

Office of the State **Building** Surveyor

Municipal Building Control

Monthly Reporting
Data Dictionary





Accessibility

For enquiries in languages other than English, contact the Translating and Interpreting Service on 131 450. Say the name of your language in English and ask the interpreter to call 1300 815 127.

If you have difficulties with hearing or speech, you can contact the **Building and Plumbing Commission** via the [National Relay Service](#). Simply enter 1300 067 088 as the number you want to call.

Users of TTY services can also contact the VBA via our direct TTY line: 133 677.

Acknowledgment of Country

The Building and Plumbing Commission (BPC) respectfully acknowledges the Traditional Owners and custodians of the land and water upon which we rely. We pay our respects to their Elders past and present. We recognise and value the ongoing contributions of Aboriginal and Torres Strait Islander peoples and communities to Victorian life.

We embrace the spirit of reconciliation, working towards equality of outcomes and an equal voice.





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Municipal Building Control Monthly Reporting

Data Dictionary

Purpose of Reporting

The monthly reporting collection provides the Office of the State Building Surveyor (OSBS) with a consistent view of municipal building control activity across Victoria.

The measures support visibility of demand, workload, backlog, statutory activity and emerging system pressures. They do not duplicate information already available to the BPC or OSBS through other channels.

Where a council is unable to report a measure, this is still valuable. It is not a compliance finding, but a signal of system capability, data maturity, and where support or uplift may be required.

What this pack is for

This Data Dictionary provides a practical reference for each measure, including what is being asked, how and when it should be counted, and the relevant legislative context.

How to use the Data Dictionary

To support consistent reporting, councils are encouraged to:

1. **Assign ownership**
Nominate a business owner for each reporting domain.
2. **Align to source systems**
Confirm the system or register and relevant date field for each measure.
3. **Apply timing rules**
 - For Activity measures, report based on when the activity occurred
 - For Point-in-time measures, report as at end of month
4. **Refer to the Data Dictionary where needed**
If there is any uncertainty, refer to the Data Dictionary definitions, inclusions/exclusions, and timing rules for each measure.
5. **Perform a quality check**
Review for unusual spikes, unexpected zeros, and inconsistencies.
6. **Retain supporting records**
Keep a simple extract to support reported figures if required.

Support available

For all enquiries or if you need further support or clarifications, please contact:
Council.MBS.Support@bpc.vic.gov.au



Core Monthly Measures Data Dictionary

1.0 Enforcement Activity

1.1 Enforcement – Investigation Stage

1.1.1 New compliance files

Indicates incoming compliance demand and emerging workload.

Field	Detail
Measure ID	1.1.1
Reporting Question	How many new Compliance Files did you open during the reporting month?
Measure Name	New compliance files
System Code	COMPLIANCE_FILE_NEW
What councils should report	Total number of new compliance files opened during the reporting month. This includes new files opened regardless of investigation status.
Inclusions	• Include all new compliance files created during the month • Include files at any stage (pending or active investigation)
Exclusions	• Do not include files opened in previous months • Do not include duplicate or administrative records not representing a new compliance matter
When to count it	Count based on the date the compliance file was opened within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Administration and Enforcement)
Statutory requirement (effect of provision)	Municipal Building Surveyors may initiate investigations where building work or use may contravene the Act or Regulations

Core monthly data dictionary

1.0 Enforcement Activity

1.1 Enforcement – Investigation Stage

1.1.2 Compliance files closed

Indicates resolution of compliance matters and throughput of enforcement activity.

Field	Detail
Measure ID	1.1.2
Reporting Question	How many Compliance Files did you close during the reporting month?
Measure Name	Compliance files closed
System Code	COMPLIANCE_FILE_CLOSED
What councils should report	Total number of compliance files closed during the reporting month.
Inclusions	• Include all compliance files formally closed during the month • Closure may occur following resolution, enforcement, or other outcomes
Exclusions	• Do not include files still open at the end of the month • Do not include files closed in prior months
When to count it	Count based on the date the compliance file was closed within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Administration and Enforcement)
Statutory requirement (effect of provision)	Municipal Building Surveyors must progress investigations to resolution, including compliance, enforcement or closure

Core monthly data dictionary

1.0 Enforcement Activity

1.1 Enforcement – Investigation Stage

1.1.3 Open compliance investigations (EOM)

Indicates current compliance workload and backlog pressure.

Field	Detail
Measure ID	1.1.3
Reporting Question	At the end of the reporting month, how many total Compliance Investigations remain open?
Measure Name	Open compliance investigations (EOM)
System Code	COMPLIANCE_OPEN_EOM
What councils should report	Total number of open or active compliance investigations at the end of the reporting month. This includes files that remain open regardless of investigation status.
Inclusions	• Include all compliance files that remain open at end of month • Include files at any stage (pending, active investigation, or progressing enforcement)
Exclusions	• Do not include files closed prior to the end of the reporting month
When to count it	<u>Point-in-time measure as at the end of the reporting month.</u>
Legislative basis	Building Act 1993 (Vic), Part 8 (Administration and Enforcement)
Statutory requirement (effect of provision)	Municipal Building Surveyors must administer the Act and Regulations



Core monthly data dictionary

1.0 Enforcement Activity

1.2 Enforcement - Building Notices

1.2.1 Building Notices issued

Indicates use of early enforcement powers and regulatory intervention.

Field	Detail
Measure ID	1.2.1
Reporting Question	How many Building Notices did you issue during the reporting month?
Measure Name	Building Notices issued
System Code	NOTICES_ISSUED
What councils should report	Total number of Building Notices issued during the reporting month.
Inclusions	• Include all Building Notices formally issued under Part 8 of the Act • Count each notice once at the point of issue
Exclusions	• Do not include notices drafted but not issued • Do not include notices issued in prior months
When to count it	Count based on the date the Building Notice was issued within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Notices)
Statutory requirement (effect of provision)	Municipal Building Surveyors may issue Building Notices to show cause



Core monthly data dictionary

1.0 Enforcement Activity

1.2 Enforcement - Building Notices

1.2.2 Building Notices withdrawn

Indicates outcomes or changes following initial enforcement action.

Field	Detail
Measure ID	1.2.2
Reporting Question	How many Building Notices were withdrawn during the reporting month?
Measure Name	Building Notices withdrawn
System Code	NOTICES_WITHDRAWN
What councils should report	Total number of Building Notices withdrawn during the reporting month.
Inclusions	• Include all Building Notices formally withdrawn during the month • Count each notice once at the point of withdrawal • This can include withdrawals of notices issued in the current or previous months
Exclusions	• Do not include notices that remain active • Do not include administrative updates that do not constitute formal withdrawal
When to count it	Count based on the date the Building Notice was withdrawn within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Notices)
Statutory requirement (effect of provision)	Municipal Building Surveyors may withdraw Notices where circumstances change

Core monthly data dictionary

1.0 Enforcement Activity

1.2 Enforcement - Building Notices

1.2.3 Building Notices active (EOM)

Indicates ongoing enforcement activity and potential backlog.

Field	Detail
Measure ID	1.2.3
Reporting Question	At the end of the reporting month, how many total Building Notices remain active?
Measure Name	Building Notices active (EOM)
System Code	NOTICES_ACTIVE_EOM
What councils should report	Total number of Building Notices that remain active at the end of the reporting month.
Inclusions	• Include all Building Notices that are in force at end of month • Include notices issued in the current or previous months that have not been withdrawn or resolved
Exclusions	• Do not include notices withdrawn, cancelled, or otherwise no longer in force prior to the end of the reporting month
When to count it	<u>Point-in-time measure as at the end of the reporting month.</u>
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Notices)
Statutory requirement (effect of provision)	Municipal Building Surveyors must manage active Notices until resolved

Core monthly data dictionary

1.0 Enforcement Activity

1.3 Enforcement - Building Orders

1.3.1: Building Orders issued

Indicates escalation of enforcement action in response to non-compliance.

Field	Detail
Measure ID	1.3.1
Reporting Question	How many total Building Orders were issued during the reporting month?
Measure Name	Building Orders issued
System Code	ORDERS_ISSUED
What councils should report	Total number of Building Orders issued during the reporting month.
Inclusions	• Include all Building Orders formally issued under Part 8 of the Act • Include all order types (e.g. General, Stop Work, Minor Works) • Count each order once at the point of issue
Exclusions	• Do not include orders drafted but not issued • Do not include orders issued in prior months
When to count it	Count based on the date the Building Order was issued within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Orders)
Statutory requirement (effect of provision)	Municipal Building Surveyors may issue Building Orders requiring rectification or cessation of use



Core monthly data dictionary

1.0 Enforcement Activity

1.3 Enforcement - Building Orders

1.3.1.1 Of the total Building Orders issued, General Building Orders

Indicates escalation of enforcement action following non-compliance.

Field	Detail
Measure ID	1.3.1.1
Reporting Question	Of the total Building Orders issued during the reporting month, how many were General Building Orders (s111)?
Measure Name	General Building Orders issued
System Code	ORDERS_GENERAL
What councils should report	Total number of General Building Orders issued under section 111 of the Building Act 1993 (Vic) during the reporting month. This is a subset of total Building Orders issued.
Inclusions	• Include all General Building Orders (s111) issued during the month • Count each order once at the point of issue
Exclusions	• Do not include orders issued in previous months • Do not include other order types (e.g. Stop Work or Minor Works Orders)
When to count it	Count based on the date the Building Order (s111) was issued within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Orders, ss.111 General)
Statutory requirement (effect of provision)	Municipal Building Surveyors may issue Building Orders requiring rectification

Core monthly data dictionary

1.0 Enforcement Activity

1.3 Enforcement - Building Orders

1.3.1.2 Of the total Building Orders issued, Stop Work Orders

Indicates urgent enforcement action to address immediate risks or unlawful building work.

Field	Detail
Measure ID	1.3.1.2
Reporting Question	Of the total Building Orders issued during the reporting month, how many were Stop Work Orders (s112)?
Measure Name	Stop Work Orders issued
System Code	ORDERS_STOPWORK
What councils should report	Total number of Stop Work Orders issued under section 112 of the Building Act 1993 (Vic) during the reporting month. This is a subset of total Building Orders issued.
Inclusions	• Include all Stop Work Orders (s112) issued during the month • Count each order once at the point of issue
Exclusions	• Do not include orders issued in previous months • Do not include other order types (e.g. General or Minor Works Orders)
When to count it	Count based on the date the Building Order (s112) was issued within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Orders, ss.112 Stop Work)
Statutory requirement (effect of provision)	Municipal Building Surveyors may issue Building Orders requiring cessation of use

Core monthly data dictionary

1.0 Enforcement Activity

1.3 Enforcement - Building Orders

1.3.1.3 Of the total Building Orders issued, Minor Works Orders

Indicates proportionate enforcement action for lower-risk non-compliance.

Field	Detail
Measure ID	1.3.1.3
Reporting Question	Of the total Building Orders issued during the reporting month, how many were Minor Works Orders (s113)?
Measure Name	Minor Works Orders issued
System Code	ORDERS_MINORWORKS
What councils should report	Total number of Minor Works Orders issued under section 113 of the Building Act 1993 (Vic) during the reporting month. This is a subset of total Building Orders issued.
Inclusions	• Include all Minor Works Orders (s113) issued during the month • Count each order once at the point of issue
Exclusions	• Do not include orders issued in previous months • Do not include other order types (e.g. General or Stop Work Orders)
When to count it	Count based on the date the Building Order (s113) was issued within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Orders, ss.113 Minor Works)
Statutory requirement (effect of provision)	Municipal Building Surveyors may issue Building Orders requiring rectification



Core monthly data dictionary

1.0 Enforcement Activity

1.3 Enforcement - Building Orders

1.3.2 Building Orders withdrawn

Indicates outcomes or changes following enforcement action.

Field	Detail
Measure ID	1.3.2
Reporting Question	How many Building Orders were withdrawn during the reporting month?
Measure Name	Building Orders withdrawn
System Code	ORDERS_WITHDRAWN
What councils should report	Total number of Building Orders withdrawn during the reporting month.
Inclusions	• Include all Building Orders formally withdrawn during the month • Include withdrawals of orders issued in the current or previous months
Exclusions	• Do not include orders that remain active • Do not include administrative updates that do not constitute formal withdrawal
When to count it	Count based on the date the Building Order was withdrawn within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Orders)
Statutory requirement (effect of provision)	Municipal Building Surveyors may withdraw Orders where appropriate



Core monthly data dictionary

1.0 Enforcement Activity

1.3 Enforcement - Building Orders

1.3.3 Building Orders active (EOM)

Indicates current enforcement workload and unresolved statutory action.

Field	Detail
Measure ID	1.3.3
Reporting Question	At the end of the reporting month, how many total Building Orders remain active?
Measure Name	Building Orders active (EOM)
System Code	BUILDING_ORDERS_ACTIVE_EOM
What councils should report	Total number of Building Orders that remain active at the end of the reporting month, including all orders still in force (whether issued in the current or previous months).
Inclusions	• Include all Building Orders that are in force at end of month • Include orders issued in current or previous months that have not been withdrawn, cancelled, or completed
Exclusions	• Do not include orders withdrawn, cancelled, or otherwise no longer in force prior to the end of the reporting month
When to count it	<u>Point-in-time measure as at the end of the reporting month.</u>
Legislative basis	Building Act 1993 (Vic), Part 8 (Building Orders)
Statutory requirement (effect of provision)	Municipal Building Surveyors must manage active Orders until resolved

Core monthly data dictionary

1.0 Enforcement Activity

1.4 Enforcement - Legal Actions

1.4.1 New court proceedings initiated

Indicates escalation to judicial enforcement where compliance cannot be achieved.

Field	Detail
Measure ID	1.4.1
Reporting Question	How many new Court Proceedings were initiated during the reporting month?
Measure Name	New court proceedings initiated
System Code	COURT_PROCEEDINGS_NEW
What councils should report	Total number of new court proceedings initiated during the reporting month. Court proceedings are defined as proceedings commenced in a court of competent jurisdiction under the Building Act 1993 (Vic) relating to alleged contraventions of the Act or Regulations.
Inclusions	• Include all court proceedings initiated during the reporting month • Include only proceedings not reported in prior months
Exclusions	• Do not include proceedings initiated in previous months • Do not include ongoing proceedings that remain open
When to count it	Count based on the date the court proceeding was formally initiated within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Prosecution provisions)
Statutory requirement (effect of provision)	Councils may prosecute offences where compliance cannot otherwise be achieved

Core monthly data dictionary

1.0 Enforcement Activity

1.4 Enforcement - Legal Actions

1.4.2 Open court proceedings (EOM)

Indicates ongoing legal exposure and unresolved enforcement proceedings.

Field	Detail
Measure ID	1.4.2
Reporting Question	At the end of the reporting month, how many Court Proceedings remain open?
Measure Name	Open court proceedings (EOM)
System Code	COURT_PROCEEDINGS_OPEN_EOM
What councils should report	Total number of court proceedings that remain open or undetermined at the end of the reporting month.
Inclusions	• Include all court proceedings that remain active or not yet determined at end of month • Include proceedings initiated in current or previous months
Exclusions	• Do not include proceedings finalised, withdrawn, or otherwise determined prior to the end of the reporting month
When to count it	<u>Point-in-time measure as at the end of the reporting month.</u>
Legislative basis	Building Act 1993 (Vic), Part 8 (Prosecution provisions)
Statutory requirement (effect of provision)	Council must manage ongoing prosecutions until final determination



Core monthly data dictionary

2.0 Emergency Powers & Safety Critical Activity

2.1 Emergency Powers Activity

2.1.1 Fire Brigade referrals received

Indicates external referrals of potential safety risks requiring assessment.

Field	Detail
Measure ID	2.1.1
Reporting Question	How many Fire Brigade Referrals were received during the reporting month (s228)?
Measure Name	Fire Brigade referrals received
System Code	EMERGENCY_FIRE_REFERRALS
What councils should report	Total number of Fire Brigade Referrals received under section 228 of the Building Act 1993 (Vic) during the reporting month. This includes referrals from Fire Rescue Victoria or the Country Fire Authority regarding potential risks to life or property arising from building conditions.
Inclusions	• Include all referrals received from Fire Rescue Victoria (FRV) or Country Fire Authority (CFA) during the month • Include referrals relating to potential danger to life or property from building conditions
Exclusions	• Do not include referrals received in previous months • Do not include general fire service interactions not under s228
When to count it	Count based on the date the referral was received within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 12 (Administration), ss. 228
Statutory requirement (effect of provision)	FRV or the CFA may refer matters to the Municipal Building Surveyor where building conditions may present a danger to life or property, with the Municipal Building Surveyor required to assess and exercise statutory enforcement powers (where appropriate).



Core monthly data dictionary

2.0 Emergency Powers & Safety Critical Activity

2.1 Emergency Powers Activity

2.1.2 Emergency call-outs attended

Indicates reactive response to urgent building safety risks.

Field	Detail
Measure ID	2.1.2
Reporting Question	How many building-related Emergency Call-outs were attended during the reporting month?
Measure Name	Emergency call-outs attended
System Code	EMERGENCY_CALL_OUTS_ATTENDED
What councils should report	Total number of emergency call-outs attended during the reporting month to assess whether a potential danger to life or property exists under the Building Act 1993 (Vic).
Inclusions	• Include emergency call-outs attended by a Municipal Building Surveyor or authorised building surveyor • Include responses to urgent building safety risks requiring immediate assessment
Exclusions	• Do not include general Council emergency responses not related to statutory building safety functions • Do not include call-outs not attended
When to count it	Count based on the date the emergency call-out was attended within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Emergency Orders, including, ss 102)
Statutory requirement (effect of provision)	Municipal Building Surveyors respond to urgent building safety risks requiring immediate assessment



Core monthly data dictionary

2.0 Emergency Powers & Safety Critical Activity

2.1 Emergency Powers Activity

2.1.3 Emergency Orders issued (s102)

Indicates immediate regulatory intervention to address serious risks to life or property.

Field	Detail
Measure ID	2.1.3
Reporting Question	How many Emergency Orders were issued during the reporting month (s102)?
Measure Name	Emergency Orders issued
System Code	EMERGENCY_ORDERS_ISSUED
What councils should report	Total number of Emergency Orders issued under section 102 of the Building Act 1993 (Vic) during the reporting month. This is a subset of total Building Orders issued.
Inclusions	• Include all Emergency Orders (s102) issued during the month • Count each order once at the point of issue
Exclusions	• Do not include orders issued in previous months • Do not include other Building Order types
When to count it	Count based on the date the Emergency Order was issued within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 8 (Emergency Orders), ss 102
Statutory requirement (effect of provision)	Municipal Building Surveyors may issue Emergency Orders where there is immediate danger to life or property



Core monthly data dictionary

2.0 Emergency Powers & Safety Critical Activity

2.2 Safety Critical Certificates of Compliance

2.2.1 Pool and/or Spa Certificates of Barrier Compliance due

Indicates demand and scale of pool and spa compliance obligations.

Field	Detail
Measure ID	2.2.1
Reporting Question	2.2.1: 2.2.1: How many Swimming Pool and/or Spa Certificates of Barrier Compliance became due during the reporting month?
Measure Name	Pool and Spa Barrier Compliance Certificates due
System Code	POOL_SPA_COC_DUE
What councils should report	Total number of Swimming Pool and/or Spa Certificates of Barrier Compliance that became due during the reporting month.
Inclusions	• Include all certificates that reached their due date within the reporting month • Include only pools and spas subject to barrier compliance requirements under Part 9A
Exclusions	• Do not include certificates due in previous or future months • Do not include certificates already lodged prior to the reporting month
When to count it	Count based on the date the certificate became due within the reporting month.
Legislative basis	Building Regulations 2018 (Vic), Part 9A (Swimming Pools & Spas)
Statutory requirement (effect of provision)	Owners must obtain Certificates of Barrier Compliance within prescribed timeframes



Core monthly data dictionary

2.0 Emergency Powers & Safety Critical Activity

2.2 Safety Critical Certificates of Compliance

2.2.2 Pool and/or Spa Certificates of Barrier Compliance lodged

Indicates lodgement of certificates of barrier compliance under statutory requirements.

Field	Detail
Measure ID	2.2.2
Reporting Question	How many Swimming Pool and/or Spa Certificates of Barrier Compliance were lodged during the reporting month?
Measure Name	Pool and Spa Barrier Compliance Certificates lodged
System Code	POOL_COC_LODGED
What councils should report	Total number of Swimming Pool and/or Spa Certificates of Barrier Compliance lodged during the reporting month.
Inclusions	• Include all certificates received/lodged within the reporting month • Include only pools and spas subject to barrier compliance requirements under Part 9A
Exclusions	• Do not include certificates lodged in previous months • Do not include incomplete or unsubmitted certificates
When to count it	Count based on the date the certificate was lodged with Council within the reporting month.
Legislative basis	Building Regulations 2018 (Vic), Part 9A (Swimming Pools & Spas)
Statutory requirement (effect of provision)	Owners must lodge Certificates of Barrier Compliance with Councils

Core monthly data dictionary

2.0 Emergency Powers & Safety Critical Activity

2.2 Safety Critical Certificates of Compliance

2.2.3 Pool and Spa Certificates of Barrier Compliance overdue (EOM)

Indicates backlog and potential safety risk in pool and spa compliance.

Field	Detail
Measure ID	2.2.3
Reporting Question	At the end of the reporting month, how many total Swimming Pool and/or Spa Certificates of Barrier Compliance remain overdue?
Measure Name	Pool and Spa Barrier Compliance Certificates overdue (EOM)
System Code	POOL_COC_OVERDUE_EOM
What councils should report	Total number of Swimming Pool and/or Spa Certificates of Barrier Compliance that remain overdue at the end of the reporting month. This represents all certificates that were due but not yet lodged.
Inclusions	• Include all certificates that are overdue at end of month (due but not lodged) • Include all certificates from current and previous periods that remain outstanding
Exclusions	• Do not include certificates that have been lodged prior to the end of the reporting month
When to count it	<u>Point-in-time measure as at the end of the reporting month.</u>
Legislative basis	Building Regulations 2018 (Vic), Part 9A (Swimming Pools & Spas)
Statutory requirement (effect of provision)	Councils must maintain records of non-lodged or overdue Certificates of Barrier Compliance

Core monthly data dictionary

3.0 Prescribed Regulatory Functions Activity

3.1 Report & Consent

3.1.1 Report and consent – Siting (Part 5)

Indicates volume of siting-related statutory decision-making.

Field	Detail
Measure ID	3.1.1
Reporting Question	How many Report and Consent siting applications were assessed (determined) during the reporting month (Part 5)?
Measure Name	Report and consent – Siting (Part 5)
System Code	R&C_P5_SITING
What councils should report	Total number of applications requiring report and consent under Part 5 (Siting) of the Building Regulations 2018 (Vic) that were determined during the reporting month. This includes applications that were approved or refused.
Inclusions	• Include all Part 5 (Siting) applications determined during the month • Include both approved and refused applications
Exclusions	• Do not include applications received but not yet determined • Do not include applications under other Parts • Do not include applications withdrawn prior to determination
When to count it	Count based on the date the application was determined within the reporting month.
Legislative basis	Building Regulations 2018 (Vic), Part 5 (Siting)
Statutory requirement (effect of provision)	Municipal Building Surveyors assess siting matters where a report and consent is required



Core monthly data dictionary

3.0 Prescribed Regulatory Functions Activity

3.1 Report & Consent

3.1.2 Report and consent – Projections (Part 6)

Indicates volume of applications for projections requiring regulatory assessment.

Field	Detail
Measure ID	3.1.2
Reporting Question	How many Report and Consent applications for projections beyond street alignment were assessed (determined) during the reporting month (Part 6)?
Measure Name	Report and consent – Projections (Part 6)
System Code	R&C_P6_PROJECTION
What councils should report	Total number of applications requiring report and consent under Part 6 (Projections beyond the Street Alignment) of the Building Regulations 2018 (Vic) that were determined during the reporting month. This includes applications that were approved or refused.
Inclusions	• Include all Part 6 (Projections) applications determined during the month • Include both approved and refused applications
Exclusions	• Do not include applications received but not yet determined • Do not include applications under other Parts • Do not include applications withdrawn prior to determination
When to count it	Count based on the date the application was determined within the reporting month.
Legislative basis	Building Regulations 2018 (Vic), Part 6 (Projections)
Statutory requirement (effect of provision)	Municipal Building Surveyors assess projections beyond allotment boundaries

Core monthly data dictionary

3.0 Prescribed Regulatory Functions Activity

3.1 Report & Consent

3.1.3 Report and consent – Precautions (Part 7)

Indicates safety-related decision-making to protect the public.

Field	Detail
Measure ID	3.1.3
Reporting Question	How many Report and Consent precaution applications were assessed (determined) during the reporting month (Part 7)?
Measure Name	Report and consent – Precautions (Part 7)
System Code	R&C_P7_PRECAUTION
What councils should report	Total number of applications requiring report and consent relating to precaution matters under Part 7 of the Building Regulations 2018 (Vic) that were determined during the reporting month. This includes applications that were approved or refused.
Inclusions	• Include all Part 7 (Precautions) applications determined during the month • Include both approved and refused applications
Exclusions	• Do not include applications received but not yet determined • Do not include applications under other Parts • Do not include applications withdrawn prior to determination
When to count it	Count based on the date the application was determined within the reporting month.
Legislative basis	Building Regulations 2018 (Vic), Part 7 (Precautions)
Statutory requirement (effect of provision)	Municipal Building Surveyors provide consent for Precautions to protect the public



Core monthly data dictionary

3.0 Prescribed Regulatory Functions Activity

3.1 Report & Consent

3.1.4 Report and consent – Flooding (Part 10)

Indicates volume of applications in flood-affected areas requiring assessment.

Field	Detail
Measure ID	3.1.4
Reporting Question	How many Report and Consent flooding applications were assessed (determined) during the reporting month (Part 10)?
Measure Name	Report and consent – Flooding (Part 10)
System Code	R&C_P10_FLOODING
What councils should report	Total number of applications requiring report and consent under Part 10 (Flooding) of the Building Regulations 2018 (Vic) that were determined during the reporting month. This includes applications that were approved, approved with conditions, or refused.
Inclusions	• Include all Part 10 (Flooding) applications determined during the month • Include approved, approved with conditions, and refused applications
Exclusions	• Do not include applications received but not yet determined • Do not include applications under other Parts • Do not include applications withdrawn prior to determination
When to count it	Count based on the date the application was determined within the reporting month.
Legislative basis	Building Regulations 2018 (Vic), Part 10 (Flooding)
Statutory requirement (effect of provision)	Municipal Building Surveyors assess proposals in flood-prone areas

Core monthly data dictionary

3.0 Prescribed Regulatory Functions Activity

3.2 Regulatory Functions

3.2.1 Places of Public Entertainment assessments

Indicates assessments undertaken to determine requirements for places of public entertainment.

Field	Detail
Measure ID	3.2.1
Reporting Question	How many Places of Public Entertainment assessments were undertaken during the reporting month (Division 2, Part 5)?
Measure Name	Places of Public Entertainment assessments
System Code	POPE_ASSESSMENTS
What councils should report	Total number of assessments under Part 5 Division 2 of the Building Act 1993 (Vic) undertaken to determine Occupancy Permit requirements for Places of Public Entertainment.
Inclusions	• Include all PoPE assessments during the month (including where a PoPE assessment concludes an Occupancy Permit is not required)
Exclusions	• Do not include applications received but not yet assessed
When to count it	Count based on the date the of assessment within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 5, Division 2 (Places of Public Entertainment)
Statutory requirement (effect of provision)	Municipal Building Surveyors are required to assess whether a building or place used for public entertainment is required to have an Occupancy Permit under the Act, having regard to its use and risk to public safety.

Core monthly data dictionary

3.0 Prescribed Regulatory Functions Activity

3.2 Regulatory Functions

3.2.2 Places of Public Entertainment determinations

Indicates applications determined for places or buildings for use as Places of Public Entertainment.

Field	Detail
Measure ID	3.2.2
Reporting Question	How many Places of Public Entertainment determinations were made during the reporting month (Division 2, Part 5)?
Measure Name	Places of Public Entertainment determinations
System Code	POPE_DETERMINATIONS
What councils should report	Total number of Places of Public Entertainment applications determined during the reporting month under Part 5 Division 2 of the Building Act 1993 (Vic).
Inclusions	• Include all PoPE determinations made during the month • Include where Occupancy Permits were both approved and refused.
Exclusions	• Do not include applications not yet determined • Do not include where determinations made in previous months
When to count it	Count based on the date the application was approved or refused within the reporting month.
Legislative basis	Building Act 1993 (Vic), Part 5, Division 2 (Places of Public Entertainment)
Statutory requirement (effect of provision)	Municipal Building Surveyors must determine whether to issue or refuse an Occupancy Permit for a building or place used for public entertainment under the Act.



Core monthly data dictionary

3.0 Prescribed Regulatory Functions Activity

3.2 Regulatory Functions

3.2.3 Temporary structure siting determinations

Indicates assessments of temporary structures for public use.

Field	Detail
Measure ID	3.2.3
Reporting Question	How many temporary structure siting determinations were made during the reporting month (Part 14)?
Measure Name	Temporary structure siting determinations
System Code	TEMP_STRUCT_DETERMINATIONS
What councils should report	Total number of applications under Part 14 of the Building Regulations 2018 (Vic) for the siting of temporary structures that were determined during the reporting month.
Inclusions	• Include all temporary structure applications determined during the month • Include both approved and refused applications
Exclusions	• Do not include applications received but not yet assessed • Do not include amendments that do not require a fresh determination
When to count it	Count based on the date the application was determined within the reporting month.
Legislative basis	Building Regulations 2018 (Vic), Part 14 (Temporary Structures)
Statutory requirement (effect of provision)	Municipal Building Surveyors must determine whether to approve or refuse the siting of temporary structures for public use in accordance with the Building Regulations.



Municipal Building Control Monthly Reporting

Self-Assessed Data Maturity Assessment

Purpose

Councils are asked to provide a self-assessed data maturity rating for each measure to indicate how readily the data can be produced from existing systems.

This supports understanding of:

- data capability across councils
- consistency and reliability of reporting
- where support or uplift may be required

Self-reported data maturity is **not a compliance assessment**. It provides context to support interpretation of reported data. A rating of **Level 0 (Unable to Report)** is valid and expected in some cases. It provides a signal of current capability and helps inform future support and improvement.

How to complete

For each measure, select the maturity level that best reflects your current ability to capture and report the data.

Select the level that most closely represents your typical process, not a one-off or ideal scenario.

Maturity levels

Self-Reported Data Maturity	Level	Name	Description
Level 0 – Unable to Report	0	Unable to Report	Data is not recorded or cannot be produced from existing systems
Level 1 – Ad Hoc	1	Ad Hoc	Data exists but is manual, inconsistent, or difficult to extract
Level 2 – Basic	2	Basic	Data is captured and can be reported, with some manual effort required
Level 3 – Established	3	Established	Data is consistently captured and readily reportable with minimal manual effort
Level 4 – Mature	4	Mature	Data is automated, reliable, and used for monitoring and continuous improvement



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Want to know more?

If you have any questions about this information, please contact the Building and Plumbing Commission.

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