Policy - Draft - Tracked changes



Citizenship Ceremony Dress Code	
Date adopted	25 September 2023 <u>April 2026</u>
Adopted by	Council
Review due	September 2027 <u>April 2030</u>
Responsible officer	Head of Governance
Records reference	9029002

1. Purpose

To meet the requirement of the Australian Citizenship Ceremonies Code which states that individual councils should set a Dress Code for its citizenship ceremonies.

To make a formal statement that Council encourages attendees to wear traditional, cultural and/or national dress.

2. Application And Scope

This Dress Code applies to all attendees of a citizenship ceremony conducted by the City of Melton.

3. General Provisions

In order to reflect the significance of becoming an Australian citizen at a City of Melton citizenship ceremony, attendees should wear either formal or business attire or smart casual attire.

Attendees are encouraged to wear traditional, national, or cultural dress.

Council respectfully asks that items, including clothing, tattoos, accessories such as shoes, bags, masks, hats, etc., signs or body paint, that contain profanity, nudity, racism, remarks, slogans, offensive images and insignia, or anything that may be deemed offensive by another person are not worn to any Citizenship Ceremony, or that these items remain covered up during the entirety of the event.

Any person in attendance who violates this dress code may not be permitted entry to the event.

Council authorises the Senior Officer of Council present at Citizenship Ceremonies to enforce this code.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.1 Citizenship Ceremony Dress Code

Appendix 1 Citizenship Dress Code Policy - Draft - Tracked changes



4. Definitions

Term	Definition
Citizenship ceremony	A formal event that marks -the final legal step in the acquisition of Australian citizenship where, for- most people, the pledge of commitment is made to an authorised presiding officer.
Australian Citizenship Ceremonies Code (the 'Code')	follows the <i>Australian Citizenship Act 2007</i> and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies. The Code provides guidance to organisations to help plan and conduct citizenship ceremonies.
Offensive	Any item that may cause someone to feel resentful, upset, or annoyed.

5. Related Documents

Name	Location
<i>Australian Citizenship Act 2007</i>	https://www.legislation.gov.au/Details/C2020C00309
<i>Australian Citizenship Ceremonies Code – December 2025 August 2019</i>	https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.1 Citizenship Ceremony Dress Code
 Appendix 2 Citizenship Dress Code Policy - Current



Citizenship Ceremony Dress Code	
Date adopted	25 September 2023
Adopted by	Council
Review due	September 2027
Responsible officer	Head of Governance
Records reference	9029002

1. Purpose

To meet the requirement of the Australian Citizenship Ceremonies Code which states that individual councils should set a Dress Code for its citizenship ceremonies.

To make a formal statement that Council encourages attendees to wear traditional, cultural and/or national dress.

2. Application And Scope

This Dress Code applies to all attendees of a citizenship ceremony conducted by the City of Melton.

3. General Provisions

In order to reflect the significance of becoming an Australian citizen at a City of Melton citizenship ceremony, attendees should wear either formal or business attire or smart casual attire.

Attendees are encouraged to wear traditional, national, or cultural dress.

Council respectfully asks that items, including clothing, tattoos, accessories such as shoes, bags, masks, hats, etc., signs or body paint, that contain profanity, nudity, racism, remarks, slogans, offensive images and insignia, or anything that may be deemed offensive by another person are not worn to any Citizenship Ceremony, or that these items remain covered up during the entirety of the event.

Any person in attendance who violates this dress code may not be permitted entry to the event.

Council authorises the Senior Officer of Council present at Citizenship Ceremonies to enforce this code.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.1 Citizenship Ceremony Dress Code
 Appendix 2 Citizenship Dress Code Policy - Current



4. Definitions

Term	Definition
Citizenship ceremony	A formal event that marks the final legal step in the acquisition of Australian citizenship where, for most people, the pledge of commitment is made to an authorised presiding officer.
Australian Citizenship Ceremonies Code (the 'Code')	follows the <i>Australian Citizenship Act 2007</i> and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies. The Code provides guidance to organisations to help plan and conduct citizenship ceremonies.
Offensive	Any item that may cause someone to feel resentful, upset, or annoyed.

5. Related Documents

Name	Location
<i>Australian Citizenship Act 2007</i>	https://www.legislation.gov.au/Details/C2020C00309
<i>Australian Citizenship Ceremonies Code – August 2019</i>	https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Bron Shipway departed the meeting at 9.41am.

Cr Carli rejoined the meeting and resumed the Chair at 9.43am.

6.2 GRAFFITI MANAGEMENT POLICY

Responsible Officer: Neil Whiteside - Director City Delivery

Document Author: Caroline Rantall - Coordinator Waste and Cleaning Operations

Motion

Crs Majdlik/Ramsey.

That the Policy Review Panel recommend Council approve the revised Graffiti Management Policy, provided as **Appendix 1** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

Council's Graffiti Management Policy (Policy) was endorsed at the Council Meeting held on 30 May 2022, with a scheduled review date of May 2026.

As it has now reached the review period, updating the Policy ensures it remains aligned with current legislative requirements, reflects operational service delivery practices, and incorporates improvements identified through internal review and benchmarking.

Without a review and update to the Policy, there is a risk of unclear decision making authority, inconsistent implementation of graffiti removal procedures, and reduced effectiveness in managing graffiti.

1.2 Sources/benchmarking

Benchmarking was undertaken through a review of publicly available graffiti management policies, service statements, and operational frameworks from comparable councils. These included Wyndham City Council, Hobsons Bay City Council, Maroondah City Council, City of Yarra, City of Stonnington, and Knox City Council.

These councils were selected due to their comparable metropolitan or growth-area characteristics, extensive networks of Council-owned community infrastructure and public open space, and similar volumes of assets such as reserves, playgrounds, community facilities and activity centres susceptible to graffiti.

The benchmarking review considered key elements such as responsibility for private property graffiti, response timeframes, classification approaches, and available support measures for the community.

Insights from this review informed the updated policy structure and ensured the revised approach aligns with common local government practice.

1.3 Consultation

Targeted internal consultation was undertaken with Business Units whose functions are directly impacted by the Policy to ensure the proposed amendments align with operational practices and responsibilities.

MINUTES OF THE POLICY REVIEW PANEL**2 APRIL 2026**

Consultation focused on confirming the revised policy structure, classification, response timeframes and operational processes were practical, achievable and supported by the relevant teams.

1.4 Communication and Implementation

If adopted by Council, the updated Policy will be published on Council's website and shared internally through the intranet.

1.5 Compliance

The review of the Policy has been informed by a legislative analysis. The primary legislation considered includes the *Graffiti Prevention Act 2007*, *Local Government Act 2020*, *Crimes Act 1958*, and *Equal Opportunity Act 2010*.

Particular attention was given to statutory powers relating to entry, consent, notice requirements and delegations. The revised Policy structure strengthens alignment with these legislative provisions and clarifies Council's lawful authority to act on private property.

1.6 Measures of Success

The success of the Policy will be measured by Council's ability to act lawfully, respond effectively to graffiti incidents, and reduce recurrence at identified locations.

This will be demonstrated through:

- Compliance with statutory requirements under the relevant legislation, including appropriate use of delegated authority and adherence to notice provisions for private property
- Achievement of adopted response timeframes across all graffiti classification categories, including prioritised removal of offensive or vilifying graffiti under the rapid response provisions
- Monitoring trends in graffiti recurrence at hotspot locations to assess the effectiveness of proactive inspections and reactive responses
- Maintenance of accurate records and performance reporting to support transparency and accountability.

Performance against these measures will be monitored through internal service reporting, contractor performance oversight where applicable, and periodic compliance review, with outcomes informing annual service evaluation and future policy updates.

LIST OF APPENDICES

1. Graffiti Management Policy - Draft with Policy Review Panel changes
2. Graffiti Management Policy - Current - Tracked Changes
3. Graffiti Management Policy - Current

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 1 Graffiti Management Policy - Draft with Policy Review Panel changes



Graffiti Management Policy	
Date adopted	TBC
Adopted by	Council
Review due	TBC
Responsible officer	Manager Operations
Records reference	9179591

1. Purpose

To ensure an effective, coordinated, and proactive approach to graffiti management through prevention, education, removal, and enforcement.

2. Application And Scope

This Policy outlines Council's approach to illegal graffiti prevention and associated removal and or responses within the capacity of Melton City Council's General Local Law (2025) and the *Graffiti Prevention Act 2007*.

While Council acknowledges the positive contribution of street art to express artistic creativity, the process and management of street art is not within the scope of this policy and is addressed in Council's Public Art Policy.

3. General Provisions

Council is committed to community safety, amenity and community pride through a coordinated and risk based approach to graffiti management.

Council recognises that the presence of graffiti can have negative effects on the community including:

- Reduced perceptions of safety
- Diminished neighbourhood amenity and community pride economic costs associated with removal of graffiti and asset maintenance.

The objective of this policy is to prioritise the prevention of graffiti and the timely removal of incidents in accordance with the graffiti management framework. Response priorities will be determined by the nature of the content, its location and potential impact on the community.

Council will work collaboratively with residents, property owners, community organisations and relevant public authorities to minimise the incidence and impact of graffiti across the City.

4. Graffiti Management Framework

This framework establishes how Council manages graffiti, from prevention and community education to classification and removal ensuring a consistent and timely response across all assets.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 1 Graffiti Management Policy - Draft with Policy Review Panel changes

4.1. Graffiti Prevention

Best practice graffiti reduction models, both nationally and internationally, recognise the importance of graffiti prevention. Council acknowledges that one of the effective strategies in graffiti prevention is active engagement and development of partnerships to develop a broader approach to the management and removal of graffiti across the municipality.

Council supports the following graffiti prevention principles:

- 4.1.1 Ownership and community pride to enable influence, involvement and promote a sense of collective community confidence, safety, and security.
- 4.1.2. Partnership approach to support a coordinated response to develop solutions and opportunities for graffiti prevention, education, removal, and enforcement.
- 4.1.3. Urban and Architectural Design that assists to reduce the potential of graffiti occurring.

Council will continue to implement and promote graffiti prevention strategies including:

- Developing safe and welcoming public spaces that respond to community need, improve perceptions of safety, and provide opportunity for positive social engagement via implementing CPTED principles.
- Use of commissioned street art in site appropriate locations that contribute to the amenity of the area and prevent graffiti on the site.
- Use of graffiti resistant materials or protective coatings to assist with removal.

4.2. Education and Community Support

Council recognises the role education plays to inform our community on the negative impacts of graffiti and to appreciate and participate in activities that can assist to reduce it occurring.

As such, Council will continue to provide the following local empowerment initiatives:

4.2.1. Graffiti Education Initiatives

Council seeks to actively engage with schools to run 'incursions' to raise awareness of the negative impacts of graffiti, penalties that exist and the steps that Council and State Government take to reduce graffiti occurring.

In addition, Council delivers graffiti prevention initiatives that connect community, increase participation, build capacity and local pride and ownership of the public realm (i.e. open space improvements, youth street art projects, local art projects including the use of murals and neighbourhood beautification initiatives). Some projects may relate to tributes/memorials and will be considered on a case by case basis.

4.2.2. Reporting Graffiti

Residents, businesses and Community members are encouraged to report graffiti on public and private property within the City.

Residents. The community can also directly report graffiti to external organisations.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 1 Graffiti Management Policy - Draft with Policy Review Panel changes

Graffiti can be reported to Council;

- 1) On our [website](#)
- 2) Phone: 9747 7200
- 3) Email: contact@melton.vic.gov.au

All reports will be managed in accordance with the classification and response framework outlined in this Policy.

4.2.3. Graffiti Removal Kits

Council will provide free graffiti removal kits to enable residents to remove graffiti from private property if they do not want Council to remove it.

Residents can request a free graffiti removal kit by contacting Council. The free graffiti removal kit is available to residential properties only.

Graffiti removal kits are suitable for smaller jobs less than 1m² in size. Removal kits will include safe graffiti removal chemical, scrubbing brush and personal protective equipment.

Larger jobs over 1m² will require specialised equipment and will be undertaken by Council.

Limits on the number kits and/or chemicals supplied to residents will be at the discretion of the Manager Operations. An induction on the safe use of these items may be required.

If residents are unable to remove the graffiti themselves, they can request assistance from Council, and provided the graffiti is visible from a public place and written consent is obtained in accordance with the Graffiti Prevention Act, Council may assist.

4.3. Graffiti Classification and Response Timeframes

Council will respond to graffiti through both reactive reporting and proactive inspection of identified hotspot locations. Response timeframes apply from the time graffiti is reported, whether through community reports, Council officers, contractors, or programmed inspections.

The following response timeframes apply to graffiti on Council-owned assets, public authority assets and private property, subject to access and safety considerations:

- a) Rapid Response Offensive Graffiti – removal within four (4) hours of reporting.
- b) Offensive graffiti – removal within twenty-four (24) hours of reporting
- c) Non-offensive graffiti – removal within ten (10) working days of reporting.

Hotspot locations will be periodically reviewed to ensure inspection activities remain focused on areas of greatest risk or frequency of graffiti.

To support the apprehension of offenders, Council will maintain a record of graffiti in a central register prior to removal of graffiti from Council or public property.

4.4. Removal Responsibilities

4.4.1. Council Owned Assets

Council is responsible for the removal of graffiti from assets owned and managed by Council, including buildings, open space infrastructure, street furniture and signage. Removal will occur in accordance with the classification and response timeframes outlined in section 4.2

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 1 Graffiti Management Policy - Draft with Policy Review Panel changes

4.4.2. Graffiti removal on public art assets

Where graffiti is located on public art assets, initial contact must be made with Council's Arts and Culture team.

The Waste, Graffiti & Cleaning team will then work in collaboration to assist with the removal of the graffiti from the artwork.

4.4.3. Other Public Authorities

Graffiti occurring on assets owned or managed by other public authorities including state controlled roads, transport infrastructure and utility providers, is generally the responsibility of the asset owner.

Where graffiti relates to assets owned or managed by another public authority or utility provider, Council will notify the relevant external organisation to organise removal of the graffiti.

Where Council has a memorandum of understanding (MOU) with these organisations, Council may undertake removal on their behalf in accordance with the terms of the agreement.

Council may, at its discretion, recover the costs associated with the removal of graffiti from assets owned by other public authorities and will maintain records of all removal activities in line with governance requirements.

4.4.4. Private Property

Council may remove graffiti from private property in accordance with The Act (sections 18, 19 and 20) and relevant provisions of the *Local Government Act 2020* (sections 11 and 47).

Council will ensure appropriate officers are delegated in accordance with sections 11(1) and 47(1) of the *Local Government Act 2020* and are appointed as authorised persons under section 19 of the *Graffiti Prevention Act 2007*, to lawfully exercise powers under sections 18(1)– (3) and 20 of that Act, including the service of notices and the removal or obliteration of graffiti from private property visible from a public place.

Removal may occur:

- With the consent of the property owner.
- Where council has issued notices under the Act and the property owner has not objected.
- Without the owner's consent, if authorised by legislative provisions including when graffiti is inaccessible, presents a safety risk or following the issuance of statutory notices under the Act.

Council may, at its discretion, recover the costs associated with the removal of graffiti from private property and will maintain records of all removal activities in line with governance requirements.

4.4.5. Inaccessible graffiti

Council may enter private property for the purpose of removing or obliterating graffiti if it serves a notice under the Act to the owner or occupier at least 28 days before the action is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 1 Graffiti Management Policy - Draft with Policy Review Panel changes



4.4.6. Accessible graffiti

If entry to private property is not necessary, Council must serve a notice under the Act at least 10 days before the action to remove or obliterate the graffiti is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

4.4.7. Offensive graffiti removal

Under the provisions of the relevant legislation, Council can take action to remove or obliterate graffiti from private property when it is deemed offensive or when it affects community perceptions of safety. The removal of obscene or offensive graffiti will be fast-tracked through immediate contact with the property owner or their representative. Writing racist, vilifying, or hateful graffiti in public places is prohibited under Victorian law. This includes criminal offences under the *Crimes Act 1958* and civil anti-vilification protections under the *Equal Opportunity Act 2010*, which support prompt removal and enforcement

4.5. Special Circumstances

4.5.1. Graffiti Tributes

Council acknowledges the sensitivity associated with graffiti tributes and recognises that they will occur from time to time, appearing as murals, tags, or stencils. Illegal graffiti tributes will be removed within a reasonable timeframe, as determined by Council, and if appropriate in consultation with the family to whom the tribute relates.

5. Definitions

Word/Term	Definition
Crime Prevention Through Environmental Design (CPTED)	A planning approach that utilises urban and architectural design to reduce actual or potential criminal activity and improve perceptions of safety. Interventions can include improved lighting, landscape plantings, surface finishes (i.e. texture and colour), and property maintenance.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 1 Graffiti Management Policy - Draft with Policy Review Panel changes



Etching	Marking or scratching graffiti into hard surface
Graffiti	Defined in the Graffiti Prevention Act 2007 (the 'Act') as to 'write, draw, mark, scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.'
Hotspot Location	Any location identified by Council as experiencing a high frequency or repeated occurrence of graffiti within a defined period.
Inaccessible Graffiti	Graffiti that is not readily accessible and/or exposes Council staff or contractors to unacceptable risks to health and safety.
Street Art	Refers to work commissioned with the permission of the person/authority who owns the surface/wall that the artwork is being presented, and with the permission of the local Council (if required).
Murals	Usually occur on walls and fences and are generally within sight of high trafficable and high activity areas such as parks and reserves, skate parks, transport corridors and main roads.
Offensive graffiti	Graffiti containing profanity, discriminatory language, or sexual content that does not pose an immediate safety or escalation risk.
Private Property	Any asset that is not owned by Melton City Council. The Graffiti Prevention Act 2007 outlines the specific circumstances in which Council is permitted to enter private property
Public Art	Refers to works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.
Rapid Response Offensive Graffiti	Graffiti that contains threats, vilification, extremist messaging, or is located in high-visibility or sensitive community locations and presents a risk to community safety, cohesion, or Council reputation.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 1 Graffiti Management Policy - Draft with Policy Review Panel changes



Stickers	Any adhesive backed material, including decals or labels, applied to surfaces without authorisation, which contains content that is discriminatory, or vilifying.
Stencil Graffiti	Form of graffiti that makes use of stencils often made from paper or cardboard to create an image or text that often relates to a political or social issue and is easily reproducible. The image is transferred to a wall/fence through the use of spray paint or roll-on paint.
Tags/Tagging	A type of graffiti that commonly occurs on walls / fences, bridges, and service authority assets such as light poles, traffic, and signal devices.
Tributes	Usually occur on walls, light poles, fences, road pavements, footpaths and local rocks as a declaration, or other acknowledgment of gratitude, respect, or admiration to a person/s.
Visible by Public	Graffiti that is within view from a public road or park reserve at the discretion of the Manager Operations.

6. Related Documents

Name	Location
Graffiti Prevention Act 2007 (Vic)	Victorian legislation legislation.vic.gov.au
Local Government Act 2020 (Vic)	Victorian legislation legislation.vic.gov.au
<i>Equal Opportunity Act 2010</i>	Victorian legislation legislation.vic.gov.au
<i>Crimes Act 1958</i>	Victorian legislation legislation.vic.gov.au
Melton City Council: Council and Wellbeing Plan 2025 - 2029	Home Melton City Council
Melton City Council: Public Art Policy 2025 - 2028	Home Melton City Council
Melton City Council General Local Law (2025)	Home Melton City Council

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 2 Graffiti Management Policy - Current - Tracked Changes



Graffiti Management Policy	
Date adopted	V3.0-14 April 2022 V4
Adopted by	Council 20 May 2022
Review due	May 2026
Responsible officer	Manager Environment and Waste Operations
Records reference	<insert reference>

1. Purpose

To ensure an effective, coordinated, and proactive approach to graffiti management through prevention, education, removal, and enforcement.

2. Application And Scope

This Policy outlines Council's approach to illegal graffiti prevention and associated removal and or responses within the capacity of Melton City Council's General Local Law (2025) and the Graffiti Prevention Act 2007.

While Council acknowledges the positive contribution of street art to express artistic creativity, the process and management of street art is not within the scope of this policy and is addressed in Council's Public Art Policy.

3. General Provisions Policy

Council is committed to community safety, amenity and community pride through a coordinated and risk based approach to graffiti management timely and rapid removal of graffiti wherever possible to discourage further recurrence of graffiti and to enhance community pride and safety.

Council recognises that the presence of graffiti can have negative effects on the community including:

- Reduced contributing to poor perceptions of safety
- Diminished neighbourhood amenity and community pride contributing to reduction in local pride via perceptions of cleanliness and the quality of the physical environment.
- economic impacts costs associated with the removal of graffiti and asset maintenance.

Council also recognises the positive effects of legal street art which include:

- creating opportunities for local artists to develop their creativity and experience the artistic work of others
- contributing to the vibrancy and activation of an area
- encouraging local pride
- supported legal street art that creates local identity, pride, and character of local neighbourhoods and or the City.



MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 2 Graffiti Management Policy - Current - Tracked Changes

The objective of this policy is to prioritise the prevention of graffiti and the timely removal of incidents in accordance with the graffiti management framework. Response priorities will be determined by the nature of the content, its location and potential impact on the community.

Council will work collaboratively with residents, property owners, community organisations and relevant public authorities to minimise the incidence and impact of graffiti across the City, minimise the negative impacts of graffiti and recognise the need for a coordinated management approach to graffiti through:

Graffiti Prevention

Graffiti Education

Graffiti Removal and Enforcement

Council and public property and assets

Private property and assets.

4. Graffiti Management Framework

This framework establishes how Council manages graffiti, from prevention and community education to classification and removal ensuring a consistent and timely response across all assets.

3.1.4.1. 4.1 Graffiti Prevention

Best practice graffiti reduction models, both nationally and internationally, recognise the importance of graffiti prevention. Council acknowledges that one of the effective strategies in graffiti prevention is active engagement and development of partnerships to develop a broader approach to the management and removal of graffiti across the municipality.

Council supports the following graffiti prevention principles:

- 4.1.1 Ownership and community pride to enable influence, involvement and promote a sense of collective community confidence, safety, and security.
- 4.1.2 Partnership approach to support a coordinated response to develop solutions and opportunities for graffiti prevention, education, removal, and enforcement.
- 4.1.3 Urban and Architectural Design that assists to reduce the potential of graffiti occurring.

Council will continue to implement and promote graffiti prevention strategies including:

- Developing safe and welcoming public spaces that respond to community need, improve perceptions of safety, and provide opportunity for positive social engagement via implementing CPTED principles.
- Use of commissioned street art in site appropriate locations that contribute to the amenity of the area and prevent graffiti on the site.
- Use of graffiti resistant materials or protective coatings to assist with removal.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 2 Graffiti Management Policy - Current - Tracked Changes

- Partnering with stakeholders, such as the Department of Justice and Community Safety, to utilise programs that places offenders under supervision within the municipality to remove graffiti from allocated sites.

3.2.4.2. 4.2 Education and Community Support Graffiti Education (Community education and the provision of support resources)

Council recognises the role education plays to inform our community on the negative impacts of graffiti and to appreciate and participate in activities that can assist to reduce it occurring.

As such, Council will continue to provide the following local empowerment initiatives:

4.2.1 Graffiti Education Initiatives

Council seeks to actively engage with schools to run 'incursions' to raise awareness of the negative impacts of graffiti, penalties that exist and the steps that Council and State Government take to reduce graffiti occurring.

In addition, Council delivers graffiti prevention initiatives that connect community, increase participation, build capacity and local pride and ownership of the public realm (i.e. open space improvements, youth street art projects, local art projects including the use of murals and neighbourhood beautification initiatives). Some projects may relate to tributes/memorials and will be considered on a case by case basis.

4.2.2 Reporting Graffiti

Residents, businesses and community members are encouraged to report graffiti on public and private property within the Citymunicipality.

Where required, Council will notify the relevant external organisation (e.g. VicRoads, Public Transport Victoria and power companies) to organise removal of the graffiti.

Residents can also directly report graffiti to external organisations.

Graffiti can be reported to Council;

1) On our website

2) Phone: 9747 7200

3) Email: esucontact@melton.vic.gov.au

All reports will be managed in accordance with the classification and response framework outlined in this Policy.

4.2.3 Graffiti Removal Kits and Portable Removal Systems for residents

Council will provide free graffiti removal kits to enable residents to allow them to removalremove graffiti from private property if they do not want Council to

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
Appendix 2 Graffiti Management Policy - Current - Tracked Changes

remove it.

Residents can request a free graffiti removal kit by contacting Council [Customer Service on 9747-7200](#). The free graffiti removal kit is available to residential properties only.

Graffiti removal kits are suitable for smaller jobs less than 1m² in size. Removal kits will include safe graffiti removal chemical, scrubbing brush and personal protective equipment.

Larger jobs over 1m² will require specialised equipment and will be undertaken by Council.

Limits on the number kits and/or chemicals supplied to residents will be at the discretion of the Manager [Environment & Waste Operations](#). An induction on the safe use of these items may be required.

If residents [are unable do not want](#) to remove the graffiti themselves, they can request assistance from Council, and provided the graffiti is visible from a public place and written consent is obtained in accordance with the Graffiti Prevention Act, Council may assist. [\(Refer to private property definitions in section 4.4\)](#).

4.3. Graffiti Classification and Response Timeframes

[Council will respond to graffiti through both reactive reporting and proactive inspection of identified hotspot locations. Response timeframes apply from the time graffiti is reported, whether through community reports, Council officers, contractors, or programmed inspections.](#)

[The following response timeframes apply to graffiti on Council-owned assets, public authority assets and private property, subject to access and safety considerations:](#)

- [a\) Rapid Response Offensive Graffiti – removal within four \(4\) hours of reporting.](#)
- [b\) Offensive graffiti – removal within twenty-four \(24\) hours of reporting](#)
- [c\) Non-offensive graffiti – removal within ten \(10\) working days of reporting.](#)

[Hotspot locations will be periodically reviewed to ensure inspection activities remain focused on areas of greatest risk or frequency of graffiti.](#)

[To support the apprehension of offenders, Council will maintain a record of graffiti in a central register prior to removal of graffiti from Council or public property.](#)

4.4. Removal Responsibilities

4.4.1. Council Owned Assets

[Council is responsible for the removal of graffiti from assets owned and managed by Council, including buildings, open space infrastructure, street furniture and signage. Removal will occur in accordance with the classification and response timeframes outlined in section 4.2](#)

4.4.2. Graffiti removal on public art assets

[Where graffiti is located on public art assets, initial contact must be made with Councils Arts and Culture team.](#)

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
Appendix 2 Graffiti Management Policy - Current - Tracked Changes

The Waste, Graffiti & Cleaning team will then work in collaboration to assist with the removal of the graffiti from the artwork.

4.4.3. Other Public Authorities

Graffiti occurring on assets owned or managed by other public authorities including state controlled roads, transport infrastructure and utility providers, is generally the responsibility of the asset owner.

Where graffiti relates to assets owned or managed by another public authority or utility provider, Council will notify the relevant external organisation to organise removal of the graffiti.

Where Council has a memorandum of understanding (MOU) with these organisations, Council may undertake removal on their behalf in accordance with the terms of the agreement.

Council may, at its discretion, recover the costs associated with the removal of graffiti from assets owned by other public authorities and will maintain records of all removal activities in line with governance requirements.

4.4.4. Private Property

Council may remove graffiti from private property in accordance with The Act (sections 18, 19 and 20) and relevant provisions of the *Local Government Act 2020* (sections 11 and 47).

Council will ensure appropriate officers are delegated in accordance with sections 11(1) and 47(1) of the *Local Government Act 2020* and are appointed as authorised persons under section 19 of the *Graffiti Prevention Act 2007*, to lawfully exercise powers under sections 18(1)– (3) and 20 of that Act, including the service of notices and the removal or obliteration of graffiti from private property visible from a public place.

Removal may occur:

- With the consent of the property owner
- Where council has issued notices under the Act and the property owner has not objected
- Without the owner's consent if authorised by legislative provisions including when graffiti is inaccessible, presents a safety risk or following the issuance of statutory notices under the Act.

Council may, at its discretion, recover the costs associated with the removal of graffiti from private property and will maintain records of all removal activities in line with governance requirements.

4.3 Graffiti Removal from Council and public property

To limit the potential for graffiti continuing to occur and to manage the negative effects of graffiti in our community, Council will proactively remove graffiti from Council or public property in a timely manner.

Council will maintain a target of removing graffiti from Council or public property within 48 hours for offensive graffiti and ten (10) working days non-offensive graffiti

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 2 Graffiti Management Policy - Current - Tracked Changes



of the report being recorded as a Customer Action Request (CAR).

To support the apprehension of offenders, Council will maintain a record of graffiti in a central register prior to removal of graffiti from Council or public property.

4.3.1 Graffiti removal on public art assets

Where graffiti is located on public art assets, initial contact must be made with Council's Arts and Culture team.

The Waste, Graffiti & Cleaning team will then work in collaboration to assist with the removal of the graffiti from the artwork.

4.4 Graffiti Removal on private property and assets

In support of private property owners and our community, Council will:

Proactively use the Act to remove graffiti from private property and assets.

Ensure appropriate officers are delegated in accordance with section 98(1) of the *Local Government Act 2020*, to proactively serve notices to property and assets owners in accordance with section 18(2) and section 18(3) and section 19 and 20 of the Act 2007.

Incur all costs associated with delegation, administration, and removal of graffiti from private property.

Maintain a record of graffiti in a central register prior to removal of graffiti from private property.

If consent is not provided to remove graffiti from private assets, the matter will be referred to Council's Community Safety team to investigate under section 64 of the *General Local Law 2015*.

4.4.1 Graffiti removal on private assets

Council will utilise the provisions of the Act to remove graffiti by gaining consent from such entities through issuing of notices under sections 18(2) and 18(3) of the Act.

3.2.1.4.4.5. 4.4.2 Inaccessible graffiti

Council may enter private property for the purpose of removing or obliterating graffiti if it serves a notice under the Act to the owner or occupier at least 28 days before the action is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

3.2.2.4.4.6. 4.4.3 Accessible graffiti

If entry to private property is not necessary, Council must serve a notice under the Act at least 10 days before the action to remove or obliterate the graffiti is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

3.2.3.4.4.7. 4.4.4 Offensive graffiti removal



MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 2 Graffiti Management Policy - Current - Tracked Changes



Under the provisions of the relevant legislation, Council can take action to remove or obliterate graffiti from private property when it is deemed offensive or when it affects community perceptions of safety. The removal of obscene or offensive graffiti will be fast-tracked through immediate contact with the property owner or their representative. Writing racist, vilifying, or hateful graffiti in public places is prohibited under Victorian law. This includes criminal offences under the *Crimes Act 1958* and civil anti-vilification protections under the *Equal Opportunity Act 2010*, which support prompt removal and enforcement

Under the provisions of the Act Council can take action to remove or obliterate graffiti from private property when graffiti is deemed offensive in nature' or 'when it is affecting community perceptions of safety.' The removal of obscene or offensive graffiti will be fast-tracked through immediate contact with the property owner or their representative. The *Racial and Religious Tolerance Act 2001* may be used to support fast removal which makes it illegal to write racist graffiti in public places.

4.5. Special Circumstances

3.2.4.4.5.1. 4.4.5 Graffiti Tributes

Council acknowledges the sensitivity associated with graffiti tributes and recognises that they will occur from time to time, appearing as murals, tags, or stencils. Illegal graffiti tributes will be removed within a reasonable timeframe, as determined by Council, and if appropriate in consultation with the family to whom the tribute relates.

4.5. Definitions

Word/Term	Definition
Crime Prevention Through Environmental Design (CPTED)	A planning approach that utilises urban and architectural design to assist reduce actual or potential criminal activity and improve perceptions of safety. Interventions can include improved lighting, landscape plantings, surface finishes (i.e. texture and colour), and property maintenance.
Etching	Marking or scratching graffiti into hard surface
Graffiti	Defined in the Graffiti Prevention Act 2007 (the 'Act') as to 'write, draw, mark, scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.'

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 2 Graffiti Management Policy - Current - Tracked Changes



<u>Hotspot Location</u>	<u>Any location identified by Council as experiencing a high frequency or repeated occurrence of graffiti within a defined period.</u>
Inaccessible Graffiti	Graffiti that is not readily accessible and/or exposes Council staff or contractors to unacceptable risks to health and safety.
Street Art	Refers to work commissioned with the permission of the person/authority who owns the surface/wall that the artwork is being presented, and with the permission of the local Council (if required).
Murals	Usually occur on walls and fences and are generally within sight of high trafficable and high activity areas such as parks and reserves, skate parks, transport corridors and main roads.
Offensive graffiti	<u>Graffiti containing profanity, discriminatory language, or sexual content that does not pose an immediate safety or escalation risk.</u> Aimed to cause offence either to certain groups or the broader community. In particular, it often includes defamatory remarks or slurs about race and gender and includes offensive words, phrases, or graphics.
Private Property	Any asset that is not owned by Melton City Council. The Graffiti Prevention Act 2007 outlines the specific circumstances in which Council is permitted to enter private property
Public Art	Refers to works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.
<u>Rapid Response</u> <u>Offensive Graffiti Removal</u>	<u>Graffiti that contains threats, vilification, extremist messaging, or is located in high-visibility or sensitive community locations and presents a risk to community safety, cohesion, or Council reputation.</u> Prioritisation of the removal of offensive graffiti from public land within 48 hours of it being reported.
<u>Stickers</u>	<u>Any adhesive backed material, including decals or labels, applied to surfaces without authorisation, which contains content that is discriminatory, or vilifying.</u>

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 2 Graffiti Management Policy - Current - Tracked Changes



Stencil Graffiti	Form of graffiti that makes use of stencils often made from paper or cardboard to create an image or text that often relates to a political or social issue and is easily reproducible. The image is transferred to a wall/fence through the use of spray paint or roll-on paint.
Tags/Tagging	A type of graffiti that commonly occurs on walls / fences, bridges, and service authority assets such as light poles, traffic, and signal devices. Tags may be gang related.
Tributes	Usually occur on walls, light poles, fences, road pavements, footpaths and local rocks as a declaration, or other acknowledgment of gratitude, respect, or admiration to a person/s.
Visible by Public	Graffiti that is within view from a public road or park reserve at the discretion of the Manager <u>Environment and Waste Operations.</u>

5.6. Related Documents

Name	Location
Graffiti Prevention Act 2007 (Vic)	www.legislation.vic.gov.au
Local Government Act 2020 (Vic)	www.legislation.vic.gov.au
<u>Equal Opportunity Act 2010</u>	<u>Equal Opportunity Act 2010 legislation.vic.gov.au</u>
<u>Crimes Act 1958</u>	<u>Crimes Act 1958 legislation.vic.gov.au</u>
Melton City Council: Council and Wellbeing Plan <u>2021-2025</u> <u>2025 - 2029</u>	www.melton.vic.gov.au
<u>Melton City Council: Safe City Proud Communities Plan 2020-2024</u>	www.melton.vic.gov.au
Melton City Council: Public Art Policy <u>2018—2024</u> <u>2025 - 2028</u>	www.melton.vic.gov.au
Melton City Council General Local Law (<u>2015</u> <u>2025</u>)	www.melton.vic.gov.au

	<h2>Graffiti Management Policy</h2>
Version No.	V3.0, 14 April 2022
Endorsement	Executive, 26 April 2022 Policy Review Panel 12 May 2022
Authorisation	Ordinary Meeting of Council, 30 May 2022
Review date	May 2026
Responsible officer	Manager Environment & Waste
Policy owner	Coordinator Waste, Graffiti & Cleaning

1. Purpose

To ensure an effective, coordinated, and proactive approach to graffiti management through prevention, education, removal, and enforcement.

2. Scope

This Policy outlines Council's approach to illegal graffiti prevention and associated removal and or responses within the capacity of Melton City Council's General Local Law and the *Graffiti Prevention Act 2007*.

While Council acknowledges the positive contribution of street art to express artistic creativity, the process and management of street art is not within the scope of this policy and is addressed in Council's Public Art Policy.

3. Definitions

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 3 Graffiti Management Policy - Current

Word/Term	Definition
Crime Prevention Through Environmental Design (CPTED)	A planning approach that utilises urban and architectural design to assist reduce actual or potential criminal activity and improve perceptions of safety. Interventions can include improved lighting, landscape plantings, surface finishes (i.e. texture and colour), and property maintenance.
Etching	Marking or scratching graffiti into hard surface
Graffiti	Defined in the Graffiti Prevention Act 2007 (the 'Act') as to 'write, draw, mark, scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.'
Inaccessible Graffiti	Graffiti that is not readily accessible and/or exposes Council staff or contractors to unacceptable risks to health and safety.
Street Art	Refers to work commissioned with the permission of the person/authority who owns the surface/wall that the artwork is being presented, and with the permission of the local Council (if required).
Murals	Usually occur on walls and fences and are generally within sight of high trafficable and high activity areas such as parks and reserves, skate parks, transport corridors and main roads.
Offensive graffiti	Aimed to cause offence either to certain groups or the broader community. In particular, it often includes defamatory remarks or slurs about race and gender and includes offensive words, phrases, or graphics.
Private Property	Any asset that is not owned by Melton City Council. The Graffiti Prevention Act 2007 outlines the specific circumstances in which Council is permitted to enter private property
Public Art	Refers to works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.
Rapid Removal	Prioritisation of the removal of offensive graffiti from public land within 48 hours of it being reported.
Stencil Graffiti	Form of graffiti that makes use of stencils often made from paper or cardboard to create an image or text that often relates to a political or social issue and is easily reproducible. The image is transferred to a wall/fence through the use of spray paint or roll-on paint.
Tags/Tagging	A type of graffiti that commonly occurs on walls / fences, bridges, and service authority assets such as light poles, traffic, and signal devices. Tags may be gang related.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 3 Graffiti Management Policy - Current

Tributes	Usually occur on walls, light poles, fences, road pavements, footpaths and local rocks as a declaration, or other acknowledgment of gratitude, respect, or admiration to a person/s.
Visible by Public	Graffiti that is within view from a public road or park reserve at the discretion of the Operations Manager Environment & Waste.

4. Policy

Council is committed to timely and rapid removal of graffiti wherever possible to discourage further recurrence of graffiti and to enhance community pride and safety.

Council recognises that the presence of graffiti can have negative effects on the community including:

- contributing to poor perceptions of safety
- contributing to reduction in local pride via perceptions of cleanliness and the quality of the physical environment.
- economic impacts associated with the removal of graffiti

Council also recognises the positive effects of legal street art which include:

- creating opportunities for local artists to develop their creativity and experience the artistic work of others
- contributing to the vibrancy and activation of an area
- encouraging local pride
- supported legal street art that creates local identity, pride, and character of local neighbourhoods and or the City.

The objective of this policy is to minimise the negative impacts of graffiti and recognise the need for a coordinated management approach to graffiti through:

1. Graffiti Prevention
2. Graffiti Education
3. Graffiti Removal and Enforcement
 - Council and public property and assets
 - Private property and assets.

4.1 Graffiti Prevention

Best practice graffiti reduction models, both nationally and internationally, recognise the importance of graffiti prevention. Council acknowledges that one of the effective strategies in graffiti prevention is active engagement and development of partnerships to develop a broader approach to the management and removal of graffiti across the municipality.

Council supports the following graffiti prevention principles:

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 3 Graffiti Management Policy - Current

- 4.1.1 Ownership and community pride to enable influence, involvement and promote a sense of collective community confidence, safety, and security.
- 4.1.2 Partnership approach to support a coordinated response to develop solutions and opportunities for graffiti prevention, education, removal, and enforcement.
- 4.1.3 Urban and Architectural Design that assists to reduce the potential of graffiti occurring.

Council will continue to implement and promote graffiti prevention strategies including:

- Developing safe and welcoming public spaces that respond to community need, improve perceptions of safety, and provide opportunity for positive social engagement via implementing CPTED principles.
- Use of commissioned street art in site appropriate locations that contribute to the amenity of the area and prevent graffiti on the site.
- Use of graffiti resistant materials or protective coatings to assist with removal.
- Partnering with stakeholders, such as the Department of Justice and Community Safety, to utilise programs that places offenders under supervision within the municipality to remove graffiti from allocated sites.

4.2 Graffiti Education (Community education and the provision of support resources)

Council recognises the role education plays to inform our community on the negative impacts of graffiti and to appreciate and participate in activities that can assist to reduce it occurring.

As such, Council will continue to provide the following local empowerment initiatives:

4.2.1 Graffiti Education Initiatives

Council seeks to actively engage with schools to run 'incursions' to raise awareness of the negative impacts of graffiti, penalties that exist and the steps that Council and State Government take to reduce graffiti occurring.

In addition, Council delivers graffiti prevention initiatives that connect community, increase participation, build capacity and local pride and ownership of the public realm (i.e. open space improvements, youth street art projects, local art projects including the use of murals and neighbourhood beautification initiatives). Some projects may relate to tributes/memorials and will be considered on a case by case basis.

4.2.2 Report Graffiti

Residents are encouraged to report graffiti on public and private property within the municipality.

Where required, Council will notify the relevant external organisation (e.g. VicRoads, Public Transport Victoria and power companies) to organise removal of the graffiti.

Residents can also directly report graffiti to external organisations.

Graffiti can be reported to Council;

- 1) Phone: 9747 7200
- 2) Email: csu@melton.vic.gov.au

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 3 Graffiti Management Policy - Current

4.2.3 Graffiti Removal Kits and Portable Removal Systems for residents

Council will provide free graffiti removal kits to enable residents to allow them to remove graffiti from private property if they do not want Council to remove it.

Residents can request a free graffiti removal kit by contacting Council Customer Service on 9747 7200. The free graffiti removal kit is available to residential properties only.

Graffiti removal kits are suitable for smaller jobs less than 1m² in size. Removal kits will include safe graffiti removal chemical, scrubbing brush and personal protective equipment.

Larger jobs over 1m² will require specialised equipment and will be undertaken by Council.

Limits on the number kits and/or chemicals supplied to residents will be at the discretion of the Manager Environment & Waste. An induction on the safe use of these items may be required.

If residents do not want to remove the graffiti themselves, they can request assistance from Council, and provided the graffiti is visible from a public place and written consent is obtained in accordance with the Graffiti Prevention Act, Council may assist (Refer to private property definitions in section 4.4).

4.3 Graffiti Removal from Council and public property

To limit the potential for graffiti continuing to occur and to manage the negative effects of graffiti in our community, Council will proactively remove graffiti from Council or public property in a timely manner.

Council will maintain a target of removing graffiti from Council or public property within 48 hours for offensive graffiti and ten (10) working days non-offensive graffiti of the report being recorded as a Customer Action Request (CAR).

To support the apprehension of offenders, Council will maintain a record of graffiti in a central register prior to removal of graffiti from Council or public property.

4.3.1 Graffiti removal on public art assets

Where graffiti is located on public art assets, initial contact must be made with Council's Arts and Culture team.

The Waste, Graffiti & Cleaning team will then work in collaboration to assist with the removal of the graffiti from the artwork.

4.4 Graffiti Removal on private property and assets

In support of private property owners and our community, Council will:

- Proactively use the Act to remove graffiti from private property and assets.
- Ensure appropriate officers are delegated in accordance with section 98(1) of the *Local Government Act 2020*, to proactively serve notices to property and assets owners in accordance with section 18(2) and section 18(3) and section 19 and 20 of the *Act 2007*.
- Incur all costs associated with delegation, administration, and removal of graffiti from private property.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy
 Appendix 3 Graffiti Management Policy - Current

- Maintain a record of graffiti in a central register prior to removal of graffiti from private property.
- If consent is not provided to remove graffiti from private assets, the matter will be referred to Councils Community Safety team to investigate under section 64 of the General Local Law 2015.

4.4.1 Graffiti removal on private assets

Council will utilise the provisions of the Act to remove graffiti by gaining consent from such entities through issuing of notices under sections 18(2) and 18(3) of the Act.

4.4.2 Inaccessible graffiti

Council may enter private property for the purpose of removing or obliterating graffiti if it serves a notice under the Act to the owner or occupier at least 28 days before the action is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

4.4.3 Accessible graffiti

If entry to private property is not necessary, Council must serve a notice under the Act at least 10 days before the action to remove or obliterate the graffiti is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

4.4.4 Offensive graffiti removal

Under the provisions of the Act Council can take action to remove or obliterate graffiti from private property when graffiti is deemed offensive in nature' or 'when it is affecting community perceptions of safety.' The removal of obscene or offensive graffiti will be fast-tracked through immediate contact with the property owner or their representative. The *Racial and Religious Tolerance Act 2001* may be used to support fast removal which makes it illegal to write racist graffiti in public places.

4.4.5 Graffiti Tributes

Council acknowledges the sensitivity associated with graffiti tributes and recognises that they will occur from time to time, appearing as murals, tags, or stencils. Illegal graffiti tributes will be removed within a reasonable timeframe, as determined by Council, and if appropriate in consultation with the family to whom the tribute relates.

5. Responsibility /Accountability

5.1	Manager Environment & Waste
	<ul style="list-style-type: none"> • Responsible to oversee the implementation of the policy and review it in a consultative and collaborative exercise at identified periodic intervals.
5.2	Council Officers and Council Contractors
	<ul style="list-style-type: none"> • Responsible for implementation and or adherence to this policy.

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Item 6.2 Graffiti Management Policy

Appendix 3 Graffiti Management Policy - Current

6. References and links to legislation and other documents

Name	Location
<i>Graffiti Prevention Act 2007 (Vic)</i>	www.legislation.vic.gov.au
<i>Local Government Act 2020 (Vic)</i>	www.legislation.vic.gov.au
Melton City Council: Council and Wellbeing Plan 2021-2025	www.melton.vic.gov.au
Melton City Council: Safe City Proud Communities Plan 2020-2024	www.melton.vic.gov.au
Melton City Council: Public Art Policy 2018 – 2021	www.melton.vic.gov.au
Melton City Council General Local Law (2015)	www.melton.vic.gov.au

MINUTES OF THE POLICY REVIEW PANEL

2 APRIL 2026

Cr Shannon, Neil Whiteside and Debbie Blandford departed the meeting at 9.52am.

7. GENERAL BUSINESS

Nil.

8. NEXT MEETING

The next meeting will be held on Thursday 14 May 2026 at 9.30am, online.

9. CLOSE OF BUSINESS

The meeting closed at 9.54am.

Confirmed

Date:

.....CHAIRPERSON

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

Reports were received from Crs Vandenberg, Turner, Verdon, and Majdlik.

Cr Vandenberg departed the Chamber at 7.39pm.

A report was received from Cr Ramsey.

Cr Vandenberg returned to the Chamber at 7.44pm.

A report was received from Cr Abboushi.

Cr Ramsey departed the Chamber at 7.45pm and returned to the Chamber at 7.47pm.

Reports were received from Crs Shannon, and Morris.

Cr Majdlik departed the Chamber at 7.52pm and returned to the Chamber at 7.54pm.

A report was received from Deputy Mayor Zada.

14. NOTICES OF MOTION

Nil.

15. URGENT BUSINESS

Nil.

16. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

16.1 Community Achievement Awards 2026

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

16.2 Contract No. 25-210 - Provision of Security Services

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.3 Contract No 2612-0653 - Managed Services Provider for Contingent Labour

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.4 Contractual Matter

(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

Motion

Crs Abboushi/Majdlik.

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

16.1 Community Achievement Awards 2026

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

16.2 Contract No. 25-210 - Provision of Security Services

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.3 Contract No 2612-0653 - Managed Services Provider for Contingent Labour

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

16.4 Contractual Matter

(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

For: Crs Abboushi, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

17. CLOSE OF BUSINESS

The meeting closed at 8.16pm.

Confirmed

Dated this

.....CHAIRPERSON