

MINUTES



Ordinary Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 24 June 2019

PRESENT:

Cr J Keogh (Mayor)

Cr P Lockwood

Cr J Mortimore

Cr M Timmers-Leitch

Cr T Holland

Cr L Cooper

Cr D Pearce

Cr N Seymour

Dobson Ward

Baird Ward

Chandler Ward

Collier Ward

Friberg Ward

Scott Ward

Taylor Ward

Tirhatuan Ward

Mr T Doyle

Chief Executive Officer

Dr I Bell

Director – Engineering & Infrastructure

Mr M Kelleher

Director - City Development

Mr M Fromberg

Director – Corporate Services

Ms J Chalkley

Acting Director – Community Services

Mr P McQue

Manager, Governance and Strategy

THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT

“Knox City Council acknowledges we are on the traditional land of the Wurundjeri and Bunurong people and pay our respects to elders both past and present.”

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1 Apologies and Requests for Leave of Absence

Nil.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Cooper

SECONDED: Councillor Holland

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 27 May 2019

CARRIED

4 Petitions and Memorials

Nil.

5 Reports by Councillors

5.1 Committees and Delegates

5.1.1 Councillor Pearce

Councillor Pearce attended the following

- Annual Advisory Committees General Meeting
- Annual Budget Public Submissions Hearing

5.1.2 Councillor Holland

Councillor Holland attended the following

- Annual Advisory Committees General Meeting
- Annual Budget Public Submissions Hearing
- Leisure Minor Capital Works Grant
- Knox Sport and Leisure Advisory Committee
- ALGA National General Assembly of Local Government
- Homelessness Meeting

5.1.3 Councillor Cooper

Councillor Cooper attended the following

- Annual Advisory Committees General Meeting
- Early Years Advisory Committee Interviews
- Early Years Advisory Committee

5.1.4 Councillor Timmers-Leitch

Councillor Timmers-Leitch attended the following

- Walking Football Launch
- Annual Advisory Committees General Meeting
- World Environment Day
- Wantirna Tennis Club Annual General Meeting
- Tenori Performance
- Recreation and Leisure Committee
- Knox Sport and Leisure Awards
- Knox Young Leaders Program
- Knox Youth Advisory Committee
- Wantirna Health Precinct
- Leading the Agenda - Local Government Women's Charter Champions

- Chinese Association of Victoria - Mid-Year Dinner
- Official Opening of the Knox Children and Family Centre Bayswater

5.1.5 Councillor Mortimore

Councillor Mortimore attended the following

- Metropolitan Local Government Waste Forum
- State Basketball Centre
- Environment Advisory Committee
- IDAHOBIT Morning Tea and Flag Raising
- Knox Design and Development Excellence Awards
- Eastern Alliance for Greenhouse Action Executive Steering Committee
- Stamford Restaurant Opening Celebration
- The Basin Female Football Club
- Walking Football Launch
- Annual Advisory Committees General Meeting
- Zero Waste Seminar
- Annual Budget Public Submissions Hearing
- Site Visit to Prahran
- Site Visit to Cato Square
- 2040 Metro
- Knox Community Safety, Health and Wellbeing Advisory Committee

5.1.6 Councillor Lockwood

Councillor Lockwood attended the following

- Melbourne Eastern Region Business Breakfast
- Post State Budget Lunch with Tim Pallas
- Walking Football Launch
- Annual Advisory Committees General Meeting
- World Environment Day Community Planting
- Launch of Living Melbourne: Our Metropolitan Urban Forest
- Municipal Association of Victoria Metro Forum
- Knox Sport and Leisure Awards
- ALGA National General Assembly of Local Government
- Eastern Affordable Housing Alliance
- Eastern Transport Coalition
- Chinese Association Victoria Mid-Year Dinner
- Official Opening of the Knox Children and Family Centre Bayswater

5.1.7 Councillor Seymour

Councillor Seymour attended the following

- Annual Budget Public Submissions Hearing
- Knox Disability Advisory Committee
- Knox Active Ageing Advisory Committee
- Stamford Park Restaurateur and Developer
- Wish to congratulate the Mayor, Chief Executive Officer and the Director of Community Services on Council successfully joining the World Health Organisation's Global Network of Age Friendly Cities. This is an important step for Knox and reflects the changing face of Knox where the number of residents over the age of 55 is the same as those under the age of 55. It is time to truly and authentically embed thinking towards planning for an age-friendly municipality. This membership gives access to policy, research and international best practice to help embed age friendly thinking for public spaces and the services offered. Gaining this membership is a key achievement and is an initiative Knox should be very proud of.

5.1.8 Councillor Keogh

Councillor Keogh attended the following

- Meeting with Alan Tudge MP
- Annual Budget Public Submissions Hearing
- Ferntree Gully Storytime
- Radio Eastern FM Monthly Mayoral Interview
- Deakin Melbourne Boomers
- Recreation and Leisure Committee
- Mountain District Learning Centre
- Bayswater Hub
- Nick Wakeling MP and Michael O'Brien MP
- Knox Sport and Leisure Awards
- RUAG Bayswater
- Young Leaders Program
- Wantirna Health Precinct
- School Sport Victoria Knox (Primary) Division Girls Football Day
- Sonya Kilkenny, Parliamentary Secretary for Early Childhood
- Official Opening of the Knox Children and Family Centre Bayswater
- Jackson Taylor MP

5.2 Ward Issues

5.2.1 Councillor Pearce (TAYLOR WARD)

Councillor Pearce expressed concerns regarding the VCAT decision to approve the development of an aged care facility on Wellington Road, Lysterfield. Councillor Pearce is concerned that VCAT decisions are prioritising demand for aged care facilities over local planning policies. Councillor Pearce noted the need for aged care facilities but the lack of parking facilities may be an issue in the future.

5.2.2 Councillor Timmers-Leitch (COLLIER WARD)

Councillor Timmers-Leitch congratulated Collier Ward representatives in the recent Sport and Leisure Awards. There were great speeches from our guest speakers Tom Mitchell and Brooke Hanson along with awards to Clive Savory and Alison Rogers from Collier Ward. The quality of sporting clubs in Collier Ward and around Knox is fantastic.

5.2.3 Councillor Mortimore (CHANDLER WARD)

Councillor Mortimore noted there are an increasing number of complaints about "moonscaping" development sites in the area, not just for medium and high-density sites, but also on normal house blocks. This is often done in contravention of permits as people find it easier to bulldoze trees and build. Such an action is against Council Policies and rules and Council needs to do something about this. The current penalties are far too low, there should be more significant fines to discourage the action due to potential values being locked by the moonscaping. This is an issue in local governments across Australia and requires action.

5.2.4 Councillor Lockwood (BAIRD WARD)

Councillor Lockwood attended the Knox Sport and Leisure Awards and noted it was great to see a Melbourne Boomers representative Ezi Magbegor at the event.

Councillor Lockwood noted there have been facility problems at the Boronia Radio Car Control Club.

6 City Development Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation - 1 May 2019 to 31 May 2019

SUMMARY: Manager, City Planning & Building, Paul Dickie

Details of planning applications considered under delegation are referred for information. It is recommended that the items be noted.

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 May 2019 to 31 May 2019) be noted

1. REPORT

Details of planning applications decided under delegation from 1 May 2019 to 31 May 2019 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	6
Other	8
Subdivision	15
Units	20
Tree Removal / Pruning	15
Single Dwelling	2
Change of Use	2
Signage	1
Liquor Licence	1
Child Care Centre	1
TOTAL	71

Report Prepared By: Manager, City Planning & Building, Paul Dickie

Report Authorised By: Director, City Development, Matt Kelleher

Attachments

Nil

RESOLUTION**MOVED:** Councillor Pearce**SECONDED:** Councillor Cooper

That the planning applications decided under delegation reports (between 1 May 2019 to 31 May 2019) be noted

CARRIED

Knox City Council

Planning Applications Decided by Responsible Officer

1 May 2019 to 31 May 2019

Ward	No/ Type	Address	Description	Decision
Baird	2018/6636	11 and 13 Gibbs Road FERNTREE GULLY VIC 3156	Use and development of the land as a child care centre	6/05/2019 Refused
Baird	2018/6744	7 Browning Road BORONIA VIC 3155	Development of the land for two (2) double storey and one (1) single storey dwelling (Total three dwellings)	7/05/2019 Approved
Baird	2019/6023	331 Dorset Road BORONIA VIC 3155	The construction of one (1) double storey dwelling to rear of the existing dwelling	8/05/2019 Approved
Baird	2019/9535	1/29 Barry Street BAYSWATER VIC 3153	Removal of one (1) Eucalyptus botryoides	16/05/2019 Approved
Baird	2018/6329	7 Sinclair Road BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwelling (total 3 dwellings) and 3 lot subdivision	1/05/2019 Approved
Baird	2019/7026	2/13 Flower Street FERNTREE GULLY VIC 3156	Subdivision of land into two (2) lots	30/05/2019 Approved
Chandler	2019/6087	26 Verbena Avenue THE BASIN VIC 3154	Buildings and works (first floor addition)	9/05/2019 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2019/9530	23 Stoneleigh Avenue BORONIA VIC 3155	Prune one (1) Liquidambar styraciflua	13/05/2019 Approved
Chandler	2019/7060	3 Eugenia Court BORONIA VIC 3155	Mitigation pruning and habitat pruning of six (6) Native and Indigenous Trees	14/05/2019 Approved
Chandler	2019/9531	21 Simpsons Road THE BASIN VIC 3154	Removal of one (1) Eucalyptus radiata	16/05/2019 Approved
Chandler	2019/7051	14 Flinders Crescent BORONIA VIC 3155	Buildings and Works for a Dwelling and associated outbuildings and vegetation removal	16/05/2019 Approved
Chandler	2019/6013	5 Hilda Avenue BORONIA VIC 3155	Development of land for two (2) single storey dwellings and vegetation removal	16/05/2019 Notice of Decision
Chandler	2019/9526	11 Gravenstein Crescent THE BASIN VIC 3154	The removal of one (1) dead native tree.	6/05/2019 Approved
Chandler	2019/9533	1 Cleve Avenue THE BASIN VIC 3154	Steel garage and retaining wall	10/05/2019 Approved
Chandler	2019/6094	21 Locksley Place THE BASIN VIC 3154	The construction of a double storey dwelling on the land	23/05/2019 Approved
Chandler	2019/7081	25 Helene Court BORONIA VIC 3155	The removal of 2 Cupressocyparis leylandii trees and 1 Eucalyptus nicholii tree at the front of property.	17/05/2019 Approved
Chandler	2019/7017	2/41 Harcourt Road BORONIA VIC 3155	The construction of a verandah and deck	22/05/2019 Approved
Chandler	2019/9527	17 Cobbitty Court BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii	3/05/2019 Approved
Collier	2019/7073	7 Butlers Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus cephalocapra	15/05/2019 Approved
Collier	2019/9539	75 Rachelle Drive WANTIRNA VIC 3152	Two (2) Lot Subdivision	22/05/2019 Approved
Collier	2019/7015	Lot A Selkirk Avenue WANTIRNA VIC 3152	Buildings and Works (excavation) within the Tree Protection Zones of Indigenous trees	3/05/2019 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2019/7021	6 Magnolia Street WANTIRNA VIC 3152	Four (4) lot subdivision	22/05/2019 Approved
Collier	2019/6125	15 Botany Court WANTIRNA VIC 3152	Buildings and works (construction of a deck and verandah)	23/05/2019 Approved
Collier	2018/6652	1 Tabilk Court WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	28/05/2019 Approved
Dinsdale	2019/7053	Knox Ozone (MASTER) 509 Burwood Highway WANTIRNA SOUTH VIC 3152	Building & Works	8/05/2019 Approved
Dinsdale	2018/6749	753-755 Mountain Highway BAYSWATER VIC 3153	Installation of an electronic major promotion sky sign	14/05/2019 Refused
Dinsdale	2019/9534	123 Stud Road BAYSWATER VIC 3153	2 lot subdivision	15/05/2019 Approved
Dinsdale	2018/6725	2 Westham Crescent BAYSWATER VIC 3153	The construction of two (2) double storey dwellings and one (1) single storey dwelling.	14/05/2019 Notice of decision
Dinsdale	2018/6717	8 Jeffrey Grove BAYSWATER VIC 3153	The construction of one (1) single storey dwelling and one (1) double storey dwelling to the rear of the existing dwelling and 3 lot subdivision	10/05/2019 Notice of decision
Dinsdale	2018/6443	77 Begonia Avenue BAYSWATER VIC 3153	Construction of two (2) double storey dwellings	14/05/2019 Approved
Dinsdale	2019/7020	8 Ann Street BAYSWATER VIC 3153	Three lot subdivision	22/05/2019 Approved
Dinsdale	2018/6593	160 Scoresby Road BORONIA VIC 3155	The development of the land for three (3) double storey dwellings	21/05/2019 Refused
Dinsdale	2018/6454	19 Margaret Avenue BAYSWATER VIC 3153	Two lot subdivision	24/05/2019 Approved
Dinsdale	2019/7094	3/31 Dixon Court BORONIA VIC 3155	Pruning of one (1) Eucalyptus radiata	28/05/2019 Approved
Dinsdale	2019/6043	86 Sasses Avenue BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing dwelling	10/05/2019 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2019/9528	5 St Andrews Road BAYSWATER VIC 3153	2 lot subdivision	2/05/2019 Approved
Dinsdale	2018/6756	164 Scoresby Road BORONIA VIC 3155	Construction of one new dwelling at the side of the existing dwelling	27/05/2019 Approved
Dinsdale	2019/9542	14 Coolibah Crescent BAYSWATER VIC 3153	2 lot subdivision	30/05/2019 Approved
Dobson	2019/9529	7 Bambury Place FERNTREE GULLY VIC 3156	Remove one (1) Betula pendula	8/05/2019 Approved
Dobson	2019/7065	3/26 Lording Street FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus radiata & one (1) Eucalyptus cephalocarpa	14/05/2019 Approved
Dobson	2019/9532	35 Mount View Road UPPER FERNTREE GULLY VIC 3156	Habitat pruning of one (1) dead Eucalyptus nicholii	16/05/2019 Approved
Dobson	2019/7102	26 Warrabel Road FERNTREE GULLY VIC 3156	Removal of one (1) Dead Eucalyptus sp	24/05/2019 Approved
Dobson	2019/7035	68 Forest Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua	2/05/2019 Approved
Dobson	2019/6053	1043 Burwood Highway FERNTREE GULLY VIC 3156	Liquor licence (Bottle Shop)	30/05/2019 Approved
Dobson	2019/6110	2/1138 Burwood Highway FERNTREE GULLY VIC 3156	Change of Use (Personal Training Studio)	9/05/2019 Approved
Dobson	2019/7042	152 Forest Road FERNTREE GULLY VIC 3156	Buildings and works for the construction of a garage	31/05/2019 Approved
Friberg	2018/6715	14 Conn Street FERNTREE GULLY VIC 3156	The construction of three (3) double storey dwellings on the land	13/05/2019 Refused
Friberg	2018/6700	72 Windermere Drive FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the side of the existing dwelling	15/05/2019 Approved
Friberg	2019/9537	8/1821 Ferntree Gully Road FERNTREE GULLY VIC 3156	Building and works - Addition of a mezzanine to building	21/05/2019 Approved
Friberg	2019/7023	30 Clyde Street FERNTREE GULLY VIC 3156	Three (3) lot subdivision	30/05/2019 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2019/6061	34 Lydford Road FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings on the land	27/05/2019 Approved
Friberg	2019/7098	76/79 Karoo Road ROWVILLE VIC 3178	Construction of an enclosed patio	24/05/2019 Approved
Friberg	2019/7010	2 Forbes Close KNOXFIELD VIC 3180	Buildings and works associated with an extension to the existing industrial and warehouse building, and a reduction in car parking	23/05/2019 Approved
Friberg	2019/9525	7/7 Samantha Court KNOXFIELD VIC 3180	Mezzanine Floor for Storage	1/05/2019 Approved
Scott	2018/6268	456 Scoresby Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings and alteration of access to a road in a Road Zone Category 1	8/05/2019 Approved
Scott	2019/9536	12 Avoca Way WANTIRNA SOUTH VIC 3152	2 lot subdivision	15/05/2019 Approved
Scott	2019/9541	27 Cherrytree Rise KNOXFIELD VIC 3180	2 Lot Subdivision	22/05/2019 Approved
Scott	2019/7092	23 Blind Creek Lane WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision	7/05/2019 Approved
Scott	2018/6526	78 David Street North KNOXFIELD VIC 3180	The construction of three (3) double storey and one (1) single storey dwelling and vegetation removal	9/05/2019 Notice of decision
Scott	2019/7043	96 David Street North KNOXFIELD VIC 3180	Three (3) lot subdivision	30/05/2019 Approved
Taylor	2019/6068	6 Fordham Court ROWVILLE VIC 3178	Two lot subdivision	6/05/2019 Approved
Taylor	2018/6731	7 Jamieson Avenue ROWVILLE VIC 3178	The development of the land for a double storey dwelling to the rear of the existing dwelling	21/05/2019 Approved
Tirhatuan	2019/7062	16 Canter Street ROWVILLE VIC 3178	Removal of one (1) Allocasuarina torulosa and one (1) Eucalyptus melliodora	15/05/2019 Approved

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2018/6484	51 and 53 Deschamp Crescent ROWVILLE VIC 3178	The construction of seven (7) double storey and one (1) single storey dwellings on the land	15/05/2019 Approved
Tirhatuan	2019/6059	893 Wellington Road ROWVILLE VIC 3178	Buildings and Works to existing warehouse for the addition of four (4) Mezzanines and separation into four (4) tenancies	14/05/2019 Approved
Tirhatuan	2019/9538	754 Stud Road SCORESBY VIC 3179	Proposed new Verandah Roof with supporting Posts to cover existing gym exercise area	22/05/2019 Approved
Tirhatuan	2019/6066	949 Stud Road ROWVILLE VIC 3178	New canopies, roller doors, windows and relocation of car parking	1/05/2019 Approved
Tirhatuan	2019/6117	2/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Change of use (Personal Training Centre)	27/05/2019 Notice of decision
Tirhatuan	2019/6049	79 Grayson Drive SCORESBY VIC 3179	The construction of two (2) single storey dwellings on the land	27/05/2019 Approved
Tirhatuan	2019/7056	13 Wattleview Rise SCORESBY VIC 3179	Two (2) Lot Subdivision	30/05/2019 Approved
Tirhatuan	2019/6035	680 Stud Road SCORESBY VIC 3179	The construction of four (4) double storey dwellings and alterations to the access of a category 1 road zone	31/5/2019 Notice of decision

Total: 71

6.2 Sustainable Building and Infrastructure Policy 2019

SUMMARY: Senior Program Lead – Sustainability, Sam Sampanthar

The Sustainable Buildings and Infrastructure Policy 2019 replaces the Sustainable Buildings Policy 2016. It has been revised to incorporate improved targets relating to energy and water efficiency of buildings, and the scope of the policy has also been broadened to apply to infrastructure projects in addition to building projects.

RECOMMENDATION

That Council adopt the Sustainable Buildings and Infrastructure Policy 2019 as attached to this report.

1. INTRODUCTION

The Sustainable Buildings and Infrastructure Policy 2019 (See: Attachment 1) provides policy direction for major capital works projects to ensure that long term sustainability principles are considered during design, construction and the operation of the asset. The policy was originally adopted by Council in 2007, and later amended in 2013 and 2016. To date, the scope of the policy covered projects relating to new and significant refurbishment of Council buildings only with a focus on improving energy and water efficiency of the buildings above minimum construction code requirements and setting minimum recycling targets for construction and waste.

The newly opened Knox Children and Family Centres at Wantirna South and Bayswater, along with the design of the Knox Operations Centre, are key projects delivered under the Sustainable Buildings Policy 2016.

2. DISCUSSION

In reviewing the policy, the opportunity to broaden the scope to other capital works programs and to improve biodiversity and stormwater quality outcomes, were explored. As a result, the policy has been renamed the Sustainable Buildings and Infrastructure Policy 2019.

The reviewed and revised policy now:

- Ensures that the policy applies to infrastructure projects in general, not just building projects;
- Increases the threshold for where the policy applies to projects over the value of \$150,000 (previously \$100,000);
- Strengthens stormwater quality outcomes;
- Strengthens biodiversity outcomes;
- Improves energy and water efficiency of existing building construction code requirements to 40% (previously sought a 25% improvement);
- Identifies that new buildings are to be net carbon neutral through the provision of onsite renewable energy (e.g. solar panels);
- Increases the use of recycled content in projects;

- Identifies that new buildings over the value of \$20m are to be independently certified to a 5-star Green Star standard;
- Identifies that new buildings above \$10m are to be independently certified to a 4-star Green Star standard;
- Identifies that an ESD engineer or advisor is to be engaged as part of the internal project team to provide advice on all key stages of the project; and
- Requires car park projects to evaluate the opportunity to incorporate solar pergolas (e.g. Solar Car Park Shades) and public electric vehicle charging stations.

3. CONSULTATION

The Environment Advisory Committee has provided feedback and input into the development of the Sustainable Buildings and Infrastructure Policy 2019.

The policy has also been developed with input from the Community Infrastructure and Operations Departments, as well as the Major Initiatives Unit.

4. ENVIRONMENTAL/AMENITY ISSUES

Council is committed to community facilities that are resource efficient, affordable to operate, enhance the natural environment and consider the broader needs and health of occupants both now and in the future.

The benefits of sustainable buildings include cost savings from reduced energy, water and waste; lower operations and maintenance costs; reduced public liability; improved stormwater and biodiversity outcomes; and enhanced occupant productivity and health.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Many aspects of good ESD design, such as designing compact buildings with good solar orientation and improved insulation, will have minimal capital and operational cost implications. For example, a well orientated and insulated building can reduce the size and capital cost of heating and cooling plant.

For higher cost energy saving and renewable energy features, life cycle costing should be employed to demonstrate financial savings over the life of the building. Life cycle costing shows the real cost of trade-offs between capital and operating costs over the operational life of the building.

For most projects, an ESD budget of between 2% to 5% of the overall project budget is allocated for ESD costs above the minimum standards to achieve the policy. This ESD allocation should be considered as an investment that will return benefits over the life of the building, as retrofitting a building after it is built is more expensive.

The policy also seeks to increase the use of recycled materials as a way of encouraging new end uses for glass, plastic and other recyclable materials collected from the community. Governments at all levels are well placed to send a signal to the recycling industry to create a demand for new recycled products in our infrastructure projects.

6. SOCIAL IMPLICATIONS

Sustainable buildings are healthier to occupy and more affordable to operate. The policy encourages the utilisation of natural ventilation and natural light, and encourages the avoidance of the use of toxic additives (such as in glues, sealants and paints) to improve indoor air quality.

Improving biodiversity and stormwater outcomes not only contributes significantly to localised cooling and provides relief from extreme heat waves, but also has positive health and wellbeing outcomes for the community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

Goal 2 - We have housing to meet our changing needs

Strategy 2.2 - Encourage high quality sustainable design

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Senior Program Lead – Sustainability, Sam Sampanthar - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible –Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The Sustainable Buildings and Infrastructure Policy 2019 has been revised to apply to infrastructure projects in addition to building projects. By adopting the Policy, Council can incrementally build on the achievements of a policy originally adopted in 2007.

The policy aims to reduce the consumption of valuable natural resources and improve stormwater and biodiversity outcomes. The reduction in consumption will also reduce Council's operating costs into the future, reduce carbon emissions, reduce the use of potable drinking water and improve water quality and biodiversity outcomes as well as assist Council in delivering on many of its established strategies and goals.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Senior Program Lead – Sustainability, Sam Sampanthar

Report Authorised By: Director, City Development, Matt Kelleher

Attachments

1. Draft Sustainable Buildings and Infrastructure Policy 2019 **[6.2.1 - 5 pages]**

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Timmers-Leitch

That Council adopt the Sustainable Buildings and Infrastructure Policy 2019 as attached to this report.

CARRIED

Sustainable Buildings & Infrastructure Policy

Policy Number:	2007/01	Directorate:	City Development
Approval by:	Council	Responsible Officer:	Manager City Futures
Approval Date:	24 June 2019	Version Number:	4
Review Date:	3 Years from Meeting Date		

1. Purpose

The purpose of this policy is to provide a consistent approach for the inclusion of Economic and Environmentally Sustainable Development (EESD) principles into Council projects.

These principles essentially set out to guide the design and construction of buildings and infrastructure towards more sustainable principles and creating spaces that require fewer resources to maintain them as habitable and pleasant places to occupy.

Through the inclusion of EESD principles into all Council buildings and infrastructure projects, Council has the ability to reduce its consumption of valuable resources. The reduction in consumption has a longer lasting effect in that it will reduce Council's operating costs into the future, reduce carbon emissions, protect local waterways and biodiversity values, reduce the use of potable drinking water and assist in Council delivering on many of its established strategies.

When creating new facilities there is an opportunity to design from the ground up to:

- Increase ambition and deliver innovative outcomes to demonstrate community leadership
- Integrate with other Council sustainability programs
- Look at the site context for EESD opportunities in precinct infrastructure and biodiversity protection
- Where appropriate, design for at least a 100 year asset life to greatly reduce lifecycle cost
- Design for long term resilience, adaptability and flexibility
- Create assets that are efficient and affordable to operate
- Have regard to the waste management hierarchy

2. Context

The Sustainable Buildings and Infrastructure Policy 2019 succeeds the Sustainable Buildings Policy 2016. The Policy should be referred to when planning for, or carrying out works on new or existing Council buildings and infrastructure.



3. Scope

This policy applies to the design and construction of all new Council buildings and infrastructure and all substantial renovations, renewals and upgrades of Council buildings and infrastructure (of \$150,000 or above). The policy does not apply to non-Council projects.

4. References

The Sustainable Buildings and Infrastructure Policy is supported by the following documents and legislation.

4.1 Community & Council Plan 2017-2021

- Goal 1 - We value our natural and built environment
- Goal 2 – We have housing to meet our changing needs

4.2 Relevant Legislation

- Local Government Act 1989 – Objectives of a Council (SECT 3C)
- Environment Protection Act 1970

4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 Related Council Policies

- Climate Change Response Plan 2012-2022
- Knox Open Space Plan 2012-2022
- Building Asset Management Plan 2019
- Drainage Asset Management Plan 2010
- Water Sensitive Urban Design & Storm water Management Strategy 2010
- Water Sensitive Urban Design Policy and Procedures 2015
- Knox Revegetation Plan 2012
- Native Vegetation Net Gain Policy 2011
- Knox Planning Scheme
- Knox Integrated Transport Plan 2015 - 2025
- Community Facilities Planning Policy 2016
- Knox Procurement Policy

4.5 Related State and Local Government References

- Integrated Water Management Framework for Victoria 2017
- Victorian Planning Provisions (VC154 amendments – Stormwater Management) 2018
- Knox Local Planning Policy – Environmentally Sustainable Development 2017

5. Definitions

EESD	means Economic, Social and Environmentally Sustainable Design
Green Star	means a Building rating system developed by the Green Building Council of Australia
Recycled Content	means products or processes that align with the principle of waste hierarchy – avoid, reduce, reuse, recycle or recover



IWM	means Integrated Water Management – A land planning and engineering design approach which integrates the urban water cycle, including stormwater, groundwater and wastewater management and water supply, into urban design to minimise environmental degradation and improve aesthetic and recreational appeal
BPEM	means Best Practice Environmental Management guide - Stormwater Treatment Objectives - Relative Measure

6. Council Policy

It is Council policy that all new Council buildings and infrastructure projects (e.g. carparks, footpaths, roads) and where possible renovations, renewals and upgrades over the value of \$150,000 will:

- 6.1 Demonstrate at Business Case stage how they contribute towards achieving Council's targets in relation to energy conservation, reduction of greenhouse gas emissions, water conservation, stormwater harvesting, waste minimisation, recycling and use of recycled materials, at inception and when complete;
- 6.2 Ensure that the Business Case includes budget for items required to meet EESD principles and that respective teams are consulted at business case stage;
- 6.3 Document at schematic design stage a Sustainability Management Plan (SMP) of how the project or program will meet EESD targets including: a minimum 40% efficiency over existing construction standards for both water and energy use, a 70% recycling target for demolition and construction waste, and achieve 100% of BPEM stormwater targets;
- 6.4 Aim for a 5% minimum use of recycled content for civil concrete construction works (e.g. footpaths, shared paths, kerb and channel);
- 6.5 Design new buildings to be net carbon neutral in operation through provision of onsite renewable energy and/or through the procurement of zero carbon energy. (operational use of fossil fuels such as natural gas must be avoided);
- 6.6 Be net stormwater discharge neutral (no net increase in runoff volumes pre and post development);
- 6.7 Require program coordinators to seek specialist EESD technical advice in the development of the project business case, at the planning and scoping stages, the design stage, in the auditing of final designs prior to tender, and prior to granting the contractor practical completion;
- 6.8 Include documented EESD initiatives into the project brief at inception, concept design, detailed design and in tender documents;
- 6.9 Incorporate project specific additional requirements as detailed below; and



Project Type	Additional Requirements
Council buildings and where possible major renovations, renewals and upgrades over the value of \$2,000,000	<p>Ensure that an ESD engineer is appointed as part of the Council design team.</p> <p>Generate a Sustainability Management Plan (SMP) and refer this to Council's ESD officer for review prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the project.</p> <p>Consult with other internal stakeholders as necessary.</p> <p>Audit that the initiatives outlined in the SMP are correctly documented by the design team in tender documentation, and successfully delivered by the Construction Contractor(s).</p> <p>Ensure that commissioning, building tuning and handover includes the sustainable design initiatives.</p>
Council buildings, and where possible renovations, renewals and upgrades over the value of \$10,000,000	<p>Ensure that an ESD engineer is appointed as part of Council's design team.</p> <p>Generate a Sustainability Management Plan (SMP) and refer this to Council's ESD officer for review prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the project.</p> <p>Consult with other internal stakeholders as necessary.</p> <p>Certify the building against a 4 Star Green Star standard.</p>
Council buildings, and where possible renovations, renewals and upgrades over the value of \$20,000,000	<p>Ensure that an ESD engineer is appointed as part of the design team.</p> <p>Generate a Sustainability Management Plan (SMP) and refer this to Council's ESD officer for review prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the project.</p> <p>Consult with other internal stakeholders as necessary.</p> <p>Certify the building against a 5 Star Green Star standard.</p>
Major infrastructure projects including Roads, Car Parks, Footpaths and works that increase impervious surfaces	<p>A Sustainability Management Plan (SMP) must be developed. This must include consideration for:</p> <ul style="list-style-type: none"> • Sustainable construction materials procurement • Construction environmental management • Biodiversity enhancement opportunities • Integrated Water Management <p>Refer the project to other relevant Council departments for comment.</p> <p>Car parking must evaluate the opportunity for shading with solar panels (solar pergolas), and publicly available EV charging spaces, along with design for passive irrigation of associated landscaping through surface cross-falls.</p>

Project Type	Additional Requirements
Council asset renewal programs – including road sub-structure and kerb and channel, footpaths, shared paths over the value of \$2m	<p>Ensure that an ESD advisor is appointed as part of the program delivery/management team.</p> <p>Consult with other internal stakeholders as necessary.</p> <p>Generate a Sustainability Management Plan (SMP) for the program prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the program. This must include consideration for:</p> <ul style="list-style-type: none"> • Sustainable construction materials procurement • Construction environmental management • Biodiversity enhancement opportunities • Integrated Water Management <p>Audit that the initiatives outlined in the SMP are correctly documented in tender documentation, and successfully delivered by the Construction Contractor(s).</p>
Council new and upgrade programs – including new footpaths, shared paths, bridges and car parks over the value of \$1m	<p>Ensure that an ESD advisor is appointed as part of the program delivery/management team.</p> <p>Consult with other internal stakeholders as necessary.</p> <p>Generate a Sustainability Management Plan (SMP) for the program prior to tendering. The SMP will document the environmental goals and design initiatives to be delivered by the program. This must include consideration for:</p> <ul style="list-style-type: none"> • Sustainable construction materials procurement • Construction environmental management • Biodiversity enhancement opportunities • Integrated Water Management <p>Audit that the initiatives outlined in the SMP are correctly documented in tender documentation, and successfully delivered by the Construction Contractor(s).</p>

- 6.10 **Report to Council** annually as part of the Capital Works Program Delivery Report on the key achievements of the Sustainable Buildings and Infrastructure Policy 2019.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

6.3 Energy Performance Contract

SUMMARY: Senior Program Lead – Sustainability, Sam Sampanthar

Council has been investigating the reduction of energy use across major Council facilities and the associated cost savings since 2015. Over the last three budget cycles, Council has allocated \$1,270,000 towards the implementation of an Energy Performance Contract (EPC). This report provides an update on the EPC project, including details of the financial and environmental benefits of implementing the measures identified in the Detailed Feasibility Study (DFS) and recommends that Council enter in to an EPC to realise cost and energy savings.

RECOMMENDATION

That Council:

- 1. Enter in to an Energy Performance Contract for the value of \$1,856,371 with Ecosave Pty Ltd to implement the projects identified in the Detailed Facility Study; and**
- 2. Authorise the Chief Executive Officer to formalise and sign the contract documentation.**

1. INTRODUCTION

An Energy Performance Contract (EPC) is one type of project delivery method increasingly being utilised by building owners to address energy reduction across a group of buildings. After engaging the market, a building owner enters into a contract with a specialist Energy Service Company (ESCO) to meet a set of minimum savings criteria (e.g. payback period, greenhouse savings and/or energy reduction). One of the key features of an EPC is that the savings are guaranteed to the building owner, and the ESCO designs and implements the measures necessary to deliver the savings agreed to on the contract. A fully costed project proposal is presented by the ESCO to the building owner, with a fixed savings guarantee.

EPCs have been utilised across many government and private enterprises for over 20 years. The Victorian Government's *Greener Government Buildings Program*¹ is one of the largest EPC programs in Australia. The State Department of Treasury and Finance (DTF) has played a lead role in developing template documents and a panel of prequalified EPC providers to support government agencies to implement EPCs. Nearly 400 State government buildings have been upgraded through the EPC process resulting in a total of \$135m invested since 2009. The program has seen an average of 35% reduction in energy use in these buildings.

To date, the Cities of Yarra, Boroondara, Maroondah and the Shire of Yarra Ranges have entered into EPCs utilising the process developed by this Program. Further, the Cities of Port Phillip, Whitehorse and Monash are in the Detailed Facility Study (DFS) stage of an EPC.

The broad stages involved in an EPC are as follows:

1. Define financial criteria including payback periods and scope of EPC;
2. Conduct an Expression of Interest to invite responses from ESCOs;
3. Select up to three ESCOs to conduct an Energy Audit of a representative sample of buildings within the scope;

¹ <https://buyingfor.vic.gov.au/energy-performance-contract>

4. Appoint one ESCO to complete a DFS to determine the range of possible projects for each building;
5. Negotiate an EPC and enter into a contract with the ESCO;
6. Design and implement all works identified in the EPC, undertaken by ESCO;
7. Monitor and evaluate (before, during and after) the project is implemented; and
8. Asset maintenance undertaken by ESCO during the life of the EPC.

Council officers have been investigating the reduction of energy use across major Council facilities, and importantly the associated cost savings. As a result of these investigations and discussions, Council allocated \$120,000 in the 2016/17 budget to commence the early stages of an EPC as a way of accelerating energy reduction across its major facilities; to realise cost savings and meet the objectives of the Climate Change Response Plan 2012-2022. Following this, Council allocated a further \$350,000 in the 2017/18 budget towards the implementation of the EPC.

At its meeting of 18 December 2017, Council acknowledged that the EPC would be reported separately back to Council for further consideration and resolved to include the Net Present Value calculations as part of future EPC considerations.

Council allocated an additional \$800,000 in the 2018/19 budget towards the implementation of the EPC, resulting in a total funding commitment to date of \$1,270,000 towards the EPC. A further \$880,000 has been allocated in the draft 2019/20 capital works budget to bring the total funds allocated towards this project to \$2,150,000.

Traditional Approach to Energy Reduction Projects

The traditional approach to energy reduction involves appointing an energy specialist to carry out an energy audit of a facility. The outcome from the audit is a report with a brief outline of energy saving opportunities in the building with estimated project costs and payback periods.

Using this information, a budget bid is made and if successful, the project is then scoped and designed in further detail and implemented. Three to four years could elapse by the time the projects identified in an audit are completed.

Typically, the energy saving opportunities in medium to large buildings cover a number of distinct elements – lighting, heating and cooling, appliances, solar power and building fabric (e.g. insulation). The skillset and experience required to implement recommendations from an energy audit require Council to engage multiple contractors. This results in needing to procure the services of several contractors to implement multiple projects – multiplying the number of procurement events that need to be managed.

Project Delivery through an Energy Performance Contract

The EPC front ends the procurement process. Once a preferred ESCO is selected, they're engaged to carry out a DFS and produce a fully costed and designed set of solutions. The building owner can then enter into an EPC with the ESCO - as the lead contractor, to manage the implementation of works over a 12 to 18 month time frame. This results in the projects being delivered quicker and in a coordinated and efficient manner, resulting in minimal interruption to building users.

The ESCO then continues to monitor the performance of the projects to make sure that the savings guarantee is maintained throughout the contract term. The costs associated with detailed design, contractor procurement, contractor management, warranty management, performance reporting, and savings guarantee are all included within the total EPC value.

Knox Council joined with Boroondara, Yarra Ranges and Maroondah councils in procuring the services of an ESCO. Following an Expression of Interest (EOI) and Request for Proposals (RFP) stage, Ecosave Pty Ltd was appointed by all four councils to carry out a DFS across the largest sites in each council's building portfolio.

Boroondara, Yarra Ranges and Maroondah councils have executed EPC agreements and implemented the solutions identified in their respective DFSs.

The Knox sites reviewed as part of the DFS are:

- Knox Civic Centre;
- State Basketball Centre;
- Knox Leisureworks;
- Rowville Community Centre;
- Knox Community Arts Centre;
- Ferntree Gully Community Arts Centre and Library; and
- Knox Regional Netball Centre.

Following the completion of the DFS, the Knox Civic Centre and State Basketball Centre have been removed from the scope of works in order to meet project budget. Twenty three (23) energy conservation measures are identified in the five remaining sites in the DFS.

This report addresses the following issues in further detail in the next section:

- Sensitivity analysis outlining various scenarios relating to future electricity prices;
- Nature of the energy savings performance guarantee; and
- Risk assessment of individual projects.

2. DISCUSSION

Future Retail Electricity Prices

The data from the Australian Energy Market Commission² indicates that Victorian energy prices are expected to fall by 3.28% to 2020 and then increase by 1.04% in 2021. Forecast beyond this period indicates that after prices fall in the next three years, the wholesale spot price is expected to increase by about 17% between 2022 and 2030. The Wholesale prices account for about 45% of the electricity costs. The wholesale spot price forecast is influenced by many factors including new energy generation capacity (such as Pumped Hydro power) as well as the planned closure of existing generation (such as Liddell Power Plant in NSW).

Based on the above price forecasts, sensitivity analysis was carried out on three future power price trends. Table 1 below summarises the results of the three scenarios considered:

- **Worst case** which would result in an NPV of zero over 10 years and see power prices fall over the next 15 years;
- **Expected case** which outlines the long term price forecast based on a moderate increase in power prices in the next 15 years; and
- **Best case** which would see a significant increase in energy prices over the next 15 years (mirroring the actual price increase that Council has experienced in the past 15 years).

² See: <https://www.aemc.gov.au/market-reviews-advice/residential-electricity-price-trends-2018>

	NPV – 10 Years	10yr price of electricity	NPV – 15 Years	15yr price of electricity
Worst Case (energy prices fall)	\$0	-22.3%	\$590,801	-33.5%
Expected Case (moderate price increase)	\$157,990	12.5%	\$959,661	27.5%
Best Case (high increase)	\$542,721	60.7%	\$1,740,944	91.0%

Table 1: Sensitivity Analysis Summary

The analysis shows that to achieve a NPV of zero over 10 years, the power price has to fall 33.5% over the next 15 years. Such a reduction is considered extremely unlikely.

The expected case, which assumes a future price trend as indicated in Table 1 above – a 1.8% increase in energy prices per annum over the next 15 years, will result in an NPV over 10 years of \$157,990 and an NPV over 15 years of \$959,661.

Figure 1 below outlines the effective cost of power for the Knox Civic Centre. It shows that in the previous 15 years, the electricity price for the Civic Centre had increased by 91%. Using this percentage as a guide for a ‘best case scenario’ (i.e. the energy price increasing by this amount over the next 15 years), the proposed EPC project would result in an NPV over 10 years of \$542,721 and an NPV over 15 years of \$1,740,944.

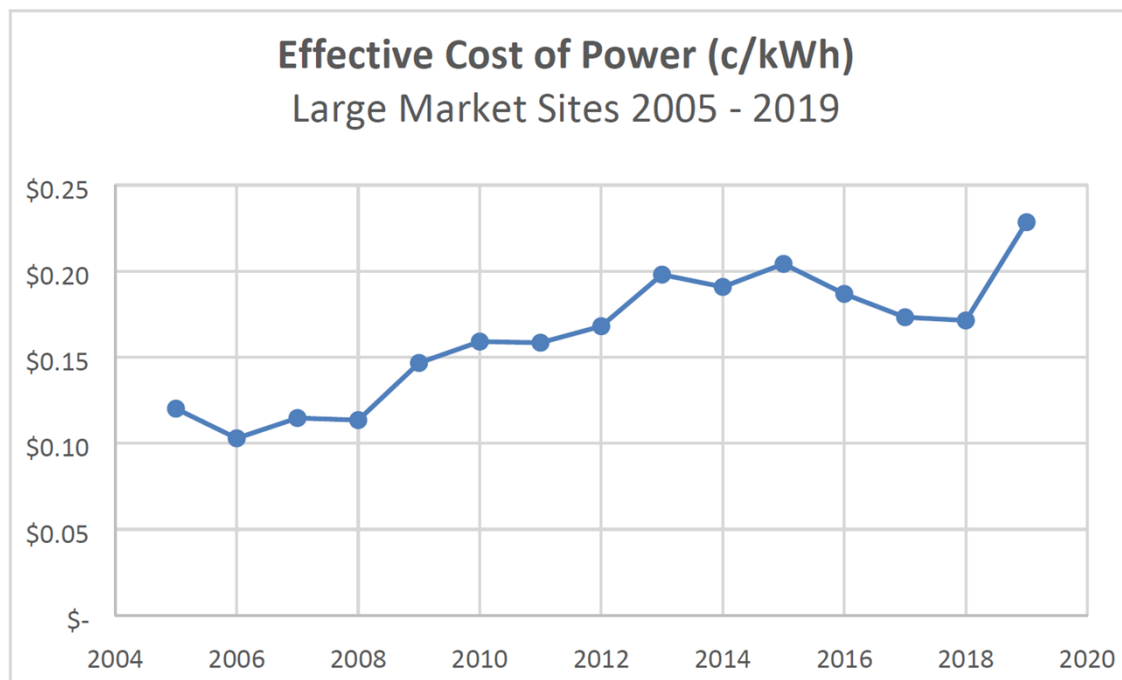


Figure 1: Effective Cost of Electricity (c/kWh). Actual data from Knox Civic Centre Bills.

The above sensitivity analysis demonstrates that with a moderate electricity price increase, a positive NPV of \$157,990 is expected over 10 years and an NPV over 15 years of \$959,661.

Energy Savings Performance Guarantee

The main feature of an EPC is that the project outcomes are guaranteed by the ESCO. The standard EPC Template as developed by the Victorian Department of Treasury and Finance provides security for the works and the savings guarantee to be held in the form of Bank Guarantees.

The contract allows for 2.5% of the project value to be held as security during the implementation phase of the energy reduction projects and to be returned to the ESCO after the defect liability period (12 months after completion). This would equate to a Bank Guarantee of \$46,127 during the project implementation phase.

In addition, another amount totalling 2.5% of the Savings Guarantee can be held as security during the term of the guarantee period (10 years). With a savings guarantee of approximately \$200,000 per annum for 10 years, this would equate to a Bank Guarantee of \$50,000 during this period.

In addition to these guarantees, the products and solutions implemented will also have individual warranties that Council can access should components fail earlier than expected.

Risk Assessment of Projects

A comprehensive risk assessment for each project within the scope of the EPC has been carried out to determine the risk rating for each project. The risk assessment is summarised in Table 2 below. The assessment shows that the risk of not meeting the expected energy savings is 'low' in most cases. Where the simple payback exceeds the guarantee period (of 10 years), these projects have been classified as 'medium' risk. However, due to the Savings Guarantee, which is a feature of EPCs, the project risk is largely borne by the ESCO, Ecosave.

	Energy Conservation Measure	Savings Risk	Project Cost per site	Annual Savings per site	Simple Payback (New & Upgrade)
Knox Leisureworks	LED Lighting Upgrade	Low	\$1,097,853	\$123,675	8.9
	Solar PV (102kW)	Low			
	Condensing Boiler Replacement and Variable Speed Drives	Low			
	Central Server Building Management System (BMS) Install, Heating, Ventilation and Cooling Upgrade & Analytics	Low			
	Packaged Air Conditioning Unit Replacement	Low			
	Voltage Regulation Unit	Medium			
	Pool Blanket (50m pool only)	Low			
	Pool Blanket (all pools except 50m)	Low			
	Leisure Pool Filtration Pump Control Upgrade	Low			
	Power Factor Correction	Low			
Rowville Community Centre	LED Lighting	Low	\$448,649	\$52,965	8.5
	Air Conditioning Replacement	Low			
	Solar PV (99kW)	Low			
	Central Server BMS Replacement & Analytics	Low			

	Energy Conservation Measure	Savings Risk	Project Cost per site	Annual Savings per site	Simple Payback (New & Upgrade)
	Rainwater Harvesting	Low			
Ferntree Gully Community Arts Centre & Library	LED Lighting	Medium	\$113,198	\$11,729	9.7
	Solar PV (30kW)	Low			
	Central Server BMS Installation and Analytics	Low			
Knox Community Arts Centre	LED Lighting	Medium	\$76,054	\$7,344	10.4
	Central Server BMS Installation and Analytics	Low			
	Decentralised Domestic Hot Water System	Low			
Knox Regional Netball Centre	LED Lighting with Integrated Sensors	Low	\$120,616	\$14,210	8.5
	Solar PV (25kW)	Low			
	Total		\$1,856,370	\$209,923	8.8

Table 2: Risk summary for recommended Energy Conservation Measures from the DFS

The implemented projects will be monitored using international Measurement and Verification Protocols. This depends on the type of project being verified. For example, the extent of energy savings from changes to lighting can be verified by determining the wattage of lights before and after installation. The savings from installation of solar panels or new air conditioning units can be measured and verified using sub meters and logging equipment.

3. CONSULTATION

The proposed projects have been discussed with the building user groups, along with Council's Facilities and the Youth, Leisure & Cultural Services teams to ensure that the recommended solutions align with any future changes to the buildings along with any planned upgrades to equipment.

The proposed EPC was discussed at the May 2019 Audit Committee meeting to outline the details of the sensitivity analysis and risk assessment. The Environment Advisory Committee was also provided a brief overview of the EPC project at its May 2019 meeting.

4. ENVIRONMENTAL/AMENITY ISSUES

The projects identified in the EPC will result in water, electricity and gas savings across the five sites. Fully implementing the EPC is guaranteed to result in a maximum annual reduction of:

- Electricity totalling 720,666 kWh
- Gas totalling 5,782 GJ
- Greenhouse Emissions totalling 1,226 tCO_{2e}

5. FINANCIAL & ECONOMIC IMPLICATIONS

The total value of the Energy Performance Contract will be \$1,856,371 which is expected to result in annual savings of just under \$210,000 per annum in operational and maintenance costs with a resultant 15-year Net Present Value of \$959,661 (See Table 1). The 23 conservation measures, if

implemented over a 12 to 18-month period through the EPC, would result in a simple payback period of 8.8 years.

6. SOCIAL IMPLICATIONS

Reducing operational costs in Council facilities helps lower fees to the general community who use these facilities.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

Goal 2 - We have housing to meet our changing needs

Strategy 2.2 - Encourage high quality sustainable design

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Senior Program Lead – Sustainability, Sam Sampanthar - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible –Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Twenty three (23) energy conservation measures across five of Council's largest buildings have been identified through a DFS. These projects are expected to save Council just under \$210,000 per annum in operational and maintenance costs and result in an average of 45% greenhouse emission reduction. To date Council has allocated \$1,270,000 in the Capital Works budget to implement these projects. A further \$880,000 is included in the Draft budget for 2019/20. It is recommended that Council enter into an EPC with Ecosave Pty Ltd to deliver these projects to minimise project implementation risks and to ensure efficient delivery of projects. It is also recommended that the Chief Executive Officer is authorised to formalise and sign the contract documentation.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Senior Program Lead – Sustainability, Sam Sampanthar

Report Authorised By: Director, City Development, Matt Kelleher

Attachments

Nil

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Lockwood

That Council:

- 1. Enter in to an Energy Performance Contract for the value of \$1,856,371 with Ecosave Pty Ltd to implement the projects identified in the Detailed Facility Study; and**
- 2. Authorise the Chief Executive Officer to formalise and sign the contract documentation.**

CARRIED

6.4 Community and Council Plan - Midterm Review Report

SUMMARY: City Strategy Program Lead, Pip Smith

This report provides an overview of the process behind, and summary of, the attached Community and Council Plan Midterm Report.

RECOMMENDATION

That Council receive and note the Community and Council Plan Midterm Review report.

1. INTRODUCTION

The 'Planning, Monitoring and Reporting' section of the Community and Council Plan 2017-21 (the Plan) states "there will be a mid-term review of the Plan in 2019. The review will include checking the availability of new data, touching base with the community, and reviewing the strategies and goals with agencies and stakeholders to ensure they are still relevant and meeting community needs. This will also involve monitoring our progress against the community targets and will inform the next State of Knox Report."(p. 83). The scope for the review was approved by Council at Issues Briefing 19 November 2018.

The review was concluded in April this year following stakeholder, community and Councillor engagement. It provides an update on the key changes in Knox's demographic data since the last Census, the number of Council initiatives implemented under each goal, and confirmation that the priorities highlighted by the eight Goals in the Plan are relevant to the community and our key stakeholders. Key learnings from the implementation of the Plan at the midterm point are also highlighted in the review report.

2. DISCUSSION

The scope for the Midterm Review outlined the following activities:

1. Update of key data changes from the Census, together with identifying impact on the community and future planning (population data);
2. Create an overview of Council initiatives implemented under each of the eight goals (program data);
3. Confirm relevance of shared Goals and Strategies from a community perspective (touching based with community and stakeholders); and
4. Capture the learnings from the development of the current plan and the midterm review, to inform the development of the next Plan (2021-2025).

The Midterm Review report draws together the outcomes from 1-3 as detailed above. It also highlights the key learnings from the implementation to date and provides recommendations to inform the development of the next plan. These include:

- Maintain the current eight Goals in principle, not necessarily the exact wording, for the next Plan.
- Develop the Strategies in collaboration with key stakeholders.
- Clearly define and create a shared understanding of the requirement and intent for each element of the Plan.
- Reduce the overall number of key initiatives, to enable prioritisation of Council activities.
- Create criteria to support prioritisation of appropriate initiatives.
- Only include new activities, not ongoing work.
- Create a framework to guide more in-depth evaluation of outcomes for Council and community.
- Trial the proposed evaluation methods on a selection of initiatives through the next Plan cycle.
- Create common definitions of elements and improve the strategic framework for Council's plans and strategies.
- Make sure the elements of the Plan in the future that link to the Municipal Public Health Plan are easily identifiable.
- The next Plan will be presented in 'plain English' to make it more accessible to a broad range of stakeholders.
- A suite of supporting materials will be developed at the same time as the final document to meet the needs of a range of audiences.

3. CONSULTATION

Consultation undertaken as part of the midterm review included:

- A Key Stakeholder Forum with 70 participants, hosted by Council in February.
- Participation in the Council Engagement Hub at Knox Festival on 3 March, collecting over 400 comments.
- Consultation with the Youth Advisory Committee. Other information from Advisory Committees was collected from a desk top analysis.

An overview of the outcomes from the engagement is included on pages 15 to 22 of the report.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The review was undertaken using existing staffing and operational resources.

6. SOCIAL IMPLICATIONS

The review provided opportunities to further strengthen relationships between Council and key stakeholders. The opportunity to identify trends and emerging issues will also support effective future planning for the community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities.

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – City Strategy Program Lead, Pip Smith - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report. Director, City Development, Matt Kelleher

9. CONCLUSION

It is recommended that Council receive and note the Community and Council Plan Midterm Review.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: City Strategy Program Lead, Pip Smith

Report Authorised By: Director, City Development, Matt Kelleher

Attachments

1. Community and Council Plan 2017-21 Midterm Review [6.4.1 - 26 pages]

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Timmers-Leitch

That Council receive and note the Community and Council Plan Midterm Review report.

CARRIED

Community and Council Plan 2017-21

Midterm Review Report

Imagine it's quarter to nine pm, on a balmy summer's evening, and the sun is setting. The clouds are coloured in hues of burnt pink and orange. There are several kites flying high in the sky and, a child runs with eagerness to have his kite lifted by the gentle breeze. Soccer balls are being kicked around the oval; children run their scooters and bikes in circuits around the exterior of the Oval on the path. Children somersaulting across the grass. Can you hear the squeals of childhood laughter? A mother frolics and rolls with a child on the grass, teenagers are in serious robust discussions with their parents walking around the oval. There are families with their dogs. Children have dropped their pushbikes, which lay on the side of the footpath waiting for the return of their owner at the end of a playful evening. There are families and middle-aged people walking and jogging around the oval. I hear a buzzing sound, it is a drone flying high above, controlled by four teenagers minding their own business, just having fun. A Grandmother sits watching with gentle bliss on the park bench watching her family play. There is a quiet harmony happening at the Templeton Oval. These are Wantirna Aussies, Polish, Chinese, Greeks, Irish, Vietnamese, enjoying the refurbishment of the Templeton Oval.

I am a local who has lived by this oval for 39 years. I often walk around and through the Templeton Oval. I have never seen so many families using this facility at one time. There were no cricketers, no tennis players, just the locals enjoying their parkland. The recent works has clearly been a great success in bringing our broader community together. With any further plans, I would like to see more 'ornamental' flora and, shady deciduous trees with some seating, to ponder life. A water pond and fountain would immensely beautify this space too.

Again, I would like to thank everyone who has put time, effort and funding into the recent upgrade. It was wonderful seeing such a large space utilised by so many. I would love to hear of your future plans.

Deborah, Knox resident.



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1. Introduction

The Knox Community and Council Plan 2017-2021 (the Plan) sets a vision for the City of Knox and identifies eight Goals, providing direction for the community and stakeholders on the strategic course for Knox, in the medium to long term. It also guides Council activities over the four years of the Plan.

Council worked with community to create the Plan. Information was brought together from community and stakeholder engagement, analysis of data in the State of Knox report (second edition), and a consideration of policies from Council and other levels of government.

In addition to identifying Council's role and focus, the Plan includes:

- The Knox Vision 2035 (long term);
- Shared goals and strategies for community and Council (10 years);
- Targets and measures for community and Council (over four years); and
- Council initiatives (over four years).

Coming to the end of 2018-19, we are halfway through the implementation of this ambitious Plan. Therefore, we have updated our data and checked in with stakeholders and community, to create a picture of how community and Council are tracking towards achieving our goals. The overall findings are encouraging, with both key stakeholders and Council delivering in the identified areas and positive engagement with community around the aspirational Goals for the future of Knox.

This report also includes recommendations for consideration in the development of the next plan, to ensure we continue to track in the right direction, together.

2. Background

Knox City Council endorsed the Plan on 26 June 2017. The Plan brings together a number of Council's key strategic documents. It has built on the work from the previous Integrated City Strategy, and brought together the Economic and Sustainability Strategies and the Municipal Public Health Plan. The Plan meets the legislative requirements under the *Local Government Act 1989 (Vic) S.125* to deliver a Council Plan, and a Municipal Public Health Plan under the *Public Health & Wellbeing Act 2008 (Vic) S. 26*.

In a first for Knox, the Plan incorporates the following elements:

Table 1: Describing the elements of the Knox Community and Council Plan 2017-21



Council informs the community on progress of the Plan through quarterly Annual Plan reporting and the Annual Report. This is Council's way of letting the community know what we have been doing, as well as meets the requirements of the Local Government Act 1989. The *Local Government Act 1989 (Vic) S. 125 (7)*, states "at least once each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan."

In addition to the Annual Report, Council committed to conducting a midterm review in 2019. The project scope for the review framed it as a monitoring exercise, not an analysis of outcomes to date. The scope outlined the following activities:

1. An update of key data changes from the Census, together with identifying the impact on community or future planning (population data update);
2. An overview of Council initiatives implemented under each of the eight goals (program data update);
3. Confirming relevance of shared Goals and Strategies from a community perspective (touching base with community and stakeholders); and
4. Capturing the learnings from the development of the current plan and the midterm review, to inform the development of the next Plan (2021-2025).

3. Population data update

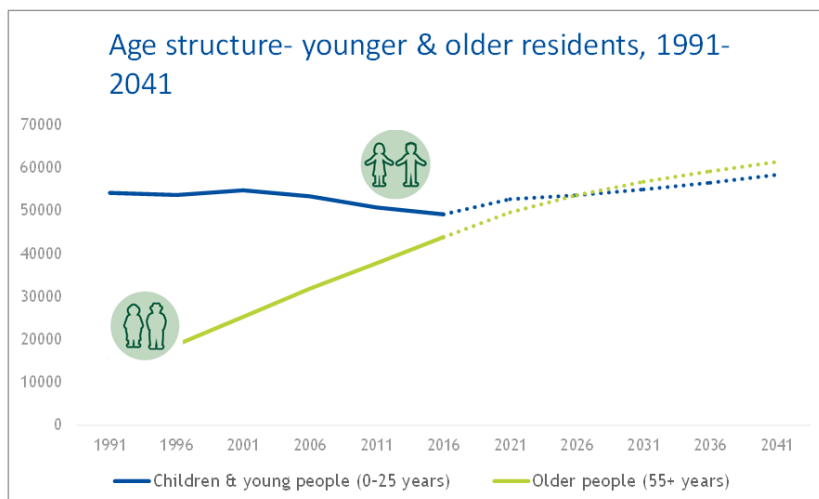
The first activity of the midterm review involved updating and analysing relevant 2016 Census data to describe current population characteristics, highlight how they have changed over time, and look at what this might mean when planning for our future. The State of Knox report (second edition) was one of the elements that informed the development of the Plan. However due to timing, up-to-date Census data was not available at the time of publication of the second edition. It was therefore timely to revisit the data to see how Knox is changing and check if we are moving in the right direction towards achieving our long-term goals.

The key demographic factors in the data update identified the following:

Five ways Knox is changing in 2016 & 2019

<u>State of Knox 2nd edition (Dec 2016)</u>	<u>The current review (May 2019)</u>
<ul style="list-style-type: none"> • The population is ageing • Household structure is changing • Knox’s cultural mix is changing • Housing choice – there is a mismatch between demand & supply • Knox’s education & skills base is relatively compromised 	<ul style="list-style-type: none"> • The older resident population continues to grow/near parity in number of younger & older residents • Knox’s population continues to diversify • Housing choice is improving • Knox residents are becoming increasingly qualified • Local employment is increasing

1. The older resident population continues to grow



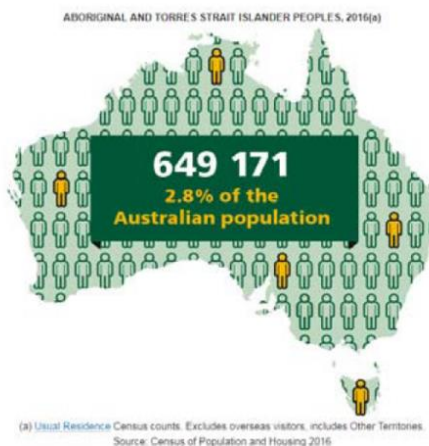
- By 2016 –near parity in the number of older residents (55+ years) and younger residents (0-25 years)
- The similarity in numbers is forecast to continue over next 25 years

- Knox's population is ageing in line with national trends. The proportion of people aged 55 and over has increased from 20% of residents in 2006 to 25% in 2016.
- It is forecast that almost one in three people (30%) will be aged 55 and over by 2041.
- Knox's population over 65 years old will increase by 16,000 over the next 25 years.
- The number of younger people aged 0-25 years has remained fairly stable over the last 25 years as a result of incoming families with children who are attracted by Knox's family sized housing supply. (54,000 in 1991 compared to 49,000 in 2019)
- By 2016 the numbers of older residents (55+ years) and those aged 0-25 years was nearly equal (44,000 residents aged 55 years and over; 49,000 children, teens and young people to age 25).
- The change in age structure is reflected in greater diversity of household types in Knox. In 2016 the number of larger (family with children) households was similar to the number of smaller (individual or couple only) households (27,600 families with children; 24,200 individual or couple only). These trends are forecast to continue over the next 25 years to 2041.

Implications for future planning

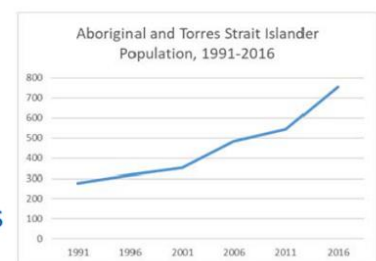
- We need to continue to plan for a wide range of programs, services and facilities to meet the needs of all age groups across Knox.
- With a larger ageing population, chances of social isolation and major disability are likely to increase.
- There will be demand for a greater choice in types of housing, including homes that are more compact and housing design that will support older residents to stay at home or 'age in place'.

2. Knox's population continues to diversify -Aboriginal & Torres Strait Islander Population



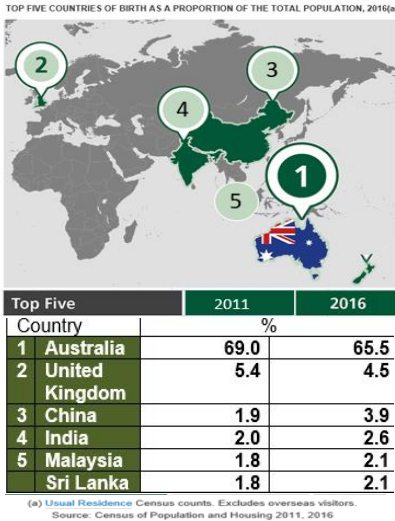
In Knox:

- 754 people
- 0.5% of the population
- 40% increase since 2011
- Numbers tripled over 25 years
- Median age, 22 years



- The number of residents of Aboriginal or Torres Strait Islander background has tripled in number in the 25 years to 2016.
- The median age of residents of Aboriginal or Torres Strait Islander background is much younger (22 years) than the general population (39 years).

2. Knox’s population continues to diversify -Overseas-born Population



- Overseas-born 25% (2006) 30% (2016)
- CALD countries 17% (2006) 23% (2016)
- Over 50% of Knox residents first or second generation Australian
- Chinese-born doubled since last Census (6000 in 2016)
- 25% residents speak a language other than English at home

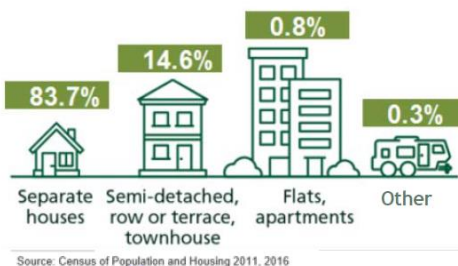
Five ways Knox is changing, February 12, 2019

- The number of Knox residents born in a country where English is not the first language increased by 11,000 since 2006, making up 23% of total population by 2016.

Implications for future planning

- We need to plan for the needs of a younger indigenous population.
- We need to be mindful of the changing cultural diversity in our community when planning for service delivery, communication and engagement.

3. Housing choice is improving



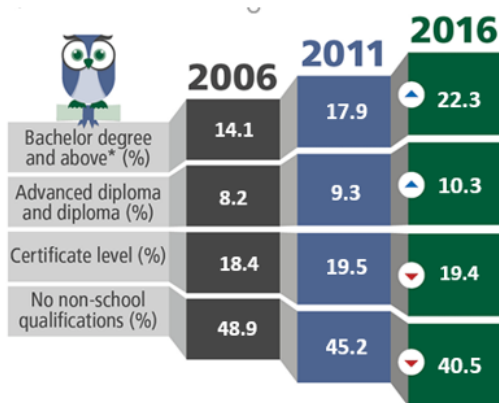
- Housing choice improving –medium/higher density options 15% (2016) 7% (1991)
- 2011-2016 first time net growth in number of smaller dwellings outpaced growth in the number of smaller households

- Medium and higher density housing options now make up 15% of Knox’s total housing stock.
- This has doubled over the last 25 years (7% in 1991).
- The 2016 Census was the first time net growth in the number of smaller dwellings (houses/apartments) outpaced net growth in small household (people/families) formation.

Implications for future planning

- Our Knox Housing Strategy is supporting the move towards more diverse housing options.
- We need continued policy support to increase the number of quality smaller housing options to meet market need.

4. Knox residents are becoming increasingly qualified



*Includes bachelor degrees, graduate certificates and graduate diplomas and postgraduate degrees.
Source: ABS, Census of Population and Housing

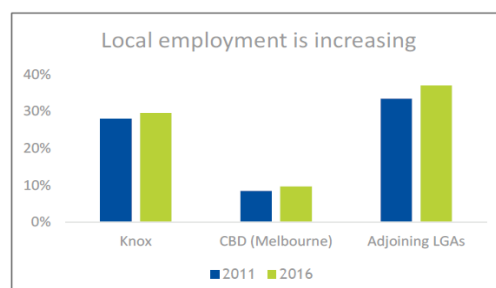
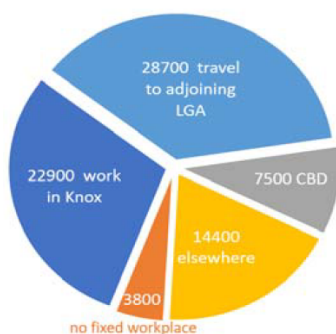
- 2016 first time 50%+ of residents (all suburbs) held a post-school qualification- tertiary or trade
- Biggest growth -those with Bachelor degree or above 14% (2006) 22% (2016)
- The share of residents with higher education remains lower than the metropolitan average (27% in 2016) but is growing more quickly in Knox (+4.4% since 2006 compared with +3.9% across Melbourne)

- 2016 was the first Census which identified 50% or more residents over age 15 in all suburbs of Knox held a post-school qualification (tertiary or trade).
- Whilst residents with higher education is improving, concern remains around the low uptake of post-school education and training among young people (30.6% of Knox residents compared to 36.2% in Greater Melbourne).

Implications for future planning

- There is a need for stakeholders to work together to understand the historically lower than average uptake of post-secondary school education and training by young people in Knox, and turn this trend around.

5. Local employment is increasing



- Two in three working residents work locally
- Emerging trend for increasingly localised employment

- Two in three working residents of Knox work locally, in either Knox or an adjoining municipality.
- This indicates an increased supply of local jobs and types of jobs that suit local residents.

Implications for future planning

- Working out where people live and work can help with planning and advocacy for roads and public transport.

The full State of Knox – Demographic Update 2019 report is available on Council’s website.

“Knox Community Transport has made a massive difference to my life. Being disabled, you normally have to take what you can get, but this is special.

A few years ago, I had a stroke and could no longer drive. It took away my independence and freedom. I am a social person and love being with people. The stroke left me at home and not confident to take a bus with my walker.

I found out about the Knox Community Bus, which provides door-to-door service for those who can’t get out. It means everything to me now. Not only do I get out once a fortnight to do my shopping, I have made new friends. I love the little tour around Ferntree Gully as we pick up the next passenger. We have quite a bit of fun with each other and the driver. I feel very comfortable and safe.

This gives me some independence and freedom for a few hours each fortnight. The camaraderie and friendship is special. I know it is such a small thing, but when you can’t drive and don’t have family this service is the best thing Knox has done!”

Diana, client Council’s Community Transport Service



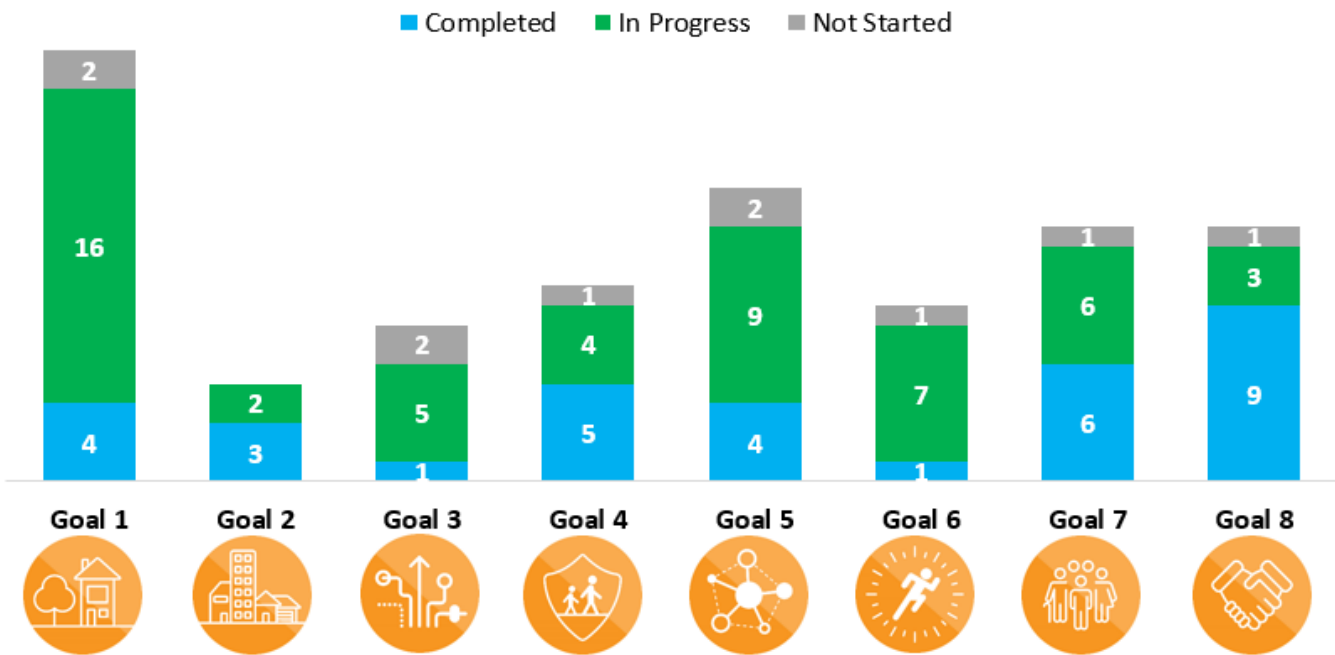
4. Program level data update

The second key activity of the review was to provide an update on progress against the Plan (program data update).

Work is progressing against the 57 targets and 68 measures identified against the Strategies in the Plan. The targets and measures are reported against annually in Council’s Annual Report. The main focus for the first year of the Plan (2017-18) was to create baseline data. From the end of 2018-19, Council will be able to report on comparative data for the progress of targets and measures, to monitor our success in achieving the Goals.

Council is also progressing well with the delivery of the 95 initiatives identified in the Plan. Eighteen months into the Plan, over a quarter (28%) of initiatives have been completed, a further 56% are in progress and the remaining 16% are set to begin during the remaining two years, for completion by June 2021.

Below is an overview of progress to date, broken down under the eight goals.



What do you do when you have outgrown a facility but have potential to run much needed activities for the local community? This was the situation facing The Basin Community House (TBCH) ten years ago.

TBCH had run out of a Council owned by building for just under 30 years. They were restricted in the number of programs it could provide for the community by the size of the house and limited parking. According to TBCH Manager, Heather McTaggart, “there was the interest from the local community to be involved in a range of activities but the house physically couldn’t cope with the demand. A change was needed.”

Ten years ago, the adjoining The Basin Primary School had plenty of land, but needed an indoor stadium and an updated administration wing. TBCH needed a larger facility with more parking. The school had the land and a good relationship with TBCH as they ran Out of School Hours Care for the children attending the school and other joint programs. Over the course of time through advocacy and negotiations, TBCH, the Department of Education, The Basin Primary School Council and Knox City Council agreed to proceed with the joint projects.

TBCH officially opened in April 2019, in a much larger, functional building with greater accessibility for the community. The car park is shared with the school between 9:30 – 3:00, so as not to impede on school drop off and pickup. TBCH is now able to run a much wider range of programs in ‘the house’, with a training kitchen, flexible rooms seating up to 80 people, great computer lab, large craft area with a wet surface floor and better staff amenities.

A very excited Heather shared, “now we have the potential to do so much more for the local Basin community such as community meals, social events and fund raisers. Inter-generational learning is already taking place with the house running ‘Return to Work Programs’ for parents and a Community Garden soon to start between the school children and house participants. It is a great community asset with so much potential for the community.”

Heather, The Basin Community House



4.1 Initiatives

This is the first time Council has included specific initiatives in a four year Council Plan. In the past these were identified annually.

As the table above shows, we are progressing well in the delivery of the identified initiatives. However, over the past 18 months of delivering and reporting against Council's initiatives it has been noted that:

- Having the initiatives included in the Plan makes it clearer for both Council officers and community to identify Council's priorities and key actions.
- Including key initiatives for four years in the Plan has significantly simplified Council's Annual and Business Planning processes.
- In some initiatives, Council's role and level of impact is unclear as the delivery relies on contributions from external stakeholders. This can affect Council's ability to effectively report on our contribution to the progress.
- Some of the initiatives are ongoing or core Council work rather than new activities. This can make it difficult to determine the impact of these activities towards achieving the shared Goals

"I never could have imagined what would eventuate when my son and daughter started attending the Knox Children and Family Centre in Wantirna. It was extraordinary to see the transformation in both of them!

I was going to be happy if they could both attend childcare for a day together. Last year I had tried to settle my daughter at a different centre on two occasions without any success. My son loved it there, but my daughter wasn't ready.

Once we transferred to the new centre in Wantirna, the staff went out of their way to slowly introduce my daughter to the different activities at the Centre. The first two months at the Centre was challenging, but now she has settled in and there are no tears during her stay. In fact, we are ready to introduce her to another day.

What really surprised me was seeing my son with her at home. He has become her protective 'big brother'. If she needs help taking off her shoes, he is there or if she is crying, he comes over and gives her a cuddle. It's beautiful to see, as he used to be jealous of the attention his younger sister would get from me.

I was worried about the new Centre being too big, but with the open design, they can see each other. My son can go to her and help settle her down. He is becoming a good brother and now both of them are getting along so much better. That is something you can't teach but it has happened since they both attended together.



I think it is awesome. It makes me very happy to see and I appreciate the comfortable atmosphere at the Centre which has helped this transformation take place."



Mother of two, Rowville

Moving forward into the development of the next Plan, we recommended that initiatives be:

- Developed together with key stakeholders to make sure there is clarity of roles for delivery.
- Developed with clear outcomes in sight, to support better reporting.
- Specifically aimed at achieving the Goals and Strategies set out in the Plan. Ongoing work of Council will be highlighted and reported on in other ways, including the Annual Report.
- Developed using a set of criteria that supports Council's identification of key priorities over the next four year cycle.

4.2 Council targets and measures

As mentioned above the Plan lists 57 Council targets and 68 measures against the Strategies to track Council's success in achieving the Goals.

As we have begun the process of reporting against them, we have found:

- There are a large number of both targets and measures.
- Many of the measures focus on increasing numbers rather than improving services and outcomes for the community.
- That at the time Council adopted the Plan, we did not have baseline data available for all of the measures. As a result, over the first 18 months of the implementing the Plan we are still reporting baseline figures for many measures. This is a limitation when assessing our progress and success.
- The development of the measures requires more collaboration to ensure effectiveness.

Moving forward into the development of the next Plan, we recommended that Council target and measures be:

- Reduced in number to allow for more focused, quality driven measures.
- Based on data where we already have an existing base line so we can develop appropriate and meaningful targets.
- Developed collaboratively with responsible areas of Council.

5. Touching base with community and stakeholders

In the scope for the review, the third key component was to confirm the relevance of the shared Goals and Strategies in the Plan, from a community perspective. We did not set out to deliver a full city-wide engagement activity, rather we aimed to ‘touch base’ with community and stakeholders to see how they feel about our progress.

5.1. Overview of stakeholder engagement

The planning phase of the review identified the following engagement activities:

- A key stakeholder forum; and
- A group meeting of all Council’s advisory committees.

An opportunity arose for Council officers to engage with community at the annual Knox Festival, and we developed an interactive activity to gather opinions on how we are tracking. In addition, when the group meeting of Advisory Committees was rescheduled due to unforeseen circumstances, we identified themes through a desktop analysis of available data. The combination of engagement methods, created a broad picture of how relevant the Goals are to community and stakeholders.

5.2. Key stakeholder forum

The key driver for bringing together representatives from key agencies during the review process was to acknowledge the shared responsibility within the Plan to work towards achieving our goals. Council is one of many organisations who provide services to, advocate for and partner with our community to improve the health and wellbeing of Knox and we know we can’t do it alone. It is important for people from all areas to have a broad understanding and insight into how we can work together, share resources and information to achieve positive outcomes for Knox.

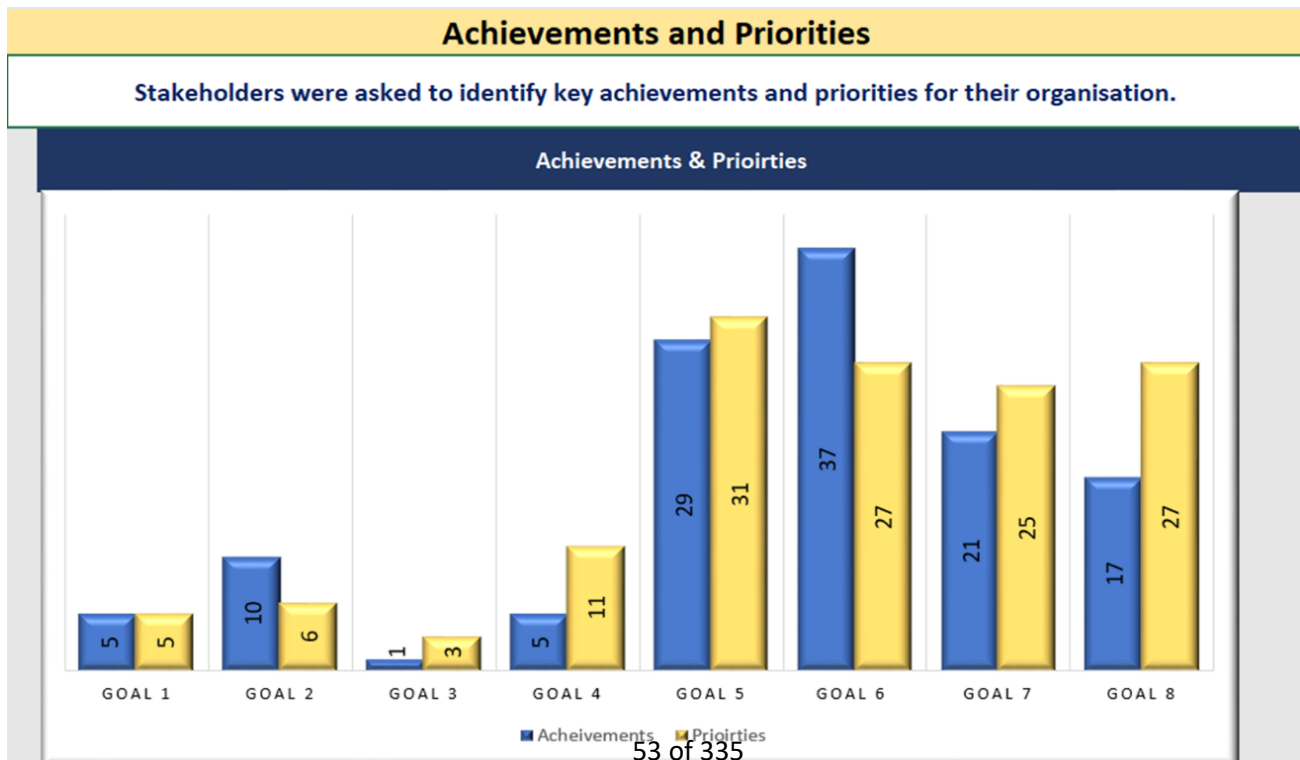
Another of the reasons was to deliver Initiative 8.2.4 in the Plan: *Facilitate regular networking sessions with key agencies and stakeholders to identify partnership opportunities in order to achieve shared Community and Council Plan goals.*

In preparation for the key stakeholder forum (the forum), a survey was sent to 164 key stakeholders from a broad range of community, service and government sectors to get potential participants thinking about what their organisations have achieved over the last two years and what their priorities for the next two years are. We received 35 responses, from 31 agencies. This helped us to sort the activities under the eight Goals. It also provide an opportunity for people who would not be able to make it to the forum to contribute to information gathering. On 12 February 2019, over 60 participants from business, community, health and disability service providers, volunteer organisations, peak sport and recreation bodies, community houses and State government departments came together at the forum – a breakfast event hosted by Council.



Participants were given time to add further achievements that were completed in the last two years, to the lists under each of the Goals. Following a presentation on the updated Census data and what this means when planning for Knox’s future (see Section Three of this report), they were then asked to share their top three priorities for their organisations. The combined information, arranged under the relevant Goals, is presented in Table 3. A reference table including the Goal titles and Council’s primary role in those areas is included in Table 4.

Table 3: Past achievements and future priorities from the Forum













Community and Council Plan 2017-21 Midterm Review Report

In Table 3, it is clear that the majority of activity from stakeholders attending the forum, is taking place under the themes of Goals 5-8. This reflects the focus and direction for the stakeholders present, representing community, business, health and education sectors at all levels. It also reflects the energy and resources being invested into improving the health and wellbeing of the Knox community across all areas of life, and aligns with the principles behind the Municipal Public Health Plan, incorporated into the Plan.

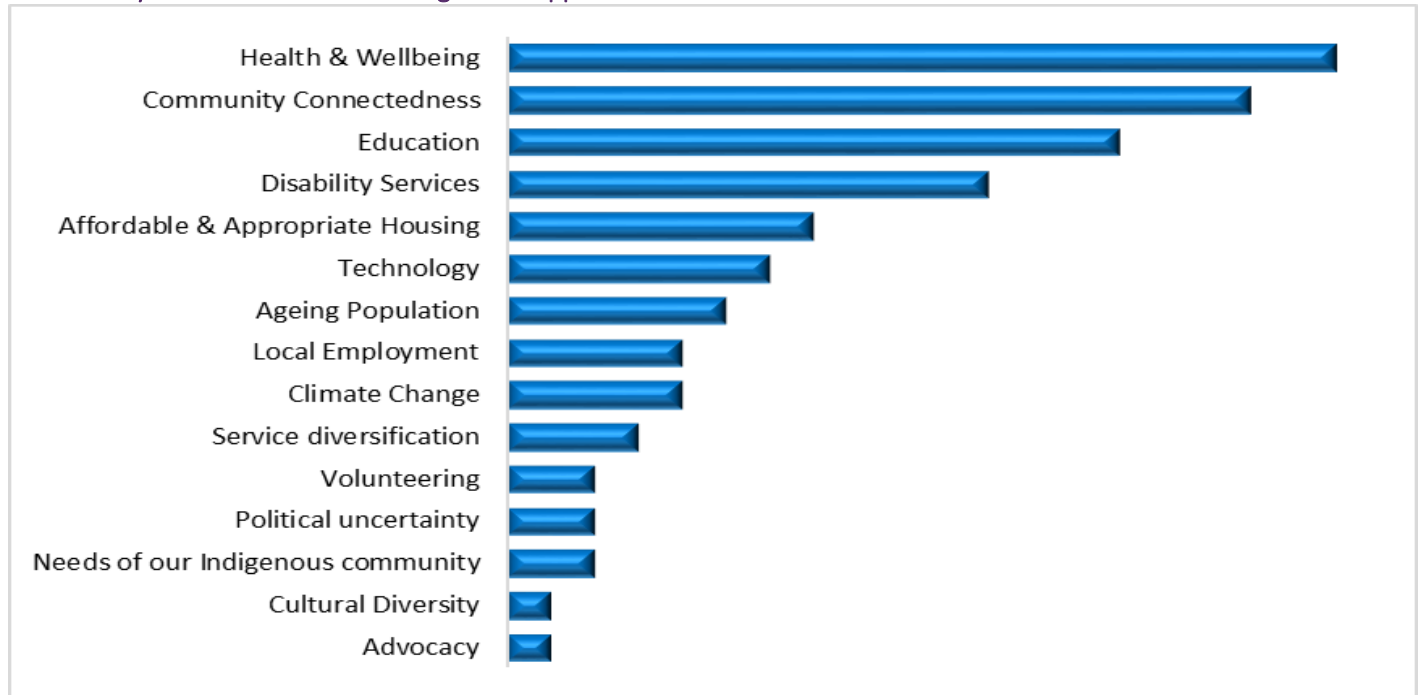
There was less stakeholder activity identified under the first four goals, however, in section 5.3 it is clear that these areas are a high importance for community.

Table 4: Council's primary role under each Goal

	GOAL	KEY COUNCIL ROLES
	Goal 1. We value our natural and built environment	Regulate, plan and provide
	Goal 2. We have housing to meet our changing needs	Plan, advocate and educate
	Goal 3. We can move around easily	Advocate and provide
	Goal 4. We are safe and secure	Plan, educate, partner, advocate and provide
	Goal 5. We have a strong regional economy, local employment and learning opportunities	Partner, plan, provide and research
	Goal 6. We are healthy, happy and well	Partner and provide
	Goal 7. We are inclusive, feel a sense of belonging and value our identity	Provide, partner and educate
	Goal 8. We have confidence in decision making	Plan, provide and research

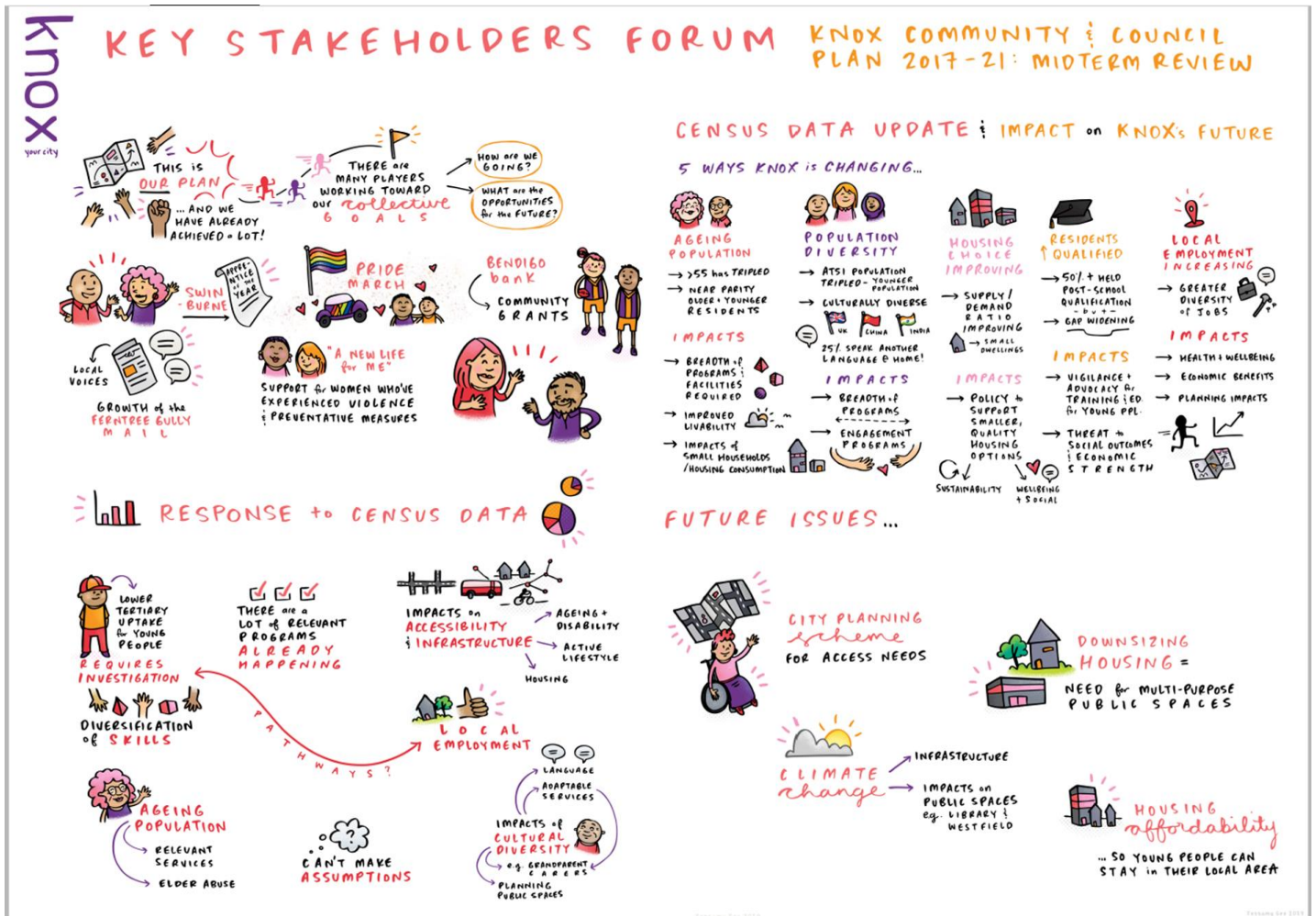
As well as sharing achievements that contribute to improving the health and wellbeing of Knox, stakeholders were provided the key Census updates (as outlined in Section Three). This led into a discussion on future challenges and opportunities for the service providers and organisations that support our community. The broad themes are outlined in Table 5. This data is important for the development of the next Plan, to make sure we explore these themes in relation to future planning for Knox.

Table 5: Key themes in future challenges and opportunities



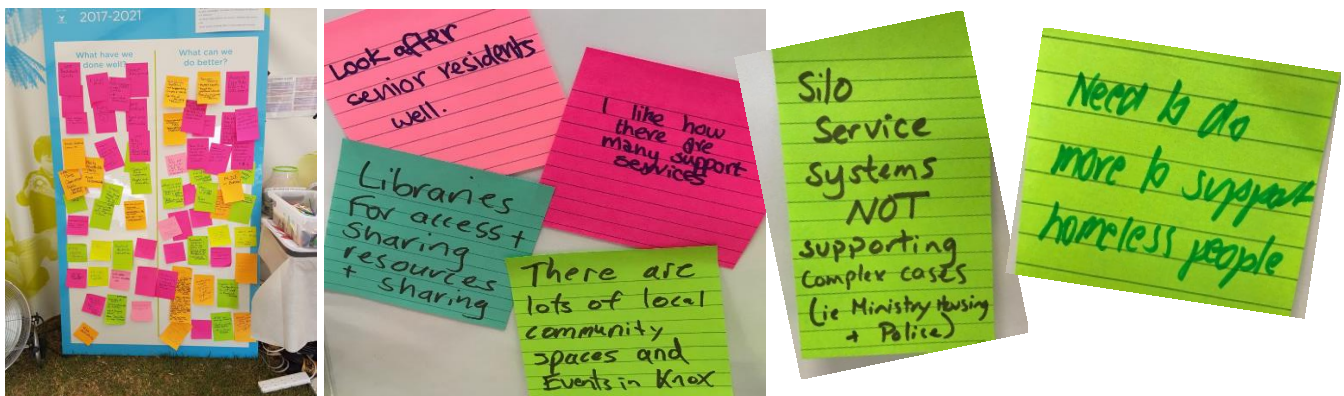
A further overview of the data collected at the forum is included in Attachment 1: Stakeholder Forum Outcomes Dashboard.

At the forum, Council worked with a graphic recorder to capture the highlights and key themes of the session. The work features some highlights from the broad conversations shared at the forum and celebrates the great work already occurring in Knox. The piece also illustrates a number of areas for Council and stakeholders to watch and consider in future planning. The graphic has been a conversation starter for engagement with both community and Council officers. It is available to download on Council’s website <http://www.knox.vic.gov.au/communityplan> .



5.3. Knox Festival engagement

Over the weekend of 2-3 March 2019, the Plan was one of four activities in the Knox City Council Engagement tent at the Knox Festival. In exchange for an icy pole during one of the hottest weekends of summer 2019, community members shared their thoughts on things that we (community and Council) have done well and what can we do better. We received over 400 comments across the two days, from community members aged eight to over 80 years old. A good cross section of festivalgoers, businesses and services and sporting clubs shared their thoughts with us.



Community feedback was then grouped into themes under each of the eight Goals.

Table 6 : Knox Festival feedback sorted by Goals

Goal	What we have done well
1	50
2	0
3	15
4	8
5	19
6	32
7	53
8	7
Total	184

Goal	What can we do better
1	45
2	12
3	47
4	27
5	16
6	25
7	18
8	22
Total	212

The key themes under the top three goals included in 'What we did well' included:

- great events and a good sense of community (Goal 7);
- great parks, gardens and playgrounds, valuing the green leafy environment and open space (Goal 1); and
- great sporting facilities and services for the community (Goal 6).

The key themes under the top three goals included in 'What we can do better' included:

- reduce traffic congestion, improve public transport and plan better for changing infrastructure needs (Goal 3);
- maintaining our environment, getting the balance right (Goal 1); and
- safety in parks and stations, recognise the value of partnerships, increasing complexity of community issues (Goal 4).

The feedback from festival goers was collated and will inform future planning for Council including where it is important identify and work with partners and support key stakeholders to deliver on community goals.

5.4 Advisory Committee feedback

Council currently facilitates 11 Councillor appointed Advisory Committees, made up of over 150 community and organisation representatives.

The review team visited the Youth Advisory Committee on 5 March to ask the group which goals were most important to them. The 20 young people present (aged 10-24 years old) each had three votes on the goals most important to them. The results showed, in order of importance:

1. **Goal 5 Strong regional economy, local employment and learning opportunities (11)**
2. **Goal 1 Natural and built environment (10)**
3. **Goal 3 Move around easily (8)**

This supports our approach in the development of the next Plan to engage a diverse cross section of the community, as different groups in the community will place a stronger emphasis on different goals. The themes of education and employment, the environment and transport are particularly relevant for young people. For future engagement it is important to provide space to hear from different 'groups' of people within the community, to reflect their needs and wants in relation their own experiences.

Unfortunately, the group meeting of Advisory Committees was rescheduled outside of the review timeframes, so the opportunity to engage was limited to the Youth Advisory Committee. As an alternative to individual visits, we gathered available Advisory Committee annual reports and other relevant documents such as agendas and minutes to gauge a sense of the priority conversations occurring. We identified the following key themes through an analysis of the frequency of mentions across all of the Advisory Committees:

- **NDIS- advocacy, complex needs, challenges for vulnerable groups, including CALD**
- **Mental health – across all age groups, the related service system**
- **Elder Abuse/Family Violence – impact on children, gender equality, service system**
- **Accessibility of services and public places – disability, language barriers, youth friendliness**

Each of these themes are related to the broad Goals and Strategies within the Plan and also need to be considered in the development of the next Plan. It is also important to consider in the next stage of the Plan, how we can collect, build on and share regular discussions taking place at Advisory Committees, a rich source of community input, to get a sense of what is important to community in 'real time'.

5.5 Bringing the feedback together

The feedback gained from the key engagement activities shows that stakeholders and community connect with the Goals, as they represent what is important to them, where we should be putting our energy and what is required for Knox to continue to progress towards our long term vision. It also shows that there are different roles for Council and stakeholders to play in each of the areas. As highlighted in Table 2, there is no significant gap identified through the review process to indicate that the Goals are not focusing our combined efforts in the right direction.

6. Key learnings to inform the development of the next Plan

6.1. Goals and Strategies

Overall, stakeholders, community and Council officers confirmed throughout the review process that the eight community and Council Goals have meaning for them as statements on what type of city Knox wants to be into the future. They are broad enough to capture the existing strengths and future opportunities for Knox that are most important to individuals and the community.

We received some feedback that the Goals were not specific enough, and a number comprise a broad range of themes. In addition, a number of the supporting Strategies are complex and do not provide clear line of sight for those looking to implement them. It is important to note that it is the Strategies that provide focus for both community and Council on how we can move towards achieving the Goals. In relation to the next Plan, this highlights the need for the final document and supporting materials to reinforce the intended long-term 'aspirational' nature of the Goals and the midterm 'directional' nature of the supporting Strategies. It will be useful to road test the Strategies with stakeholders in the development phase to make sure they are clear and specific.

The previous five themes in Council's key strategic plans were the same for 12 years. Given the significant change to the new Goals and Strategies, there has understandably been a period of readjustment, particularly within Council, to the new Goals. However, there is growing awareness and connection across Council and with key stakeholders of the Goals. By keeping these Goals largely unchanged for another cycle of the Plan, as our commitment to an agreed desired future for Knox, additional time and consideration can be allocated to the development of more targeted Strategies. It will also provide a chance to report against similar Goals over a longer period of time to gauge the impact of our activities in each area.

Recommendations

- Maintain the current eight Goals in principle, not necessarily the exact wording, for the next Plan.
- Develop the Strategies in collaboration with key stakeholders.
- Clearly define and create a shared understanding of the requirement and intent for each element of the Plan.

6.2. Initiatives

Council is on track to deliver the initiatives identified in the Plan by June 2021. However, the large number of initiatives creates a lack of clarity over key priorities for Council. As discussed in Section 4.1, a number of improvements will be implemented in the development of the new Plan, including setting up criteria to support prioritisation of new activities for Council.

Recommendations

- Reduce the overall number of key initiatives, to enable prioritisation of Council activities.
- Create criteria to support prioritisation of appropriate initiatives.
- Only include new activities, not ongoing work.

6.3. Evaluation

Council reports quarterly on the delivery of initiatives, yet there is currently no evaluation framework for the Plan to tell us if what we are delivering is making a positive impact on the community. This challenge is not specific to the Plan – evaluation to inform future decision-making is not consistent across Council. Current evaluation processes are often time consuming and expensive, without the necessary internal skills sets to deliver them. In reality, it is not possible for this challenge to be addressed by the Plan alone, but we know that it is important for us to be able to capture and tell stories about the impact of Council’s work with and for the community. The development of the next Plan will include a focus on evaluation, with the aim of starting to create an evidence base for informed decision making into the future.

Recommendations

- Create a framework to guide more in-depth evaluation of outcomes for Council and community.
- Trial the proposed evaluation methods on a selection of initiatives through the next Plan cycle.

6.4. Integrated strategy and planning

This plan has continued the work of bringing together separate strategies from across Council to reduce silos and improve integrated planning. However it has been identified that further work needs to be done to provide a clear line of sight from the Plan to other levels of strategy across Council.

In addition the Municipal Public Health Plan, which is a legislative requirement of Council, is not clearly enough defined in the Plan.

Recommendations

- Create common definitions of elements and improve the strategic framework for Council’s plans and strategies.
- Make sure the elements of the Plan in the future that link to the Municipal Public Health Plan are easily identifiable.

6.5. Format and Style

There has been a lot of feedback about the final Plan document. It contains too much information and is not very easy to read or navigate. Internally, supporting documents have been created and these should also be made available to community and stakeholders to assist with the understanding and uptake of the Plan.

Recommendations

- The next Plan will be presented in ‘plain English’ to make it more accessible to a broad range of stakeholders.
- A suite of supporting materials will be developed at the same time as the final document to meet the needs of a range of audiences.

7. Conclusion

The midterm review of the Plan was an opportunity to check in with community and stakeholders on the relevance of the Goals and strategies. It also provided time for Council to update data, share progress on initiatives and look at how we are tracking in terms of achieving our long-term vision for the future of Knox.

Overall, our progress is good. We are connected with stakeholders and community and together we are heading in the right direction. There is great work taking place in our community and we need to celebrate the achievements along the way. Lessons shared and learnt from the development and implementation of the Plan will also help us build a stronger and more collaborative Plan next time around.

List of Attachments

Attachment 1: Dashboard of outcomes from the stakeholder forum (Knox City Council, Strategy & Reporting Lead)

Stakeholder Forum Outcomes

Outcomes from the Census Update

What surprised the group <ul style="list-style-type: none"> Lack of data on individuals with a disability The ageing population and the increase in elder abuse Lower than average uptake of tertiary education for young people Growing parity between age groups Growth in the Chinese population 	Impacts on services/community <ul style="list-style-type: none"> Finding a balance between appropriate housing, accessible housing and the environment with a changing population Maintaining a sense of community with a rapidly changing and culturally diverse demographic Developing an appropriately skilled workforce Finding stability in a rapidly changing environment 	Key themes identified in conversations occurring after the Census update <table border="1"> <thead> <tr> <th>Theme</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>Education</td><td>23</td></tr> <tr><td>Affordable & Appropriate housing</td><td>20</td></tr> <tr><td>Ageing population</td><td>16</td></tr> <tr><td>Cultural Diversity</td><td>14</td></tr> <tr><td>Disability Services</td><td>13</td></tr> <tr><td>Needs of our indigenous population</td><td>11</td></tr> <tr><td>Service Diversification</td><td>9</td></tr> <tr><td>Health & Wellbeing</td><td>8</td></tr> <tr><td>Natural Environment</td><td>7</td></tr> <tr><td>Traffic & Transport</td><td>6</td></tr> <tr><td>Local Employment</td><td>4</td></tr> <tr><td>Safety</td><td>2</td></tr> </tbody> </table>	Theme	Count	Education	23	Affordable & Appropriate housing	20	Ageing population	16	Cultural Diversity	14	Disability Services	13	Needs of our indigenous population	11	Service Diversification	9	Health & Wellbeing	8	Natural Environment	7	Traffic & Transport	6	Local Employment	4	Safety	2	The challenges identified for the key themes <ul style="list-style-type: none"> Education <ul style="list-style-type: none"> Diversity is changing education Affordable & Appropriate Housing <ul style="list-style-type: none"> Speed of development Housing to fit the changing community needs High cost of housing Ageing population <ul style="list-style-type: none"> Increase in Elder Abuse Understanding the needs of a changing population Cultural Diversity <ul style="list-style-type: none"> The need to adjust services to fit changing needs Diversity is changing education Disability Services <ul style="list-style-type: none"> Not well represented in statistics A forgotten group
Theme	Count																												
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Local Employment	4																												
Safety	2																												

Opportunities, Challenges, Gaps & Barriers

Key Priorities <ul style="list-style-type: none"> Increasing need for disability services Adverse health prevention Mental Health Services Affordable and appropriate housing Understanding and addressing the skills gap Facility improvement 	Opportunities <ul style="list-style-type: none"> Collaboration and working together Volunteering 	Key Themes identified in conversations occurring around challenges and opportunities <table border="1"> <thead> <tr> <th>Theme</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>Health & Wellbeing</td><td>23</td></tr> <tr><td>Community Connectedness</td><td>20</td></tr> <tr><td>Education</td><td>16</td></tr> <tr><td>Disability Services</td><td>14</td></tr> <tr><td>Affordable & Appropriate Housing</td><td>13</td></tr> <tr><td>Technology</td><td>11</td></tr> <tr><td>Ageing Population</td><td>9</td></tr> <tr><td>Local employment</td><td>8</td></tr> <tr><td>Climate Change</td><td>7</td></tr> <tr><td>Service diversification</td><td>6</td></tr> <tr><td>Volunteering</td><td>5</td></tr> <tr><td>Political Uncertainty</td><td>4</td></tr> <tr><td>Needs of our Indigenous population</td><td>4</td></tr> <tr><td>Cultural</td><td>3</td></tr> <tr><td>Advocacy</td><td>2</td></tr> </tbody> </table>	Theme	Count	Health & Wellbeing	23	Community Connectedness	20	Education	16	Disability Services	14	Affordable & Appropriate Housing	13	Technology	11	Ageing Population	9	Local employment	8	Climate Change	7	Service diversification	6	Volunteering	5	Political Uncertainty	4	Needs of our Indigenous population	4	Cultural	3	Advocacy	2	Key themes <ul style="list-style-type: none"> Health & Wellbeing <ul style="list-style-type: none"> Prevention as a focus Community Connectedness <ul style="list-style-type: none"> Working together to create a sense of community Providing spaces for the community to interact Education <ul style="list-style-type: none"> Skills Gap Disability Services <ul style="list-style-type: none"> Increasing need not sufficiently supported
Theme	Count																																		
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Advocacy	2																																		
Challenges <ul style="list-style-type: none"> Uncertain political times Skills gap Increasing need for disability services Changing technology Affordable and appropriate housing Elder abuse Impact of climate change 	Future Issues <ul style="list-style-type: none"> Health & Wellbeing Community connectedness Accessibility Mental Health Local education Diminishing need for retail 																																		

Achievements and Priorities

Stakeholders were asked to identify key achievements and priorities for their organisation.

Achievements & Priorities

Goal	Achievements	Priorities
GOAL 1	5	5
GOAL 2	10	6
GOAL 3	1	3
GOAL 4	5	11
GOAL 5	29	31
GOAL 6	37	27
GOAL 7	21	25
GOAL 8	17	27

What does this mean for the Community & Council Plan

Looking at the distribution of attendees' achievements and priorities against Council priorities the following broad assumptions can be made:

- Council has a strong focus on the natural and built environment with almost a quarter of initiatives falling into Goal 1. This is not reflected in the community groups.
- The Community groups had a focus around Health and Wellbeing and the Economy and Education

Knox priorities vs. Community priorities

Goal	Distribution of achievements	Distribution of priorities	Distribution of C&CP Initiatives
Goal 1	4%	4%	23%
Goal 2	8%	4%	5%
Goal 3	1%	2%	8%
Goal 4	4%	8%	11%
Goal 5	23%	23%	16%
Goal 6	30%	20%	9%
Goal 7	17%	19%	14%
Goal 8	14%	20%	14%

Key issues for Knox to consider in future planning

- Increasing need for accessible services
- Adapting services to a changing demographic
- Adverse health prevention
- Mental Health Services
- Affordable and appropriate housing
- Understanding and addressing the skills gap
- Improving education rates in the municipality
- Accommodating an ageing population and reducing elder abuse
- Embracing diversity
- Maintaining community connectedness in a changing environment

7 Public Question Time

Following the completion of business relating to Item 6, City Development, the business before the Council Meeting was deferred to consider questions submitted by the public.

Question Time commenced at 7.33pm.

The following questions were raised with Council:

Question 1 Linda Staunton	When will Knox Council decide to declare a climate and biodiversity emergency? Before the end of 2019?
Answer	Cr Keogh responded that declaring a climate emergency is a decision for all of Council to make and that any Councillor can pursue the issue or raise it. Cr Keogh noted that Council has a range of sustainability initiatives including the Climate Action Network, a Solar Saving program, a Sustainable Building Policy, a Power Purchase Agreement and planting programs annually in the municipality.
Question 2 Darren Wallace	Can Council provide an update on the progress of the cat curfew implementation and the communication strategy to residents?
Answer	Matt Kelleher, Director City Development took the matter on notice and will respond in writing.
Question 3 Darren Wallace	What's the story with the question box no longer being located on a table near the door?
Answer	Cr Keogh advised the box was moved to encourage questions submitted during the meeting to be handed to an officer to ensure they were not missed. Following brief discussion Councillors present agreed the public question box would be moved back to its original location in future.

An additional question from Mick de Vreede will be responded to in writing at he was not present at the meeting.

Question Time Concluded at 7.44pm.

8 Engineering & Infrastructure Officers' Reports for consideration

8.1 Collective Procurement of Residual Waste Disposal Services Contract - Metropolitan Waste and Resource Recovery Group (MWRRG)

SUMMARY: Coordinator – Waste Management, Misty Johannsen

Council currently utilises Contract No 2010/1 – Landfill Services for Metropolitan Melbourne Councils, for its disposal of bin-based waste and litter streams at Suez Landfill, Hallam. This is a regional contract administered by the Metropolitan Waste and Resource Recovery Group (MWRRG). With this contract expiring on 31 March 2021, the provision of ongoing services is required.

A collaborative procurement process for Residual Waste Disposal (Landfill) - again facilitated by the MWRRG - is planned to commence in April 2021 and will operate for an initial term of four years with 2 no. 2 year extension options. It is timely that Council considers participating in this process. This is a collaborative contract involving 30 of the 31 participating Councils in Melbourne.

It is to be noted that work has commenced to explore Advanced Waste Processing as a longer term option for residual waste disposal, however until these arrangements have been finalised, an interim landfill contract is required.

RECOMMENDATION

That Council:

- 1. Resolve to participate in the Collective Procurement of Residual Waste Disposal for the provision of Landfill services and transport options to replace contract 2010/1.**
- 2. Authorise the CEO to negotiate and execute any necessary Memorandum of Understanding or contracts with Metropolitan Waste and Resource Recovery Group (MWRRG) to facilitate Council's participation in the collective procurement process.**
- 3. Note that further reports will be presented to Council to consider the award of Residual Waste Disposal contracts following receipt of a tender evaluation report from the MWRRG.**

1. INTRODUCTION

Council's current contract for Landfill services, Contract No. 2010/1 – Landfill Services for Metropolitan Melbourne Councils, is a regional contract administered by the Metropolitan Waste and Resource Recovery Group (MWRRG) and has been in operation since 1 April 2011. Council uses this contract for its disposal of bin based waste and litter streams at Suez Landfill, Hampton Park. With this contract expiring on 31 March 2021, the provision of ongoing services is required. The proposed contract is planned to commence in April 2021 and will operate for an initial term of four years with 2 no. 2 year extension options. While work has commenced to explore Advanced Waste Processing methodologies as a longer term solution for managing Council's residual waste streams, a medium-term ongoing contract needs to be established.

2. DISCUSSION

2.1 The proposed MWRRG Contract

The proposed procurement will be facilitated by MWRRG and structured to complement other MWRRG initiatives such as the exploration of Alternative Waste Processing and future Recycling Processing Services.

The Environment Protection Act 1970 formalises MWRRG's role in collective procurement to:

- Facilitate waste and resource recovery infrastructure and services by Councils;
- Facilitate the development of joint procurement contracts for waste and resource recovery facilities and services; and
- Manage contracts in the performance of their objectives and functions.

Working with the MWRRG and other Councils on collaborative procurement of residual waste disposal services aims to provide benefits that include:

- Reducing tendering and contract management costs;
- Encouraging tenderers to adopt best practice to minimise the impacts on local amenity and the environment;
- Enabling the appointment of more than one provider;
- Ensuring consistency across the metropolitan area;
- Integrating with other household waste services; and
- Ensuring viable contingency arrangements.

As with other collective procurements facilitated by MWRRG, it will be resourced by MWRRG using the support of Council officers and external legal, technical, probity, planning and financial advisors. MWRRG project officers will manage the project and provide support to Councils during key activities identified in this project.

Through this process, Knox City Council will have the opportunity to enter into a contract with one or more service providers on either a guaranteed or non-guaranteed supply basis and will have the option to enter into arrangements with more than one supplier. This will assist in the mitigation of risks should one provider being unable to accept material.

The contract will be structured so that Councils wishing to terminate a guaranteed arrangement with a provider will be required to provide 12 months' notice or pay a penalty in lieu of notice.

MWRRG will administer the contracts on behalf of Councils in line with Participation Agreements, Direct Deeds and a Service Deeds. This model is familiar to Council as it underpins the current Landfill Services Contract 2010/1.

2.2 Transfer

With the possible closure of Suez Landfill, Hampton Park in the next 3 - 4 years, it will also be necessary to consider that Suez may not tender for this contract, requiring Councils in the southeast to work together to secure temporary transport options through possible establishment of transfer stations for the southeast region.

Consideration of these issues and inclusion of these options will be part of this process.

2.3 Pre-Sort

A number of Councils involved in this project have expressed an interest in using the Residual Waste Disposal services contract to encourage landfill operators to put in place infrastructure to recover material from the municipal waste stream.

The Residual Waste Disposal services contract will be structured to enable landfill operators to submit indicative timelines for the implementation of a pre-sort facility and pricing to recover materials from the municipal waste stream.

2.4 Contract Term

It is anticipated that Knox City Council and other Councils will continue to rely on some form of landfilling in the future. As Council considers transitioning to Alternative Waste Processing for the treatment of residual waste, the volume of material sent to landfill may at some time in the future reduce significantly.

The MWRRG is ensuring that the specifications for Residual Waste Disposal services do not impact on the ability of a participating Council to transition to an alternative means of managing residual waste at some time in the future.

The initial contract period will be four years. There will be further extension options of 2 x 2 years. Decisions to exercise the options or commence a new procurement will be made in 2023 and 2025.

2.5 Tender Evaluation

As this is a panel contract whereby multiple service providers will most likely be appointed, the evaluation will consist of a summary report that assess tenders against compliance with the contract specification.

A report summarising the tender responses and an accompanying tender evaluation report will be made available to participating Councils so that they can determine which contractor(s) they wish to engage. This will inform a future report to Council authorising preferred tenderers.

2.6 ACCC Application

As with previous similar projects, prior to the procurement process, MWRRG will seek authorisation from the Australian Competition Consumer Commission (ACCC) for this collaborative procurement. ACCC authorisation ensures that Councils are not exposed to certain legal risks under the Competition and Consumer Act 2010 (CCA) which prohibits certain agreements between parties who are competitive for the acquisition of a service. Authorisation will allow MWRRG, tenderers and Councils greater flexibility to structure and administer the Residual Waste Disposal Services contracts in the optimal way without creating unnecessary legal risks or uncertainty.

2.7 Memorandum of Understanding

MWRRG has commenced a process to appoint consultants to develop contract documents and agreements for this procurement. Participating Councils will be required to execute a Memorandum of Understanding with MWRRG prior to the procurement process, in line with previous procurements.

2.8 Alternative procurement options

The number of alternative options is significantly limited in the medium term. In the longer term, options such as Alternative Waste Processing are being explored. There have been numerous benefits to being part of the regional Landfill Services Contract 2010/1, including cost effective pricing, contract management efficiencies, and the ability to resolve issues collectively. It is recommended that Council continue to participate in a collective contract, rather than tendering individually.

3. CONSULTATION

This contract is in line with existing services as outlined in Councils Waste Plan and therefore no further consultation has been undertaken.

4. ENVIRONMENTAL/AMENITY ISSUES

As Council currently participate in a regional contract for Landfill Services, there are no additional environmental or amenity issues associated with this contract, however Council continues to seek outcomes in its waste management methodologies that align with the waste hierarchy endorsed by the EPA and integrated into the Environmental Protection Act.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Landfill services area funded through the Garbage service charge and associated Fees and Charges.

The cost of Landfill services, as with all other waste related services, have been increasing over recent years due to compliance, landfill management and licensing requirements, resulting in increases in the order of 10% per year over many years. Council's anticipated expenditure for landfill services is estimated to be \$3.1m in 2019/20. As landfill capacity at the Suez Landfill site is finite, it is also possible tendered prices will increase in line with supply and demand principles, in addition to potential increases to anticipated transport costs. It is estimated that the new contract rates could result in an increase of 20-30% compared with existing contracts. A tender process, with multiple provider options will define the market rates, with Council electing who to enter into contract with. An assessment will be undertaken at the time to evaluate the best options, considering price, location and collection contract costings.

State and Local Government are continuing to explore the potential for advanced waste processing methodologies as an alternative to landfill and are making increased efforts to reduce waste. While these initiatives may take some years before they come online, it is likely that Council will experience a longer term reduction in the levels of waste being diverted to landfill.

6. SOCIAL IMPLICATIONS

As Council currently participate in a regional contract for Landfill Services, there are no social implications.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

Goal 4 - We are safe and secure

Strategy 4.4 - Protect and promote public health, safety and amenity

Goal 1 - We value our natural and built environment Strategy 1.1 - Protect and enhance our natural environment

Goal 2 - We have housing to meet our changing needs Strategy 2.1 - Plan for a diversity of housing in appropriate locations Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs

Goal 5 - We have a strong regional economy, local employment and learning opportunities Strategy 5.3 - Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Coordinator – Waste Management, Misty Johannsen - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Engineering and Infrastructure, Ian Bell - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Landfill services are an essential component of Council's waste services. The current Regional Contract 2010/1 expires on 30 March 2021, with no further extensions available. As ongoing services are required whilst Council explores Alternative Waste Processing options, it is recommended that Council resolve to participate in the collaborative procurement of Residual Waste Disposal services which is scheduled to commence soon. This is a procurement in collaboration with participating Councils in Metropolitan Melbourne, facilitated by MWRRG.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Coordinator, Waste Management, Misty Johannsen

Report Authorised By: Director, Engineering and Infrastructure, Matthew Hanrahan

Attachments

Nil

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Timmers-Leitch

That Council:

- 1. Resolve to participate in the Collective Procurement of Residual Waste Disposal for the provision of Landfill services and transport options to replace contract 2010/1.**
- 2. Authorise the CEO to negotiate and execute any necessary Memorandum of Understanding or contracts with Metropolitan Waste and Resource Recovery Group (MWRRG) to facilitate Council's participation in the collective procurement process.**
- 3. Note that further reports will be presented to Council to consider the award of Residual Waste Disposal contracts following receipt of a tender evaluation report from the MWRRG.**

CARRIED

9 Community Services Officers' Reports for consideration

Councillor Holland left the meeting at 8.04 before the vote on item 10.1.

Councillor Holland returned to the meeting at 8.06pm before the vote on item 10.1.

9.1 Homelessness Policy and Procedure

SUMMARY: Coordinator Municipal Strategic Social Planning – Rosie Tuck

There were 365 people counted as homeless in Knox in the 2016 Census. This represented a 46% increase from 2011 where 250 people were counted as homeless. Knox Housing and Homelessness Services have identified a growth in the number of presentations to their services from people in housing crisis. Uniting Harrisons identified an increase from 829 in 2016/17 to 1498 in 2017/18. They identified that, in order to respond effectively to this increasing community challenge, Council required a policy position to enable a coordinated, clear and consistent approach to assist residents who may be homeless and sleeping rough within the municipality, as well as an operational procedure to outline Council's approach to respond to people sleeping rough within the municipality.

In 2018, a cross-organisational homelessness project team was established to investigate and respond to this issue.

RECOMMENDATION

That Council:

- 1. Approve the Homelessness Policy and Procedure; and**
- 2. Provide in principle support for Council's advocacy to local housing networks, service providers and levels of Government for a more responsive and local homeless assertive outreach response in Knox.**

1. INTRODUCTION

Homelessness is defined as: "If current living arrangements are in a dwelling that is inadequate; they have no security of tenure; or they do not have control, or access to space for social relations". It may include people living in improvised dwellings, tents and sleeping out; those living in supported accommodation for the homeless; those staying temporarily with other households; those living in boarding houses; those in other temporary lodgings; and those living in severely overcrowded buildings."³

Many developed nations grapple with the challenge of homelessness and in recent years, the homelessness problem in Australia has become acute. A lack in supply of social and affordable housing is the leading cause of homelessness and Australia is at a critical point in time to revise and invest in its approach to supporting some of the most vulnerable people in our society. Shelter is a basic human right that is enshrined in international covenants and treaties.⁴ Since

³ ABS

⁴ International Covenant on Civil and Political Rights, International Covenant on Economic, Social and Cultural Rights, Convention on the Rights of the Child etc.

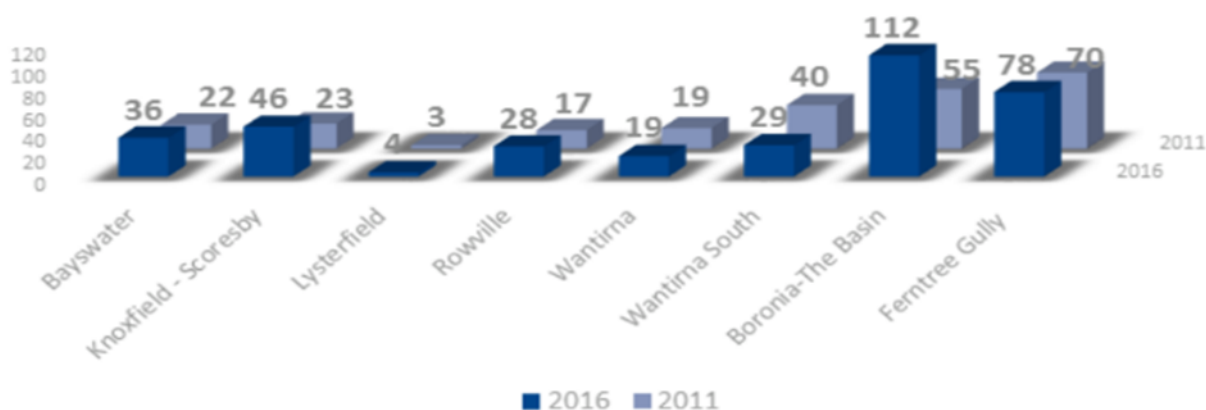
2013, the Australian Government has not provided ongoing funding to prevent homelessness and respond to an escalating homeless population.

In Victoria, the breakdown of percentages for each homeless category is estimated to be:

- Sleeping rough 5%;
- Supported accommodation for the homeless 34%;
- Boarding Houses 19%;
- Overcrowded dwellings 27%; and
- Staying with other households 15%.⁵

The homeless count increased in all Knox suburbs between 2011 and 2016 with the exception of Wantirna South, which decreased from 40 to 29 people. Of particular concern is the significant rise in the number of homeless people in Boronia – The Basin, with the homeless count doubling from 55 people in 2011 to 112 people in 2016.

Table 1: Number of homeless people counted in Knox suburbs on Census Night, 2016 and 2011



Whilst Council historically has provided a reactive response when required, it has been determined that a coordinated, clear and consistent approach across the organisation and community will better assist people who may be homeless or sleeping rough and/or concerned community members, traders and others.

To respond to these issues Council Officers developed the **Knox Homelessness Project**. The project has been supported by a cross-organisational reference group. The project team reference group has met over many months and has guided the development of five key outputs:

1. The Knox Homelessness Social Profile;
2. The Homelessness and Rough Sleeping Policy (Attachment 1);
3. The Homelessness and Rough Sleeping Procedure (Attachment 2);
4. The Knox Homelessness Resource Brochure; and
5. The Knox Homelessness Training Program – “Without Shelter”.

⁵ Australian Bureau of Statistics, Census of Population and Housing.

2. DISCUSSION

“Homelessness is not a lifestyle choice, it reflects systems failure, and most critically, a shortage of affordable housing.” (Jenny Smith, Chairwoman of Homelessness Australia).

2.1 Definitions and Data in the Australian Context

In May 2018, Council Officers prepared the Knox Homelessness Profile (The Profile). The Profile defines the term Homelessness in the Australian context and provides an analysis of reliable data revealing the extent of homelessness in the Knox municipality. The Profile has set the context to enable evidence-based planning regarding this issue.

Despite the simple definition of homelessness, understanding the levels of homelessness, causes, and the question of how to measure homelessness is more complicated. There are two main sources of data informing homelessness in Australia:

Firstly, the Australian Bureau of Statistics collects information about homelessness on Census Night. Homelessness status is not a distinct question asked in the Census. Estimates are derived from multiple variables and a complex methodology. To measure and estimate the total population, homelessness is broken into three categories:

1. Primary homelessness: sleeping in improvised dwellings, tents or sleeping out;
2. Secondary homelessness: staying in supported accommodation or temporarily in other households; and
3. Tertiary homelessness: persons living in boarding houses, caravan parks, or other temporary lodgings; and in severely crowded dwellings (ABS, 2049.0 2018; The Road Home, 2008; Structural Drivers).

Secondly, specialist Homeless Service Data is compiled annually by the Australian Institute of Health and Welfare (AIHW), counting people who sought homeless services. The reports began in July 2011 and include the characteristics of clients, counts of services requested, outcomes achieved and requests that could not be met.⁶

Both sources of data are thought to have their limitations and result in a lower count of the homeless population. Data from Specialist Homeless Services is valuable information for policy and planning, however, it is understood that a large proportion of people do not use these services. Additionally, the data is not publicly available at Local Government level.

The count of homeless people on the Census Night is likely to be low because of the inability to account for all rough sleepers. Chamberlain et al. (2015) comment that: “Census collectors are unlikely to find all of them because the Census is held in winter when rough sleepers hide away to escape the cold, as well as for their own safety and security.”

Having access to housing is one of our most basic human rights, yet 116,000 people were estimated to be homeless on Census Night in 2016 in Australia, an increase of 4.6% since 2011. Homelessness is a complex social issue that receives limited public debate and Local Government is only one stakeholder amongst many. A lack of social and affordable housing is the leading cause of homelessness, according to Launch Housing’s National Survey,⁷ nearly two-thirds of participants believe that more people are at risk of homelessness today than in the past. This view is backed by Census data from 2016 – there were 365 people counted as homeless in Knox. This is a 46% increase from 2011 where 250 people were homeless.

⁶ Knox Homelessness Profile, 2018.

⁷ The National Housing Survey, Launch Housing May 2016.

Table 1: Total Number of Homeless in Knox and surrounding LGA's, 2011 and 2016

LGA	Total Homeless, 2016	Total homeless, 2011	Change Number	Change Percentage
Knox	365	246	+119	48.4
Yarra Ranges	360	335	+25	7.5
Maroondah	321	428	-107	-25.0
Whitehorse	179	195	-16	-8.2
Manningham	39	27	+12	44.4
Total	1264	1231	+33	2.7
Victoria	24,828	22,727	+2,101	9.2

While the ABS reported more males were homeless than females on Census Night 2016, people accessing specialist homeless services were predominately female. Approximately 62.6% of clients accessing services were females compared to 37.4% males.

Following past trends, youth were disproportionately represented as clients, with 22% under 18 years of age. Clients were also predominately in the youth and middle adult age brackets, with 56.4% aged 0-35.

The National Housing Survey 2016,⁸ reports that common assumptions held by Australians reflect the belief that people who are homeless commonly experience drug and alcohol addiction, mental illness and family violence. The AIHW 2018 data reveals a shortage of social and affordable housing and family violence are the leading causes of homelessness in Australia. Anglicare Victoria's annual Rental Affordability Snapshot⁹ has found households on welfare payments has worsened since the last 12 months and are struggling to find affordable housing. In metropolitan Melbourne, only 0.6% of properties were suitable for households on income support payments, while only one in four were suitable for households on the minimum wage. Anglicare Victoria is calling on state and federal governments to take urgent action to tackle homelessness, and to invest more in targeted social and public housing.

Table 2: Reasons for Seeking Assistance, Total Clients Percentage – 2016/17

Reason	Type	Percentage
Financial	housing affordability stress/unemployment	29%
Accommodation	inadequate or inappropriate dwellings	22%
Family Violence	(and) relationship issues	33%
Health Reasons	mental health and alcohol and other drugs	3%
Other	transition from care/custody/disengagement from school ¹⁰	14%

There appears to be many misconceptions of homelessness – 44% of Australians believe homelessness to be a long-term condition, however, homelessness is reported to be a relatively short lived experience. Only 14% of people are homeless for more than 180 days and 31% of people are homeless for between 6-45 days and 26% up to five days. However, people who are

⁸The National Housing Survey, Launch Housing May 2016

⁹ Anglicare Victoria's 2019 Rental Affordability Snapshot (RAS)

¹⁰ Australian Institute of Health and Welfare 2016/17

long-term rough sleepers have more complex needs, including mental health, alcohol and other drugs and histories of trauma.¹¹

Public opinion of homelessness is important as this drives policy development. There has been limited public or political discourse and debate on this issue nationally and currently there is no National strategy to address this social issue. Community housing organisations advise that this important issue requires public support, political will, conviction and investment.

Martin Foley MP’s address to the National Homelessness Conference 2018 (Hearts and Homes: Public Perceptions on Homelessness) articulated the view that Victorians are calling for action: “nearly half of Victorians think homelessness is the most serious issue facing our State today – ranking it more serious than the threat of a terror attack, bushfires or traffic congestion.”

More recently, the State Government has announced a funding stream to house people sleeping rough in the City of Melbourne. In addition, there has been a funding boost of \$15 million from the State Government in January 2109, to provide new and improved housing and homeless services to regional centres of Victoria and other LGA’s where there’s a high prevalence of homelessness and/or a high risk of homelessness. These services will be established in Dandenong, Frankston, Maroondah, Geelong, Swan Hill, Warrnambool, Ballarat and Bendigo. The current Victorian Government along with the Victorian Council of Social Services (VCOSS) are calling for the Commonwealth to boost funding and develop a national plan.

2.2 Knox Homelessness Services

Knox’s funded homeless open door service Uniting Care (previously Harrisons) have identified an increase in homelessness and increased service demand between 2016–2019.¹²

<p>Financial year 2016-2017</p> <p>Total number of presentations = 2630</p> <p>Knox = 829</p>

<p>Financial year 2017-2018</p> <p>Total number of presentations = 3889</p> <p>Knox = 1498</p>

Main Reasons for Presenting:

- Financial Difficulties
- Housing Affordability Stress
- Eviction

1.3 EMR Local Government Homelessness Responses

Liaison with other Local Governments in the Eastern Metro Region has identified that homelessness and rough sleeping is a priority issue for their communities. A number of Councils have reviewed resourcing provided to this issue, including:

- Yarra Ranges Council providing annual funding of \$30K to ANCHOR for a rapid outreach response;
- Monash Council provides annual funding of \$10k to Uniting Harrisons for a local rapid outreach response;

¹¹ The National Housing Survey, Launch Housing May 2016
¹² Specialist Homelessness Information Platform- Statistical Service Data

- Boroondara Council are currently developing a business case to present to Council in the 2019/20 budget process seeking funding for an outreach worker position to respond to people experiencing Homelessness; and
- Maroondah Council has secured State Government funding to respond to people experiencing homelessness.

3. CONSULTATION

An intrinsic part of the development of the Homeless Policy and Procedure was the engagement and input of a cross organisational reference group. The Homelessness Project reference group will reconvene following Council's consideration of the Knox Homelessness Policy and Procedure. The Reference Group will provide guidance and advice on the implementation of the Policy and Procedure and identify solutions to new and emerging homelessness and rough sleeping issues. The cross organisational homeless reference group represented the following relevant Council services:

- Building Services
- Customer Service
- Community Laws
- Council Housing Support Officer over 55's
- Emergency Management
- Community Safety
- Community Development
- Youth and Leisure Services
- Active Ageing
- Family and Children's Services
- Manager Operations
- Prosecutions
- Social Planning
-

The Homeless project reference group also provided input and feedback to the development of a training program- 'Without Shelter' that will be delivered to selected Council staff that have a significant interface with this issue within the Knox community.

In addition a range of relevant community organisations have been consulted including SalvoCare Eastern (as Knox's nominated homelessness outreach service), Uniting Care Housing Service, Department Health and Human Services (DHHS), Knox Community Houses, as well as other key stakeholder members of the Knox Community Safety Health and Wellbeing Advisory Committee.

4. ENVIRONMENTAL / AMENITY ISSUES

The Homelessness and Rough Sleeping Policy provides direction for Council's approach to people who are homeless or rough sleeping in public spaces and on Council owned property. Within the Homelessness and Rough Sleeping Policy, Clause 6.8 states that, in the course of Council infrastructure upgrades including open space, public amenity and public facilities, "consideration will be given to community members access to drinking water, shelter from the elements including rain and shade from the sun."

5. FINANCIAL & ECONOMIC IMPLICATIONS

This project has been resourced within Council's 2018/19 operational budget. Currently Council's 2018/19 operating budget will support the Homelessness Training Program- "Without Shelter". Council's resources in 2018/19 will support a training program, limited to front line staff with a customer/community interface to:

- (i) Better understand homelessness; and
- (ii) Provide an opportunity to advise on the implementation of the Homelessness Procedure and Policy.

Should it be determined to broaden this training, both within the organisation and/or community, funding will be sought through external grants opportunities and/or future Council budget processes.

Department Health and Human Services funds SalvoCare Eastern to provide an assertive outreach model to homeless people in the Eastern Metropolitan Region. This service is in high demand and often the response time for outreach is lengthy and the rough sleeper has moved on. An increase in funding is required for this service to provide the appropriate level and timeliness of outreach to people sleeping rough in the Knox municipality. Council officers will advocate to State Government and other potential funders to support the increased funding to this important service.

6. SOCIAL IMPLICATIONS

When people have secure and affordable housing that is appropriate to their life circumstances, other needs can be met, such as employment, education and life opportunities. Some people in Knox are at risk of being denied this basic human right due to housing affordability issues and rental stress. Housing stress is increasing among Knox households, with 9% of households (4,755) paying 30% or more of their gross weekly income on either rent or mortgages. Several northern suburbs of Knox unenviably hold top-ten status for the highest number of households in Melbourne experiencing housing stress and above average mortgage default rates.¹³ Council has forecast that an additional 860 social housing dwellings will be needed in Knox by 2036 to meet minimum requirements. Key approaches to achieve this include:

- A strengthened advocacy role through the Eastern Affordable Housing Alliance;
- Continued engagement and partnership development with social housing providers;
- Negotiation with developers for a voluntary contribution to social housing (of approximately 5%) on larger-scale development sites (on a case-by-case basis);
- A commitment by Council to provide for at least 5% social housing on Council-owned development sites;
- Ensuring that the need for affordable and social housing is considered and addressed in the development of structure plans and other place-based strategic plans for Activity Centres and Strategic Investigation Sites;
- Continuing the Housing Monitoring Program to understand housing needs in Knox and measure changes in the supply of social housing; and

¹³ Knox Affordable Housing Action Plan 2015-2020.

- An ongoing commitment to raising the community's awareness of the need for greater diversity and affordability in housing to counter poor perceptions of affordable and social housing.¹⁴

Knox Council is the auspice agency for the Eastern Affordable Housing Alliance (EAHA) and is currently running an advocacy campaign in the lead-up to the Federal Election, entitled "**Zone In**" aiming to affect positive change in increasing the supply of social and affordable housing. Key campaign asks to political parties include:

1. The appointment of a Federal Housing Minister;
2. A National Housing Strategy;
3. Change tax policy settings that impact adversely on the supply of affordable housing and redirect the savings to increase supply; and
4. Additional funds for Social Housing.

Knox Council is proactive and innovative in its effort to increase the supply of social and affordable housing within the limited capacity of its restrictive legislative context.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 2 - We have housing to meet our changing needs

- Strategy 2.1 - Plan for a diversity of housing in appropriate locations.
- Strategy 2.2 - Encourage high quality sustainable design.
- Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs.

Goal 4 - We are safe and secure

- Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.
- Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety.
- Strategy 4.3 - Maintain and manage the safety of the natural and built environment.
- Strategy 4.4 - Protect and promote public health, safety and amenity.
- Strategy 4.5 - Support the provision of emergency services.

Goal 2 - We have housing to meet our changing needs

- Strategy 2.1 - Plan for a diversity of housing in appropriate locations
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Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

¹⁴ Knox Affordable Housing Action Plan 2015-2020

- Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety
- Strategy 4.3 - Maintain and manage the safety of the natural and built environment
- Strategy 4.4 - Protect and promote public health, safety and amenity
- Strategy 4.5 - Support the provision of emergency services

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Coordinator Municipal Strategic Social Planning, Rosie Tuck - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Manager Community Wellbeing, Kathy Parton - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

People experiencing homelessness, including people sleeping rough, has increased in Knox in recent years and is on an upward trajectory.

The increase in Homelessness is primarily due to the inadequate supply of social and affordable housing. Knox Council is proactive and innovative in its effort to increase the supply of social and affordable housing within its limited capacity.

The Homelessness Policy and Procedure is a small step forward in promoting an understanding of homelessness and ensuring a coordinated and consistent Council response to people experiencing homelessness or sleeping rough in the municipality.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Coordinator Municipal Strategic Social Planning, Rosie Tuck

Report Authorised By: Director Community Services, Tanya Clark

Attachments

1. Attachment 1 - Issues Briefing - Knox Homelessness Policy - 2019-04-18 [9.1.1 - 5 pages]
2. Attachment 2 - Knox Homelessness Procedure - 2018-04-18 (D 18-243732) [9.1.2 - 10 pages]

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Timmers-Leitch

That Council:

1. Approve the Homelessness Policy and Procedure;
2. Provide in principle support for Council's advocacy to local housing networks, service providers and levels of Government for a more responsive and local homeless assertive outreach response in Knox;
3. Recognise that homelessness is an emergency for those affected and for the broader community;
4. Where possible, provide support to organisations providing stop-gap and emergency accommodation to homeless people such as churches running the Winter Sleepover; and
5. Survey religious institutions in Knox as soon as is practical to seek out those closest to being compliant with relevant building regulations, and who are willing to participate.

PROCEDURAL MOTION

<u>MOVED:</u>	Councillor Pearce
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<u>SECONDED:</u>	Councillor Mortimore
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That Councillor Lockwood be permitted an extension of time to speak under Clause 47 of the Meeting Procedure and Use of Common Seal Local Law 2018.

CARRIED

PROCEDURAL MOTION

<u>MOVED:</u>	Councillor Pearce
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<u>SECONDED:</u>	Councillor Mortimore
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That Councillor Seymour be permitted an extension of time to speak under Clause 47 of the Meeting Procedure and Use of Common Seal Local Law 2018.

CARRIED

THE MOTION WAS CARRIED

Homelessness and Rough Sleeping Policy

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	**	Responsible Officer:	Manager Community Wellbeing
Approval Date:	Meeting date	Version Number:	1
Review Date:	2 Years from Meeting Date		

1. Purpose

The purpose of this Policy is to provide direction for decision making and management processes in relation to rough sleeping and homelessness in the Knox municipality. This Policy articulates Councils aspirations to increase awareness and community education on the cause of homelessness and where possible partner with key stakeholders to prevent homelessness and monitor accessibility to key housing providers and other support services where homelessness is an issue.

2. Context

Having access to housing is one of our most basic human rights¹ yet 116,000 people were estimated to be homeless on Census night in 2016 in Australia, an increase of 4.6% since 2011². Homelessness is a complex social issue and local government is only one stakeholder amongst many.

There were 365 people who were counted as homeless in Knox in the 2016 Census. This is a 46% increase from 2011 where 250 people were homeless. Of this number:

- 12 people were estimated to be living in improvised dwellings, tents or sleeping out (rough sleeping);
- 138 people in supported accommodation for the homeless;
- 39 people living in boarding houses;
- 70 staying temporarily in other households; and
- 104 in severely crowded dwellings.

When comparing numbers with Greater Melbourne, the rate of homelessness in Knox was significantly lower, with 23.7 people per 10,000 compared to 45.7 per 10,000 in Greater Melbourne. However, Knox now has the highest number of homeless people compared to the other Outer East local government areas (followed closely by Yarra Ranges where 360 people were recorded as homeless in the 2016 Census).

¹ Australian Human Rights Commission, 2008.

² Australian Bureau of Statistics, 2018, *Census of Population and Housing: Estimating homelessness, 2016*, cat. no. 2049.0.55.001, <http://www.abs.gov.au>.

The homeless count increased in all Knox suburbs between 2011 and 2016 with the exception of Wantirna South, which decreased from 40 to 29 people. Of particular concern is the significant rise in the number of homeless people in Boronia-The Basin, with the homeless count doubling from 55 people in 2011 to 112 people in 2016.

3. Scope

- 3.1 Knox City Council believes that people who are homeless should be treated with the same dignity and respect as any other member of the public.
- 3.2 This Policy and accompanying Procedure provides direction for all Knox City Council staff working with people encountering homelessness, rough sleeping or at risk of homelessness. It also outlines Council's approach to working with other organisations who provide services to people who are homeless, or at risk of homelessness, within Knox.
- 3.3 This Policy is applicable to all Council Staff, Contractors and Councillors.
- 3.4 This Policy and accompanying Procedure informs Councils response to homelessness and rough sleeping in the following places:
- Public spaces;
 - Council-owned property.

This policy does not apply to private property.

4. References

4.1 Knox City Council Community & Council Plan 2017-2021

- Goal 2: We have housing to meet our changing needs.
- Goal 6: We are healthy, happy and well.

4.2 Relevant Legislation

- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Children, Youth and Families Act 2005 (Vic)*
- *Knox City Council General Provisions Local Law 2010*
- *Knox City Council General Provisions Local Law 2010: Administrative Guidelines*
- *Local Government Act 1989 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*

4.3 Charter of Human Rights

This procedure has been assessed against the rights contained within the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and is deemed compatible with the Charter.

4.4 Related Council Policies

- Knox Housing Support and Nomination Rights Policy



- Knox City Council Staff Code of Conduct
- Knox City Council Child Safe Policy
- Knox City Council Child Safe Statement of Commitment
- Knox City Council Homelessness Procedure

4.5 **Related Council Plans and Documents**

- Knox Community Access and Equity Implementation Plan 2017-2022
Commence a review of the role of Council in responding to homelessness in partnership with community partners and develop a Knox Homelessness Procedure
- Knox City Council Municipal Emergency Management Plan 2019-2022
- Knox City Council Affordable Housing Action Plan 2015-2020
- Knox City Council Minimum Supply of Social Housing, Eastern Metropolitan Region (2014-2036)

5. Definitions

At risk of homelessness A person is at risk of homelessness if they are at risk of losing their accommodation.

Child / Young Person Any person aged below 18 years of age

Rough Sleeping Contact Officer A Knox City Council staff member(s) who has been nominated to deal with escalated situations involving people who are sleeping rough.

Council Knox City Council, whether constituted before or after the commencement of this Policy.

Council People / Person **Staff** - Any permanent, part-time, temporary or casual employee of Knox City Council.

Contractor/Agency/Labour Hire Worker - Any contractor or agency/labour hire worker who provides services or undertakes work on behalf of Knox City Council.

Volunteer/s A member of the public when contributing directly to a Council program/service/event and who:

- is registered as a Council volunteer; or
- is part of any count with regard to volunteer hours contributed to Council programs/services/events

For the purposes of this Policy the definition of a volunteer also includes students on work/student placement from an educational institution.

Homelessness A person is homeless if their current living arrangements are in a dwelling that is inadequate; they have no security of tenure; or they do not have control, or access, to space for social relations. This may also include people living in improvised dwellings,

tents and sleeping out; those living in supported accommodation for the homeless; those staying temporarily with other households; those living in boarding houses; those in other temporary lodgings; and those living in severely overcrowded buildings.

Location	Means this document is applicable in the following spaces: <ul style="list-style-type: none"> - Public spaces; - Council-owned property.
Rooming house	A building where one or more rooms are available to rent, and four or more people in total can occupy those rooms. May also be referred to as a boarding house.
Rooming house resident	A person who rents a room in a rooming house as their only or main residence. A resident does not need to have a tenancy agreement to live in a rooming house.
Rough sleeper	A person who is sleeping in a tent, their car, a swag or other temporary shelter.
Squatter	A person who is occupying a building, land or property that they do not own, rent or otherwise have permission to use.

6. Council Policy

- 6.1 Knox City Council acknowledges that people who are homeless:
- Have the right to be in public spaces.
 - Have the right to participate in public events.
 - Need to have a place for and/or to carry their possessions with them.
 - Come from different backgrounds i.e. CALD, Aboriginal.
 - May have complex needs.
 - Have different factors that have contributed to their homelessness.
- 6.2 Knox City Council Staff will implement the Homelessness Policy and Procedure and all of its requirements when identifying a homeless person in the course of their work, thus ensuring a consistent response by Council to people who are rough sleeping, homeless or at risk of homelessness. The Policy and Procedure will also ensure that people who are rough sleeping, homeless or at risk of homelessness are connected with appropriate services that can assist in supporting their needs.
- 6.3 Knox City Council will work in partnership with relevant local funded community agencies who have expertise in the area of homelessness, to provide timely assistance where required.



- 6.4 Knox City Council will identify gaps in service provision for people who are homeless and advocate, with community partners, for increased funding for homelessness as required.
- 6.5 Knox City Council will advocate to State and Federal Government for appropriate services and address other underlying issues that people who are homeless may experience, including mental illness, alcohol and other drugs issues.
- 6.6 Knox City Council will educate Council staff and the community about homelessness.
- 6.7 Knox City Council will continue to implement the Social and Affordable Housing Action Plan to advocate and deliver (where negotiations succeed) social and affordable outcomes in Knox.
- 6.8 In the course of Council infrastructure upgrading including open space, landscape design, public amenity and public facilities consideration will be given to community member's access to drinking water, shelter from the elements including rain and shade from the sun.
- 6.9 Knox City Council develops a formal partnership with SalvoCare Eastern, who will provide assertive homelessness outreach services to identified rough sleepers within the Knox municipality³.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

³ A Memorandum of Understanding (MoU) will be developed between Knox City Council and SalvoCare.

Homelessness and Rough Sleeping Procedure

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	Council or EMT	Responsible Officer:	Manager Community Wellbeing
Approval Date:	Meeting date	Version Number:	1
Review Date:	2 years		

1. Purpose

The purpose of this Procedure is to provide a coordinated approach to supporting rough sleepers in Knox, including guidance to all Knox Council Staff who become aware of a person who is experiencing homelessness or is at risk of homelessness. Awareness may arise via:

- The person themselves requesting assistance;
- The course of Council Officers work; or
- A notification or request for assistance from a concerned resident or trader or community organisations.

2. Context

Having access to housing is one of our most basic human rights¹ yet 116,000 people were estimated to be homeless on Census night in 2016 in Australia, an increase of 4.6% since 2011². Homelessness is a complex social issue and local government is only one stakeholder amongst many.

There were 365 people who were counted as homeless in Knox in the 2016 Census. This is a 46% increase from 2011 where 250 people were homeless. However, anecdotal information suggests that this number may be much higher³. The health and wellbeing of the community, particularly the most vulnerable, is of utmost importance to Council. Of this number:

- 12 people were estimated to be living in improvised dwellings, tents or sleeping out (rough sleeping);
- 138 people in supported accommodation for the homeless;
- 39 people living in boarding houses;
- 70 staying temporarily in other households; and
- 104 in severely crowded dwellings.

When comparing numbers with Greater Melbourne, the rate of homelessness in Knox was significantly lower, with 23.7 people per 10,000 compared to 45.7 per 10,000 in Greater Melbourne. However, Knox now has the highest number of homeless people compared to the other Outer East local government areas (followed closely by Yarra Ranges where 360 people were recorded as homeless in the 2016 Census).

¹ Australian Human Rights Commission, 2008.

² Australian Bureau of Statistics, 2018, *Census of Population and Housing: Estimating homelessness, 2016*, cat. no. 2049.0.55.001, <http://www.abs.gov.au>.

³ Information provided to Council from local community organisations assisting people who are homeless.



The homeless count increased in all Knox suburbs between 2011 and 2016 with the exception of Wantirna South, which decreased from 40 to 29 people. Of particular concern is the significant rise in the number of homeless people in Boronia-The Basin, with the homeless count doubling from 55 people in 2011 to 112 people in 2016.

3. Scope

3.1 **This Procedure is applicable in the following places:**

- Public spaces;
- Council-owned property; and

3.2 **This Procedure does not apply to people who are sleeping rough on private property.**

3.3 **This Procedure should be used by all Council Staff** who come into contact with people who are homeless, or at risk of homelessness in the course of their work. This contact may be in person, via telephone, or through a third-party enquiry from a concerned resident or trader.

3.4 **Knox City Council believes that homeless people and people sleeping rough:**

- Have the right to be in public spaces.
- Have the right to participate in public events.
- Need to have a place for and/or to carry all of their possessions with them.
- Come from different backgrounds i.e. CALD, Aboriginal.
- May have complex needs.
- Have different contributing factors to their homelessness i.e. fleeing from family violence, leaving State care.

3.5 **Knox Council will continue to build and extend partnerships** with a range of local community organisations, support services and housing providers in Knox that provide expertise on homelessness. These partnerships include homeless service providers and other allied support services and referral protocols to other agencies.

4. References

4.12 **Knox City Council Community & Council Plan 2017-2021**

- Goal 2: We have housing to meet our changing needs.
- Goal 6: We are healthy, happy and well.

4.2 **Relevant Legislation**

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Knox City Council General Provisions Local Law 2010
- Knox City Council General Provisions Local Law 2010: Administrative Guidelines
- Local Government Act 1989 (Vic)
- Privacy and Data Protection Act 2014 (Vic)



4.3 Charter of Human Rights

This procedure has been assessed against the rights contained within the *Charter of Human Rights and Responsibilities Act 2006* (Vic) and is deemed compatible with the Charter.

4.4 Related Council Policies

- Knox Housing Support and Nomination Rights Policy
- Knox City Council Staff Code of Conduct
- Knox City Council Child Safe Policy
- Knox City Council Child Safe Statement of Commitment
- Knox City Council Homelessness Policy

4.5 Related Council Plans and Documents

- Knox Community Access and Equity Implementation Plan 2017-2022
Commence a review of the role of Council in responding to homelessness in partnership with community partners and develop a Knox Homelessness Procedure
- Knox City Council Municipal Emergency Management Plan 2019-2022
- Knox City Council Affordable Housing Action Plan 2015-2020
- Knox City Council Minimum Supply of Social Housing, Eastern Metropolitan Region (2014-2036)

5. Definitions

At risk of homelessness A person is at risk of homelessness if they are at risk of losing their accommodation.

Child / Young Person Any person aged below 18 years of age

Rough Sleeping Contact Officer A Knox City Council staff member(s) who has been nominated to deal with escalated situations involving people who are sleeping rough.

Council Knox City Council, whether constituted before or after the commencement of this Policy.

Council Staff **Staff** - Any permanent, part-time, temporary or casual employee of Knox City Council.

Contractor/Agency/Labour Hire Worker - Any contractor or agency/labour hire worker who provides services or undertakes work on behalf of Knox City Council.

Volunteer/s A member of the public when contributing directly to a Council program/service/event and who:

- is registered as a Council volunteer; or
- is part of any count with regard to volunteer hours contributed to Council programs/services/events

For the purposes of this Policy the definition of a volunteer also includes students on work/student placement from an educational institution.

Councillor/s An elected representative of the Knox municipality



Homelessness A person is homeless if their current living arrangements are in a dwelling that is inadequate; they have no security of tenure; or they do not have control, or access, to space for social relations. Can include those living in improvised dwellings, tents and sleeping out; those living in supported accommodation for the homeless; those staying temporarily with other households; those living in boarding houses; those in other temporary lodgings; and those living in severely overcrowded buildings.⁴

Location This document is applicable in the following places:

- Public spaces;
- Council-owned property;
- In the municipality of Knox.

Rooming house A building where one or more rooms are available to rent, and four or more people in total can occupy those rooms. May also be referred to as a boarding house.

Rooming house resident A person who rents a room in a rooming house as their only or main residence. A resident does not need to have a tenancy agreement to live in a rooming house.

Rough sleeper A person who is sleeping in a tent, their car, a swag or other temporary shelter.

Squatter A person who is occupying a building, land or property that they do not own, rent or otherwise have permission to use.

6. Procedure

This Procedure outlines the steps Council staff should take if they come in contact with a person who is homeless, at risk of homelessness, or is rough sleeping, in the course of their normal duties (whether in person, via direct contact by telephone, or by third party contact from a concerned resident).

6.1 Where there are special circumstances

For the purposes of this Procedure, special circumstances refer to circumstances where a person who is homeless or at risk of homelessness is also:

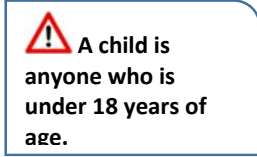
- A person is aged 55 years and over (refer to 6.1.1); or
- A child/young person, or accompanied by a child/young person (refer to 6.1.2); or
- Affected by family violence (refer to 6.1.3).

6.1.1 Aged 55 years and over:

- Where a person is aged 55 years or over, they should be referred to Council's Access Specialist Team on # 8303.

⁴ Australian Bureau of Statistics, 2012.

6.1.2 **There is a child / young person:**



- We are mandated to meet legislative requirements in the Child Wellbeing and Safety Act 2005 (Vic), including, Child Safe Standards and the Reportable Conduct Scheme.
- If Council staff becomes aware of a child or young person who is homeless, they should contact one of Council’s designated Rough Sleeping Contact Officers to discuss any safety and wellbeing concerns for that child⁵.
- A child or young person is **not** to act as an interpreter for an adult, contact should be made with an Interpreter service, a qualified accredited interpreter from TIS National and Language Loop should be used. Bilingual Council staff members or family members should not be utilised to interpret or translate documents.
 - VITS Language Loop: 03 9280 1941
- If the child or young person is **in immediate danger please call Victoria Police on 000**, then notify a Rough Sleeping Contact Officer.

Council’s Rough Sleeping Contact Officers:

- To be advised.

If you believe that a child or young person under 18 is in immediate danger, you should call Victoria Police on 000.

6.1.3 **There is family violence**

For victim/survivors of family violence who need to leave their home, or have already left, you can refer them to:

Agency name	Type of assistance	Contact number
EDVOS	Family violence service for women and children in Eastern Metropolitan Melbourne	9259 4200
Safe Steps	24-hour family violence crisis response service for women and children experiencing family violence	9322 3555
1800RESEPECT	24-hour service that supports anyone affected by sexual assault and family violence, including men.	1800 737 732
Seniors Rights Victoria	Assistance for older men and women who have experienced elder abuse	1300 368 821
UnitingCare Harrison	Homelessness support	9871 8700

⁵ Once contacted a rough sleeping contact officer will ensure that Child Safe Standards, the Reportable Conduct Scheme and mandatory reporting requirements are adhered to.



For perpetrators who are homeless due to being *excluded from the home* based on a Family Violence Safety Notice (issued by Victoria Police) or a Family Violence Intervention Order (Interim Order or Final Order that is issued by the Magistrates Court of Victoria), refer to:

Agency name	Type of assistance	Contact number
MensLine Australia	Support and information for men	1300 789 978
Lifeline	Crisis support & suicide prevention	13 11 14
UnitingCare Harrison (Knox)	Homelessness Support	8781 8700
Anchor Inc. (Lilydale)	Homelessness Support	9760 6400
SalvoCare Eastern (Kew)	Homelessness Support	9853 5680
Wesley Mission Vic (Ringwood)	Homelessness Support	8870 4020

- 6.2 When a Council Person comes across a person who is sleeping rough in the course of their work, they should:**
- 6.2.1 Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One)⁶. Refer the matter to the Rough Sleeping Contact Officer.
 - 6.2.2 If possible, offer Council's brochure: *Knox Homelessness Resource* that contains information about free meals and food parcels as well as service providers who may be able to assist with accommodation.
 - 6.2.3 Email the 'Homelessness Recording Tool' (Appendix One) to SalvoCare Eastern as well as Council's Homelessness Contact Officer, SalvoCare will respond between 24-48 hours, mark referral '**urgent**': HSSreferrals@aus.salvationarmy.org. The SalvoCare Team will send a confirmation receipt.
 - 6.2.4 The SalvoCare Eastern homelessness outreach team will visit the person who is sleeping rough, make an assessment of their situation and discuss referrals. SalvoCare Eastern will update Council's Homelessness Contact Officer of the outcome.
 - 6.2.5 If the person does not request or need assistance from the SalvoCare Eastern outreach team, the person should be left alone. If the situation changes, this process will commence again.

If concerned about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, Council staff should call 000. You should also notify Council's Homelessness Contact Officer of your actions.

⁶ To activate this procedure a Privacy Impact Assessment form will be completed and filed.



6.3.1 Emergency Event

If the person is homeless following an emergency event, the caller should be referred to the Municipal Emergency Resources Officer (MERO) on # 8484 (during office hours) or 9298 8000 (after hours). If Emergency Management are unable to assist, they will make a referral for the person to an appropriate agency.

6.3.2 Eviction or other reason

If the person is at risk of homelessness due to imminent eviction from a rental property or mortgagee repossession, or they are staying with friends or family with no permanency, they can be referred to one of the following agencies:

Agency name	Type of assistance	Contact number
Eastern Community Legal Centre	Free legal assistance	9762 6235
Victoria Legal Aid	Free legal assistance	1300 792 387
Consumer Affairs Victoria	Free assistance – tenant rights	1300 558 181
Anchor Inc. (Lilydale)	Homelessness Support	9760 6400
SalvoCare Eastern (Kew)	Homelessness Support	9853 5680
UnitingCare Harrison (Knox)	Homelessness Support	9051 3000
Wesley Mission Vic (Ringwood)	Homelessness Support	8870 4020

Note that Council does not provide emergency accommodation or legal advice for Knox residents.

6.4 Rooming Houses

6.4.1 Unregistered or Unsafe Rooming Houses

Where there is a reasonable belief that a rooming house is unregistered or unsafe, refer the matter to Building Services and Health Compliance. These teams are able to work with the rooming house owner by inspecting the property and issue Notices to achieve compliance.

CRS Code: BENQUI

6.4.2 Resident eviction

If you are contacted by a person living in a rooming house who is concerned about being evicted, or has been evicted from a rooming house, refer them to:

Agency name	Type of assistance	Contact number
UnitingCare Harrison	Homelessness support	9051 3000
Consumer Affairs Victoria	Free assistance – rooming house resident rights	1300 558 18

6.5 When there is a squatter on private property

6.5.1 If notified there is a person squatting on privately-owned property, refer the caller to Victoria Police (000).



6.5.2 If there are broken windows or structural damage to the building, refer to Building Services.

CRS Code: BENQUI

Council can provide advice to a property owner to secure the property by boarding up windows and doors to deter squatters.

6.5.3 If you have contact with a person who is rough sleeping on private property and they request information on housing services, refer them to:

Agency name	Type of assistance	Contact number
UnitingCare Harrison	Homelessness support	9871 8700
Eastern Community Legal Centre	Free legal assistance (for property owner or squatter)	9762 6235
Victoria Legal Aid	Free legal assistance (for property owner or squatter)	1300 792 387

6.5.4 If the contact is in person, provide them with Knox City Council's '**Homelessness Resource Brochure**'.

6.6 When a person who is homeless approaches Council staff

6.6.1 Offer Council's brochure: '**Homelessness Resource Brochure**' that contains information about free meals and food parcels as well as service providers who may be able to assist with accommodation.

6.6.2 Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One)⁷. Refer the matter to Council's Rough Sleeping Contact Officer.

6.6.3 If possible, you should inform the person that the SalvoCare Eastern homelessness outreach team will provide an outreach visit to the person to discuss housing options. You may obtain the person's verbal consent to send a description and a file note should be made to that effect.

6.6.4 The Rough Sleeping Contact Officer will email the Homelessness Recording Tool to SalvoCare Eastern via HSSreferrals@aus.salvationarmy.org as well as Council's Homelessness Contact Officer.

6.6.5 The SalvoCare Eastern homelessness outreach team will visit the person who is sleeping rough, make an assessment of their situation and discuss referrals. SalvoCare Eastern will update Council's Rough Sleeping Contact Officer of the outcome.

6.6.6 If the person does not request or need assistance from the SalvoCare Eastern outreach team, the person should be left alone. If the situation changes, you will need to begin this process again.

If you have immediate concerns about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, you should call 000. You should also notify Council's Homelessness Contact Officer of your actions.

⁷ To activate this procedure a Privacy Impact Assessment form will be completed and filed.



6.7 When a community member contacts Council to raise concerns about a person who is homeless and rough sleeping in a public space

- 6.7.1 Refer the matter to Council's Rough Sleeping Contact Officer, with all details you are able to obtain from the caller (recorded in the Homelessness Recording Tool in Appendix A).
- 6.7.2 If the Rough Sleeper has an unregistered dog the Rough Sleeping Contact Officer will contact Community Laws who will register the dog at no cost to the dog owner.
- 6.7.3 Advise the caller that arrangements will be made for a homeless outreach worker to engage with the person who is rough sleeping about available services.

6.8 When there are goods that appear to belong to a person who is rough sleeping

- 6.8.1 If Council is notified of goods that appear to belong to a person who is rough sleeping and is obstructing a public place refer to the Rough Sleeping Contact Officer.
- 6.8.2 If the goods are not obstructing a public space, Community Laws Officers will leave the goods in place and leave the Council's brochure: Knox Homelessness Resource (in supplied plastic sleeve) that contains information about free meals and food parcels as well as service providers who may be able to assist with accommodation.
- 6.8.3 Community Laws Officers will also follow the steps outlined in section 6.2 of this Procedure.
- 6.8.4 If the goods are obstructing a public space, Council may impound them under the Knox City Council Local Law. Council's Community Laws Officers will take reasonable steps to identify the owner and advise that their belongings have been impounded. Council must keep the goods for 14 days before selling, destroying, disposing of or giving them away. A fee may be payable to release impounded goods.

7. When there is a safety risk or concern for a person who is rough sleeping or when a person who is rough sleeping poses a risk to public safety

- 7.1 If the person who is sleeping rough is demonstrating instances of:
- Persistent anti-social behaviour; or
 - Where there are other wellbeing concerns
- The matter should be referred to the Council's Rough Sleeping Contact Officers.
The Rough Sleeping Contact Officer may engage the following services:
- Victoria Police;
 - SalvoCare Eastern who have a homeless outreach worker

8. When not to intervene

- 8.1 Council staff should not approach a person who is rough sleeping if:
- That person's behaviour threatens their safety or the safety and security of people around them; or
 - That person's behaviour is likely to result in damage to property or have a negative impact on natural and cultural conservation of environment, including cultural heritage, water pollution and fire risks.

If you witness such behaviour, call Victoria Police 000.



8.2 Council staff should be mindful of privacy issues related to taking photographs. Community Laws are authorised enforcement officers and as such are supplied with fitted body cameras.

9. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Appendix One – Homelessness Recording Tool

Date	Location	Description of person	Risk management	Knox City Council action	Salvo Care Eastern action

10 Corporate Services Officers' Reports for consideration

10.1 Budget 2019-20

SUMMARY: Acting Manager Business & Financial Services, James Morris

In accordance with Sections 127 and 130 of the *Local Government Act 1989 (the Act)* and Sections 9-11 of the *Local Government (Planning and Reporting) Regulations 2014*, Council is required to prepare and adopt an annual budget by 30 June each year and submit it to the Minister within 28 days after adoption.

Key components of the Annual Budget 2019-20 include:

- A \$94.699 million capital works program of which \$32.713 million is allocated to maintaining and renewing community assets. \$61.986 million is to be invested in new and upgraded community assets.
- A 2.5% increase in rates for 2019-20 in accordance with the rate cap requirements outlined in Sections 185A to 185G of the Act.
- Continuation of the \$100 rebate in relation to rates and charges for all eligible recipients.

RECOMMENDATION

That Council:

- Note the submissions received in response to the Proposed Budget 2019-20, thank the submitters and provide a written response notifying submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the *Local Government Act 1989*;
- Adopt its Annual Budget 2019-20 provided in Attachment 1;
- Authorise the Chief Executive Officer to give public notice of this decision in accordance with Section 29 of the *Local Government Act 1989*;
- Submit a copy of the Annual Budget 2019-20 to the Minister for Local Government in accordance with Section 130(4) of the *Local Government Act 1989*;
- Adopt its Rating Strategy 2019-20 provided in Attachment 2;
- Declare the Rates, Levies and Annual Service Charges for the 2019-20 financial year provided in Attachment 3;
- Adopt its Strategic Resource Plan 2019-20 to 2022-23 provided in Attachment 4 in accordance with Section 126 of the *Local Government Act 1989*; and
- Grant a rebate in relation to rates and charges to all Knox City Council residents eligible within the meaning of the *State Concessions Act 1986*. The maximum rebate is \$100.

1. INTRODUCTION

At its Ordinary meeting of 29 April 2019, Council resolved to advertise its Proposed Budget 2019-20, calling for submissions in accordance with Section 223 of the *Local Government Act 1989* (the Act). The public submission period opened 30 April 2019 and closed 28 May 2019.

Public comment was invited on the Proposed Budget 2019-20 during the period of public consultation. In total, four submissions were received.

At its meeting held on 3 June 2019, a Committee comprising seven Councillors heard submissions on the Proposed Budget 2019-20. A copy of the minutes of this meeting plus copies of all submissions received are provided as Attachment 5. All submissions were tabled, with one submitter speaking to their submission.

The following amendments have been made to the Proposed Annual Budget 2019-20 as a result of recent submissions and feedback provided to Council subsequent to the development of the Proposed Budget 2019-20:

- Additional maintenance costs relating to the transfer of the Harcrest Development infrastructure to Council, as per the *Subdivisions Act 1988*: \$0.319 million in 2019-20, \$0.504 million in 2020-21, \$0.535 million in 2021-22 and \$0.569 million in 2022-23.
- \$0.194 million of additional Capital Works renewal programs.
- A change to the rate in the dollar to be levied under Section 158 of the Act due to the receipt of the final stage of valuations showing a reduction in the value of land from the value previously included in the Proposed Budget 2019-20. This change in the rate in the dollar has been assessed as immaterial and total rate income raised remains within the 2019-20 rate cap.

2. DISCUSSION

The Annual Budget 2019-20 seeks to balance the competing demands for Council services and infrastructure using prudential financial management principles to ensure long-term financial sustainability.

Significant investment in the capital works program of \$94.699 million provides an increased ability to fund asset renewal requirements and new capital works to support the delivery of the Community and Council Plan. Significant capital projects for 2019-20 include:

- Relocation of Council's Operations Centre (\$11.500 million);
- The Stamford Park Redevelopment (\$9.029 million);
- The Knox Central Project (\$8.000 million);
- Henderson Road Bridge (\$5.500 million);
- Continued investment in the local road network (\$9.305 million); and
- Continued investment in community open space (\$15.339 million).

The Annual Budget 2019-20 is premised on an increase in total general rates income of 2.5% in accordance with the rate cap requirements of the State Government as per Section 185A to 185G of the Act. The additional Council eligible pensioner rebate of \$100 will be maintained.

The Budget includes an increase in the Residential Garbage Charge from \$183 to \$190, a \$7 increase (3.83%). This charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy.

Council has implemented user fees and charges increases that are both manageable and sustainable for its community.

The Annual Budget 2019-20 comprises the Budgeted Financial Statements and the Fees and Charges Schedule for the financial year ending 30 June 2020 (refer Attachment 1).

3. CONSULTATION

In accordance with Section 129 of the Act, Council publicly advertised the Proposed Annual Budget 2019-20 inviting the community to make submissions. A public notice was placed in the Knox Leader newspaper.

4. ENVIRONMENTAL/AMENITY ISSUES

The Annual Budget 2019-20 recognises the leadership role Council has within the community to actively address the impacts of sustainability and to facilitate other levels of government and the community to act in a similar vein.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Annual Budget 2019-20 has been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014* and relevant Australian Accounting Standards.

The Annual Budget 2019-20 accords with the financial frameworks established by Council in its Long Term Financial Forecast.

6. SOCIAL IMPLICATIONS

The Annual Budget 2019-20 contains resourcing for a wide range of programs to deliver important community services to the Knox community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

8. CONFLICT OF INTEREST

Under section 80c of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Author - Acting Manager Business & Financial Services, James Morris - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The Annual Budget 2019-20 forms an integral part of Council's overall strategic planning framework and endeavours to resource the directions that have been established in the Community and Council Plan 2017-21.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Acting Manager Business & Financial Services, James Morris

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - Annual Budget 2019-20 [**10.1.1 - 107 pages**]
2. Attachment 2 - Rating Strategy 2019-20 [**10.1.2 - 28 pages**]
3. Attachment 3 - Declaration of Rates and Charges 2019-20 [**10.1.3 - 11 pages**]
4. Attachment 4 - Strategic Resource Plan 2019-20 to 2022-23 [**10.1.4 - 10 pages**]
5. Attachment 5 - Minutes and Budget Submissions [**10.1.5 - 8 pages**]

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Seymour

That Council:

1. **Note the submissions received in response to the Proposed Budget 2019-20, thank the submitters and provide a written response notifying submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the *Local Government Act 1989*;**
2. **That Council adopt the Annual Budget 2019-20 provided in Attachment 1 subject to an additional allocation of \$60,000 for the purpose of homelessness initiatives and a concurrent reduction in the predicted surplus;**
3. **Authorise the Chief Executive Officer to give public notice of this decision in accordance with Section 29 of the *Local Government Act 1989*;**
4. **Submit a copy of the Annual Budget 2019-20 to the Minister for Local Government in accordance with Section 130(4) of the *Local Government Act 1989*;**
5. **Adopt its Rating Strategy 2019-20 provided in Attachment 2;**
6. **Declare the Rates, Levies and Annual Service Charges for the 2019-20 financial year provided in Attachment 3;**

- 7. Adopt its Strategic Resource Plan 2019-20 to 2022-23 provided in Attachment 4 in accordance with Section 126 of the *Local Government Act 1989*; and**
- 8. Grant a rebate in relation to rates and charges to all Knox City Council residents eligible within the meaning of the *State Concessions Act 1986*. The maximum rebate is \$100.**

CARRIED

KNOX

your city

2019-2020



Annual Budget 2019-20



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Mayor and CEO's Introduction

On behalf of the Councillors and staff of Knox City Council, we are pleased to present to the Knox community our Annual Budget for the 2019-20 financial year. This is a financially responsible budget that outlines a roadmap for our municipality over the next twelve months.

The Annual Budget forms an integral part of Council's overall strategic planning framework and endeavours to resource the directions that have been established in the *Knox Community and Council Plan 2017-21*. Council established its four-year strategic direction in the Community and Council Plan and has developed actions to implement these directions which flow directly through to this Budget.

The Budget builds upon the foundations outlined in the *Knox Community and Council Plan 2017-21* and captures the following aspirations of the Knox community:

- We value our natural and built environment
- We have housing to meet our changing needs
- We can move around easily
- We are safe and secure
- We have a strong regional economy, local employment and learning opportunities
- We are happy, healthy and well
- We are inclusive, feel a sense of belonging and value our identity
- We have confidence in decision making

In preparing this budget, Councillors and officers held a number of meetings to outline the key areas for focus and funding for 2019-20 to enable the longer term goals of the Community and Council Plan. This budget has captured the key priorities and transformed them into a program of work for 2019-20 to meet these priorities and build the foundation for later years.

This budget achieves an operating surplus of \$3.698 million for 2019-20. This figure includes non-cash items such as depreciation of \$24.295 million which allows for the writing down of Council's assets as they are being used. The adjusted underlying result is a surplus of \$0.263 million after adjusting for capital grants and contributions. Throughout the development of this budget Council undertook an extensive review of expenditure with key savings and efficiencies identified.

Council is also committed to maintaining service delivery to at least 2018-19 levels to ensure that it continues to meet community needs.

This budget continues to deliver value to the Knox community in the provision of services and capital works. This budget also provides a commitment to a continuous improvement program. Council is committed to the implementation of Lean practices across the organisation, together with undertaking its ICT Strategy. These programs will enable Council to work on more value-adding activities, while creating the ability to respond to growth in community demand.

Process improvements already implemented include:

- the automation of hard waste bookings;
- reductions in service delivery time for processing customer tree requests; and
- Council's 'Planning Goes Digital' project which allows for all planning applications to be lodged, processed and approved electronically.

There are a number of key components of the 2019-20 budget to highlight and these are outlined below:

Rate Capping

Council's budget includes a rate increase of 2.50 per cent, in line with the State Government's Fair Go Rates System (FGRS). This increase is calculated based on Council's average rates and charges.

Council's Residential Garbage Charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. The Residential Garbage Charge will increase by \$7 (3.83%) in line with the projected increase in costs.

Total rates and charges raised in 2019-20 will be \$117,230,854.

Service Levels

The 2019-20 Annual Budget is based on generally maintaining current service levels to the Knox community.

Council continually refines services provided and identifies opportunities for improved service delivery as well as opportunities for possible savings.

Council has sought to put in place a range of new cost saving measures and efficiencies, including streamlining and making more efficient a range of services across the organisation, as well as implementing policies designed to eliminate all forms of waste and deliver better value to the Knox community.

New services available that residents and ratepayers can now access online 24 hours a day include planning permit applications, building applications, property information search certificates, building search certificates, building and planning file search requests, and stormwater information. This is on top of the services that were already available online including paying rates, pet registration, booking a hard waste collection, and reporting graffiti among other examples.

Capital Works

The total Capital Works Program (commitment for constructions and improvements of new and existing assets/infrastructure) proposed for 2019-20 is \$94.699 million. This includes \$26.689 million anticipated to be carried forward from 2018-19. A major component and focus of this expenditure is the asset renewal program to maintain the existing asset base to community expectations. The asset renewal program for 2019-20 is \$32.713 million, which is to be invested in maintaining and renewing existing community assets such as roads, footpaths, drains and buildings.

The proposed new, upgrade and expansion Capital Works Program for 2019-20 is \$61.986 million. The new, upgrade and expansion Capital Works program is primarily funded through a combination of rates, Council's cash reserves, loan borrowings, external grants and proceeds from asset sales.

The highlights of the capital works major projects program include:

- \$11.500 million for the relocation of Council's Operation Centre;
- \$9.029 million for the continued development of Stamford Park
- \$5.500 million for the Henderson Road Bridge;
- \$1.550 million for the modular building program; and
- \$1.200 million for facilities upgrades as per the Buildings Asset Management Plan.

Total proposed capital expenditure in each asset category is as follows:

	Budget 2019-20 \$'000
PROPERTY	
Land	8,000
Buildings	37,945
TOTAL PROPERTY	45,945
PLANT AND EQUIPMENT	
Plant, machinery and equipment	2,463
Computers and telecommunications	5,463
Artworks	53
TOTAL PLANT AND EQUIPMENT	7,979
INFRASTRUCTURE	
Roads	9,305
Bridges	6,140
Footpaths and cycleways	5,247
Drainage	3,456
Recreational, leisure and community facilities	15,337
Off street car parks	678
Other infrastructure	612
TOTAL INFRASTRUCTURE	40,775
TOTAL CAPITAL WORKS EXPENDITURE	94,699

Greater detail on the capital works program is provided in Section 4.5 'Capital works program'.

Maintaining Existing Assets

Council's Long Term Financial Forecast allocates an increasing commitment to maintenance of existing assets/infrastructure. This is in line with Council's previously adopted strategy to progressively increase funds for these works to ensure a level of funding is reached where Council's assets can be maintained in a sustainable manner.

Council's asset management plans highlight the need for Council to ensure that its asset renewal funding levels adequately renew community assets as they require replacement, on a recurrent basis.

The below table highlights the funding provided for Asset Renewal investment in the 2019-20 Budget:

Asset Renewal Category	Budget 2019-20 \$'000
Buildings	5,104
Computers and telecommunications	3,640
Fixtures, fittings and furniture	0
Plant, machinery and equipment	2,463
Artwork	0
Roads	8,500
Bridges	500
Footpaths and cycleways	3,410
Drains	2,400
Recreational, leisure and community facilities	5,932
Off street car parks	530
Other infrastructure	234
Total asset renewal	32,713

The 2019-20 Annual Budget is the result of a rigorous process that has complied with the state government's Fair Go Rates System, with a continued focus on containment of operating costs whilst maintaining services for the community. The 2019-20 Annual Budget continues Council's ongoing commitment to increasing its asset renewal and capital works program investments for the ongoing benefit of the community.

While the impact of rate capping continues to present challenges in maintaining current service delivery levels, Council has worked hard to deliver a budget that is not only financially sustainable but continues to deliver on the priorities that matter to our community. Thank you to our community members who have played a role in shaping our priorities.

Cr Jake Keogh
Mayor

Tony Doyle
Chief Executive Officer

1. Link to the Community and Council Plan 2017-21

The following two sections (Sections 1 and 2) in this Annual Budget document are referred to as Knox's Annual Plan. They outline what Knox Council plans to achieve during the coming twelve months and how it aligns to our *Community and Council Plan 2017-21*.

The Community and Council Plan is Knox's main planning document and guides our city for the four years and beyond. It outlines our long-term vision and the medium-term goals and strategies that Council and other agencies and stakeholders are working towards. It also outlines Council's role and focus that articulates our everyday business, the targets we have set, and the initiatives describe the clear priorities for the four years. The initiatives for delivery in Year 3 of the Plan have been extracted and form the initiatives and major initiatives outlined in Section 2 of this document.

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

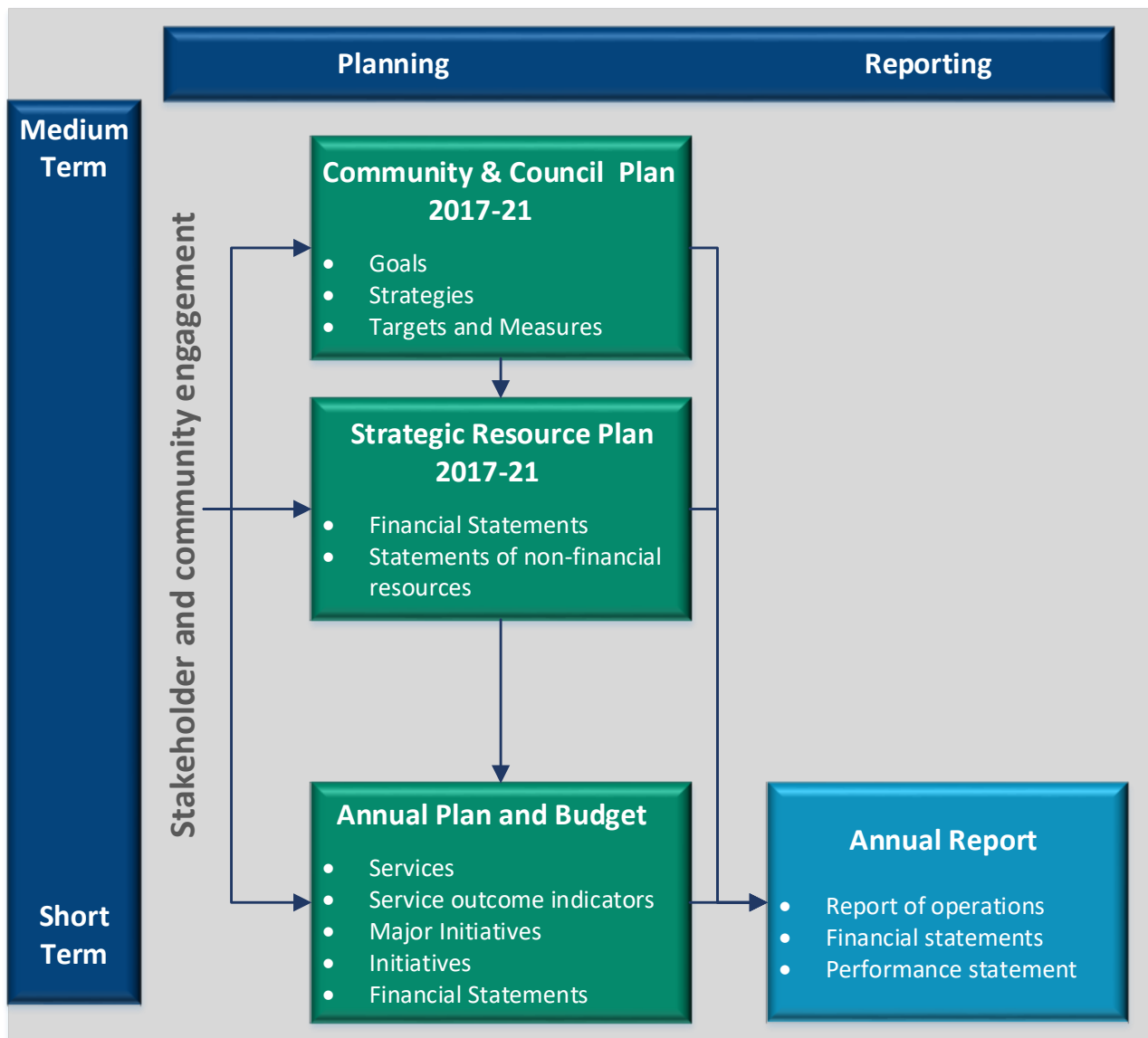
Planning and Accountability Framework

The *Community and Council Plan 2017-21* outlines the goals and strategies developed that are shared between Council and other stakeholders. It also describes Council’s role and focus, targets and measures, and initiatives for the four years.

The Strategic Resource Plan, which forms part of and is prepared in conjunction with the Community and Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the goals.

The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives, which contribute to the goals being achieved specified in the Community and Council Plan. The diagram below depicts the planning framework that applies to Knox City Council.

Council will report on the progress of the *Community and Council Plan 2017-21* through quarterly Annual Plan Progress Reports and the Annual Report.



Our Purpose

Our Vision

Knox has a long-term vision statement included in the *Community and Council Plan 2017-21*. Our Vision 2035 is:

Nestled between the foothills of the Dandenong Ranges and the wetlands of the Dandenong Creek Valley, Knox has a rich natural environment and picturesque landscape, highly valued by residents and visitors alike. Knox encompasses the best of city and suburban living. From the thriving modern city vibe of Knox Central at its heart, plentiful public open spaces, outstanding civic facilities and diverse residential offerings to its leafy suburban centres with abundant space, clean air, excellent schools and good transport links, Knox is the preferred place to live, work and play today and for generations to come.

Our Role and Focus

Council has a critical role in delivery of the Community and Council Plan, yet it recognises it cannot do this alone. Under each of the shared goals Council has identified a number of roles that it will specifically undertake. These roles are defined in the below table:

Advocate	Raising awareness in state and federal governments and other stakeholders of the issues and needs of Knox residents and businesses, as well as initiating or supporting campaigns for positive change.
Partner	Developing trusting formal and informal relationships and alliances and working with others to achieve common goals.
Provide	Offering a range of services and support, preventative interventions, infrastructure and facilities to individuals and groups.
Fund	Providing grants, funding and/or subsidies to local groups and agencies to progress and develop services and infrastructure for individuals and groups.
Educate	Sharing information, raising awareness, and developing knowledge and skills to empower individuals and groups.
Plan	Proactively planning for services and infrastructure which respond to current and future needs and requirements.
Regulate	Providing governance and regulatory controls such as local laws and health and building controls.
Research	Undertaking the collection, analysis and dissemination of quantitative and qualitative data to inform evidence-based planning, priority setting, decision-making and evaluation.

Guiding Principles

The *Community and Council Plan 2017-21* is guided by a set of principles. These principles are an established set of criteria, which guided the development of the Community and Council Plan and underpin all future planning for the City of Knox. Knox City Council will adhere to these throughout the implementation of the plan and use them to guide all future planning.

Flexibility	Council is ready to adopt alternative strategies in response to changing circumstances, to enable community resilience.
Integration	Implementation should bring together a range of distinct systems and stakeholders, creating additional benefits where resources are shared and helping people to work together to achieve greater ends, giving consideration to a place-based approach to planning and delivery.
Robustness	Strategies should be well-conceived, evidence-based and able to take account of all life stages. Sustainability principles should be embedded to balance current needs with those of future generations, taking into account return on investment.
Inclusiveness	Council encourages broad engagement, shared contribution and collaboration in community decisions, incorporating an access and equity approach.
Resourcefulness	Council recognises alternative ways to use resources, including funding and delivery, adopting a prevention and early intervention approach.
Reflection	Council draws on experience to inform future decision-making and evaluation.
Foresight	Council works to identify future changes which will impact the community and use innovative and creative strategies and action to deal with change in the long term, exercising stewardship and leadership of change.

Our Goals

Council delivers a number of services and initiatives each contributing to the achievement of one or more of the eight goals as set out in the Community Plan and Council Plan 2017-21.

The goals reflect the shared outcomes for the Knox community. They relate to the various aspects of the Knox community that have been identified as priorities and together they will help us achieve our vision:



Goal 1 We value our natural and built environment



Goal 2 We have housing to meet our changing needs



Goal 3 We can move around easily



Goal 4 We are safe and secure



Goal 5 We have a strong regional economy, local employment and learning opportunities



Goal 6 We are happy, healthy and well



Goal 7 We are inclusive, feel a sense of belonging and value our identity

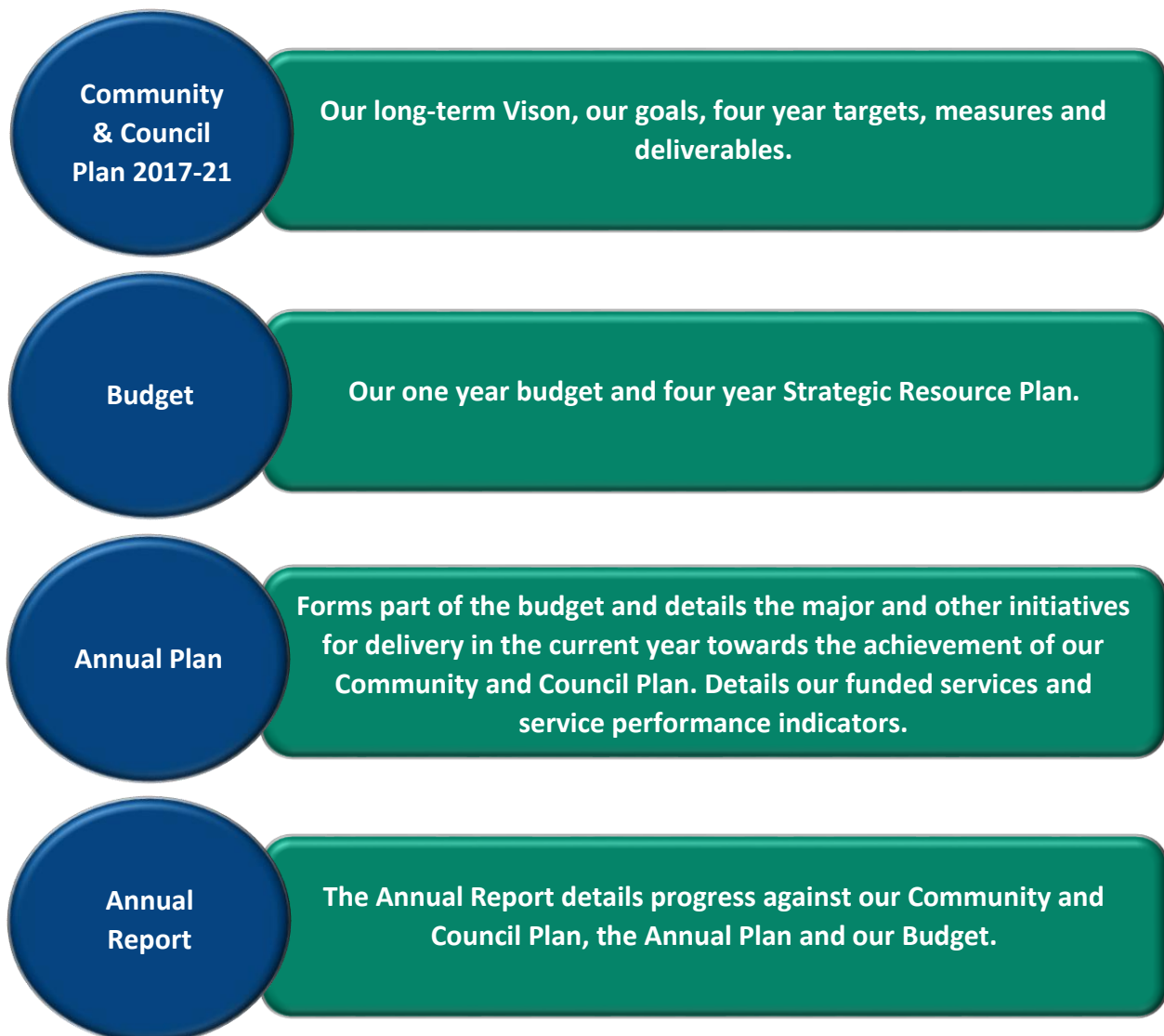


Goal 8 We have confidence in decision making

2. Services and Service Performance Indicators

This section of the Annual Budget provides a description of the services and initiatives to be funded in the Budget for the 2019-20 year and how these will contribute to achieving the goals outlined in Knox's Community and Council Plan.

It also describes a number of major initiatives, 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 Community and Council Plan, the Budget and the Annual Report is shown below:





Goal 1: We value our natural and built environment

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 1.1	Protect and enhance our natural environment
Strategy 1.2	Create a city with more large trees, indigenous flora and fauna
Strategy 1.3	Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service and Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
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Asset Management

The Asset Management service provides strategic direction for asset management incorporating the development of processes and systems to maintain and regularly update Council's asset register and management system, collection of asset condition data and the development and implementation of strategic asset management plans for all asset categories. The service also provides asset preservation and protection functions in areas associated with subdivision, private developments; Council capital infrastructure projects and works undertaken by service authorities; contractors and government agencies. The service also manages the coordination, planning, development and monitoring of the delivery of Council's Capital Works Program.

Exp	1,220	1,282	1,238
Rev	32	0	0
NET	1,188	1,282	1,238

Biodiversity

Biodiversity provides for the conservation, enhancement and celebration of local biodiversity within the City of Knox. The service provides bushland management to protect and enhance over 40 Council bushland reserves, over 120 sites of biological significance as well as education/awareness programs in order to increase the appreciation and understanding of the values of biodiversity within the broader community. This includes encouraging and supporting active participation by members of the community in the conservation and enhancement of remnant vegetation on public and private land.

Exp	1,016	1,263	1,213
Rev	175	36	60
NET	841	1,227	1,153

Service and Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Building				
Council's Building service provides for building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. The service issues Building Permits, performs building inspections, responds to complaints with inspections; and performs swimming pool inspections.	Exp	1,097	1,017	1,074
	Rev	591	735	792
	NET	506	282	282
Facilities				
Facilities provides building services, including capital construction, programmed and reactive maintenance and ancillary services (e.g. graffiti control, security, essential safety measures) for all Council buildings; internal architectural advice and building management services on land where Council has an interest.	Exp	2,195	2,473	2,513
	Rev	20	13	12
	NET	2,175	2,460	2,501
Integrated Water Management				
The Integrated Water Management service provides technical and strategic advice and drainage advice/services related to developer and resident enquiries and the provision of integrated water management. The service aims to safeguard the community against flooding, provide a municipal drainage system that is safe and fit for purpose, ensure that stormwater is a valued and well used resource and maintain clean waterways.	Exp	3,129	3,180	2,564
	Rev	57	40	36
	NET	3,072	3,140	2,528
Major Initiatives				
The Major Initiatives Unit provides for the delivery of major projects supplementing the full program of capital projects being delivered by the various delivery teams across Council. The Unit utilises a combination of internal and specialist skills – and include architectural, quantity surveying, project management, construction management, specialist engineering and site supervision services.	Exp	273	259	255
	Rev	0	0	0
	NET	273	259	255
Open Space Management				
Open Space Management provides planning, design, consultation and implementation of enhanced passive open space. The service also includes the development of policy and provision of planning and landscape architectural design expertise for other areas of Council.	Exp	9,973	10,063	10,427
	Rev	331	154	161
	NET	9,642	9,909	10,266

Service and Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Operations				
Operations is responsible for the management and delivery of maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. This includes Parks Services, Works Services, Construction, and Fleet Management. The service provides well maintained infrastructure assets that meet present day and future needs of the community, in compliance with various Acts and regulations and Council policies.	Exp	2,892	3,549	3,821
	Rev	265	311	238
	NET	2,627	3,238	3,583
Research and Mapping				
Research and Mapping supports an evidence-based approach to policy development and decision-making by undertaking specialist research and mapping activities. The service also provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. The service is responsible for the maintenance of Council's GIS system, spatial database and on-line data resources.	Exp	56	90	63
	Rev	0	0	0
	NET	56	90	63
Social and Community Infrastructure				
The Social and Community Infrastructure service supports the organisation through an integrated approach to the development of community infrastructure plans relevant to the needs of local communities and the broader municipality. The service also manages the development, monitoring, compliance and review of all Community Wellbeing community facility licences and leases.	Exp	0	273	273
	Rev	0	0	45
	NET	0	273	228
Sustainable Futures				
Sustainable Futures provides for environmental planning, community engagement in sustainability, policy development and project implementation. The service provides a range of learning and engagement programs that focus on supporting Council and the community to move towards environmental, social and economic sustainability.	Exp	412	604	508
	Rev	184	110	100
	NET	228	494	408
Waste Management				
The Waste Management service aims to minimise waste and provides waste collection and disposal services for the Knox community.	Exp	13,704	17,534	17,775
	Rev	668	186	53
	NET	13,036	17,348	17,722
Total	Exp	35,967	41,587	41,724
	Rev	2,323	1,585	1,497
	NET	33,644	40,002	40,227

Initiatives

Major Initiative	1.1.6 Expand the range of items to be recycled through the kerbside domestic and commercial waste service.
	1.1.8 Progress discussions with Melbourne Water to transfer the catchments of 60Ha and above to the regional drainage authority.
	1.2.2 Implement the <i>Knox Locally Threatened Species Management Plan 2010</i> .
Initiatives	1.2.5 Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.
	1.3.2 Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Waste Collection*	Waste Diversion	51.97%	51.50%	51.50%

*Refer to table at end of section 2 for information on the calculation of Service Performance Indicators



Goal 2: We have housing to meet our changing needs

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 2.1	Plan for a diversity of housing in appropriate locations
Strategy 2.2	Encourage high quality sustainable design
Strategy 2.3	Support and delivery of a range of housing that addresses housing and living affordability needs

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000	
Municipal Strategic Social Planning					
	The Municipal Strategic Social Planning service supports the planning and implementation of the Community and Council Plan and related Council strategic plans and enables Council and community partners to make informed, effective decisions. The service conducts research, strategic planning, analysis and community consultation to identify relevant data to inform the development of evidence-based social policy and strategic planning responses and strategies for Council. This Service supports and advises on service planning and community facility development within Knox service and facility proposals.	Exp	590	684	479
		Rev	35	266	71
		NET	555	418	408
Planning Approvals					
	The Planning Approvals service provides for statutory planning assessment and enforcement and regulatory services under of the Planning and Environment Act and related Acts and Regulations.	Exp	3,464	3,335	3,390
		Rev	2,112	1,967	2,132
		NET	1,352	1,386	1,258

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Strategic Land Use Planning					
The Strategic Land Use Planning Service undertakes research to inform planning policies and decisions. It also proactively updates the Knox Planning Scheme to reflect the Community and Council Plan. This includes the preparation and assessment of planning scheme amendments, internal referral responses to planning applications, provision of general strategic land use planning advice to internal and external customers, and a statutory requirement to review the Knox Planning Scheme every four years. Community engagement and consultation is a core part of this service.	Exp		1,895	2,641	2,121
	Rev		102	151	139
	NET		1,793	2,490	1,982
Total	Exp		5,949	6,660	5,990
	Rev		2,249	2,384	2,342
	NET		3,700	4,276	3,648

Initiatives

Major Initiative	2.1.2 Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.
	2.1.1 Continue to support the development of Stamford Park residential estate.
Initiatives	2.3.1 Implement the <i>Affordable Housing Action Plan</i> including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Statutory Planning	Decision Making	54.05%	50.00%	50.00%



Goal 3: We can move around easily

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 3.1	Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure
Strategy 3.2	Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Community Transport				
Council's Community Transport service offers residents who are older, who have a disability and/or are in other ways disadvantaged, to be engaged in community life through the provision of transport. The buses in operation enable people to do activities such as shopping, participate in senior citizen clubs or go to the library. The Community Transport Service is also used to transport residents to attend Council events, for the Council induction program and other Council activities.	Exp	248	313	310
	Rev	30	37	36
	NET	218	276	274
Traffic and Transport				
Traffic and Transport provides local traffic management (on roads , footpaths, shared paths, etc.), advice and advocacy for broad transport choices for a range of traffic and transport services as provided by Council and others.	Exp	3,452	3,567	3,638
	Rev	135	45	20
	NET	3,317	3,522	3,618
Total	Exp	3,700	3,880	3,948
	Rev	165	82	56
	NET	3,535	3,798	3,892

Initiatives

Major Initiative	3.1.5 Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.
Initiatives	3.2.2 Increase the number of cyclists using Council's shared path networks.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Roads	Satisfaction	69	69	70



Goal 4: We are safe and secure

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 4.1	Encourage and support the community to take responsibility for their own safety and the safety of others
Strategy 4.2	Enhance community connectedness opportunities to improve perceptions of safety
Strategy 4.3	Maintain and manage the safety of the natural and built environment
Strategy 4.4	Protect and promote public health, safety and amenity
Strategy 4.5	Support the provision of emergency services

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
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Community Safety

This service provides advice, support and programs to strengthen community safety in order that neighbourhood amenity is protected, people feel safe and enjoy public spaces and individual rights are preserved.

Exp	2,034	2,035	2,169
Rev	811	811	825
NET	1,223	1,224	1,344

Emergency Management

Emergency Management coordinates and delivers Council's legislative and community focused responsibilities for emergency and fire management. It includes services to mitigate risk to people and property, preparedness/planning through to response and recovery.

Exp	425	527	535
Rev	3	80	8
NET	422	447	527

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Local Laws					
This service provides local law and parking enforcement, school crossing supervision, and animal management programs to the community.	Exp		3,792	4,175	4,302
	Rev		2,909	3,036	2,926
	NET		883	1,139	1,376
Total	Exp		6,251	6,737	7,006
	Rev		3,723	3,927	3,759
	NET		2,528	2,810	3,247

Initiatives

Major Initiative	4.5.1 Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.
Initiatives	4.4.1 Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Animal Management	Health and Safety	12	12	12



Goal 5: We have a strong regional economy, local employment and learning opportunities

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 5.1	Attract new investment in Knox and support the development of existing local businesses, with a particular focus on Advanced Manufacturing, Health, Ageing and Business Services sectors
Strategy 5.2	Plan for a range of key strategic centers that provide a diversity of employment, services and amenities to support the changing needs of the community
Strategy 5.3	Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business
Strategy 5.4	Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
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Economic Development

The Economic Development service aims to realise Knox's potential as a prosperous, sustainable economy. It provides an integrated approach to information, advice and action to generate local employment opportunities, encourage and attract new investment, and position the municipality as a leading vibrant and diverse place of business. The services focuses on initiatives and projects around business support, partnerships and alliances, investment facilitation and research. The service contributes to the overall health and wellbeing of the Knox Community.

Exp	924	1,413	1,666
Rev	9	7	13
NET	915	1,406	1,653

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Investment and partnerships				
This service creates the projects and implementation frameworks required to help Council activate its priorities from the Community and Council Plan. The service employs a venture planning and partnership building approach to align people, capital and ambition to create a sustainable and resilient City.	Exp	395	465	477
	Rev	0	0	0
	NET	395	465	477
Total	Exp	1,319	1,878	2,143
	Rev	9	7	13
	NET	1,310	1,871	2,130

Initiatives

Major Initiative	5.2.2 Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.
Initiatives	5.3.3 Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.
	5.4.2 Advance the next stage of the collaborative Strategic Investment and Development Program in partnership with Maroondah and Yarra Ranges Council and the state government for the Bayswater Business Precinct, with a focus on business networks, precinct amenity, streamlining assessment and new investment.
	5.4.4 Explore the development of a pilot program within existing educational services and facilities to advance the business community's second language skills, particularly in Mandarin and Hindi.



Goal 6: We are healthy, happy and well

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 6.1 Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

Strategy 6.2 Support the community to enable positive physical and mental health

Services

The services, major initiative, initiatives and service performance indicators are described below.

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
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Active Communities

Active Communities works to encourage Knox residents as they get older to socialise and participate in activities that will enable them to have greater independence and live active and healthy lives in the community. This is achieved by promoting active ageing and by providing events and programs, support to 11 Senior Citizens Clubs and other older person's support groups within the municipality. Food Services provides meals that are nutritionally balanced, and can cater for people with special dietary needs or allergies.

Exp	1,085	1,143	1,194
Rev	270	826	247
NET	1,355	317	947

Active Living

Active Living provides a range of Commonwealth Home Support Programme (CHSP) services that support over 2,500 frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.

Exp	6,520	6,531	6,259
Rev	6,489	6,109	5,451
NET	31	422	808

Business Performance (Active Ageing & Disability Services)

Business Performance provides Home Maintenance and Home Modification services through the Commonwealth Home Support Programme (CHSP) and supports frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.

Exp	327	287	293
Rev	43	0	0
NET	284	287	293

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Integrated Services (Family and Children's Services)				
Integrated Services provides high quality, integrated early years and family support services including: <ul style="list-style-type: none"> • Integrated early years hubs (where Council's centre-based early education and care services are located and integrated with Maternal and Child Health, playgroup and funded kindergarten (preschool)) • Maternal and Child Health • Community and supported playgroups • State Government funded kindergarten (preschool) – Council is an Early Years Management Organisation • Additional support (including the Preschool Field Officer Program) • Coordination and support for early years service operations and facility management 	Exp	16,028	16,002	16,050
	Rev	12,856	11,556	13,101
	NET	3,172	4,446	2,949
Leisure Services				
Leisure Services provides strategic advice and management for Council's leisure facilities to enable the provision of sport, leisure, recreation and wellbeing to the Knox municipality. Attracting over 1.9 million annual visitations across the major leisure facilities, the strategic management provided by Leisure Services to community organisations contributes to the positive physical and mental health outcomes for the community. This service includes the management, operation and/or support for Council's leisure facilities including 2 Council managed leisure centres (including <u>aquatic facilities</u>).	Exp	2,554	2,886	3,454
	Rev	1,910	1,913	2,691
	NET	644	973	763
Occupational Therapy				
Occupational Therapy provides a services that aims to maximise the safety and independence of frail older people, people who have a disability and their carers in their home. This is achieved by providing education about alternate ways of completing tasks and the use of aides and equipment. The Occupational Therapist (OT) can also make recommendations for the home modifications service and/or referrals to other useful local services, such as a podiatrist.	Exp	183	196	175
	Rev	179	169	154
	NET	4	27	21

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Strategy, Learning and Evaluation (Family and Children's Services)					
Strategy, Learning and Evaluation provides:		Exp	1,654	2,894	3,072
<ul style="list-style-type: none"> Strategic planning for children and families in the municipality, including Council's early years services and infrastructure. 		Rev	316	1,067	1,318
<ul style="list-style-type: none"> Strategic policy development, research, monitoring, and evaluation for projects and matters impacting children and families in the Knox community. 		NET	1,338	1,827	1,754
<ul style="list-style-type: none"> Support for Council's Early Years Advisory Committee. Partnerships between Council and non-Council early years services and community managed programs. Coordinated professional development, quality assurance and policy development for Council's early years services. 					
Youth Services					
Youth Services promotes, develops and encourages physical, social and mental wellbeing of young people by providing, facilitating, planning, funding and advocating for the needs of young people, their families and their community. Youth Services includes delivery of youth counselling and referral, youth leadership development, parenting programs, and partnerships with schools in Knox.		Exp	1,208	1,347	1,178
		Rev	328	244	246
		NET	880	1,103	932
Total		Exp	29,559	31,286	31,675
		Rev	21,851	21,884	23,208
		NET	7,708	9,402	8,467

Initiatives

Major Initiative	6.2.6 Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.
Initiatives	6.1.2 Continue to implement Council's Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Aquatic Facilities	Utilisation	3.49	3.50	3.50
Food Safety	Health & Safety	90.16%	91.00%	92.00%
Maternal and Child Health	Participation	81.25%	82.00%	82.00%
	Participation by Aboriginal children	75.47%	76.00%	77.00%



Goal 7: We are inclusive, feel a sense of belonging and value our identity

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 7.1	Protect and preserve our local cultural heritage
Strategy 7.2	Celebrate our diverse community
Strategy 7.3	Strengthen community connections
Strategy 7.4	Promote and celebrate the contribution of our volunteers

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Arts & Cultural Services					
Arts and Cultural Services delivers and engages the local community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.	Exp		1,819	1,885	2,005
	Rev		448	324	284
	NET		1,371	1,561	1,721
Community Access, Equity and Safety					
The Community Access, Equity and Safety service supports and advocates for the disadvantaged and marginalised communities and fosters an accessible, inclusive, safe and supportive Council and community.	Exp		692	1,005	697
	Rev		139	150	0
	NET		553	855	697
Community Partnerships					
Community Partnerships supports and strengthens local not-for-profit groups to be active, sustainable and resilient. This service also supports the development of new community organisations and community mobilisation and activity, as appropriate, in response to changing community needs and dynamics.	Exp		1,592	1,813	1,686
	Rev		107	80	0
	NET		1,485	1,733	1,686

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Libraries				
The Libraries service provides resources and programs and a variety of media for education, information, leisure and personal development. There are currently five branch libraries in Knox and one library service bus. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Maroondah, Yarra Ranges and Knox Councils.	Exp	4,716	4,860	5,318
	Rev	0	0	0
	NET	4,716	4,860	5,318
Total	Exp	8,819	9,563	9,706
	Rev	694	554	284
	NET	8,125	9,009	9,422

Initiatives

Major Initiative	7.3.3 Prioritise and promote programs and services which aim to build community connections and reduce social isolation across all life stages and spatially represent this information on Council's mapping system.
Initiatives	7.1.2 Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.
	7.1.1 Determine the most effective role for Council in the protection and maintenance of heritage assets in Knox

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Libraries	Participation	13.39%	14.00%	14.00%



Goal 8: We have confidence in decision making

Strategies

The strategies we will undertake to achieve our goal are:

Strategy 8.1	Build, strengthen and promote good governance practices across government and community organisations
Strategy 8.2	Enable the community to participate in a wide range of engagement activities

The services, major initiative, initiatives and service performance indicators are described below.

Services

Service	Description	2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000	
Communications					
	Communications is responsible for organisational communications and promotions, leadership and advice in communications and marketing, the production and management of corporate publications (including brand development and integrity), media connections, staff communications and the development of community information.	Exp	1,488	1,750	2,028
		Rev	0	0	50
		NET	1,488	1,750	1,978
Customer Service					
	Council's Customer Service is designed to support the delivery of a range of programs and services to the community via telephone and counter contact centres. The service supports the organisation to provide personalised, responsive customer service via all Council's contact channels, including online. The team provides guidance and support for all customer interactions and exists to support information and connection between Council and the community.	Exp	1,836	2,077	1,894
		Rev	0	0	0
		NET	1,836	2,077	1,894

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Financial Services					
Financial Services provides the strategic thinking, leadership, service delivery and management of all matters relating to financial management. The service is responsible for leading the processes for budgeting and forecasting, regular financial reporting, Annual Financial Accounts preparation, rating services and management of the debtors and creditors and provides oversight of Council's property management obligations. The service works closely with Governance to develop and support the organisational financial compliance frameworks and works across the organisation educating and supporting stakeholders.	Exp		3,399	3,656	3,209
	Rev		610	1,194	687
	NET		2,789	2,462	2,522
Governance					
The Governance service provides key internal and external services to Councillors, staff and the community to facilitate a well governed organisation. The service has overall responsibility for legislative compliance, Councillor support and development, Council meetings and the maintenance of the Civic Centre meeting rooms. The service is responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.	Exp		3,397	4,096	4,012
	Rev		140	76	33
	NET		3,257	4,020	3,979
Human Resources					
The Human Resources service provides strategic and operational leadership, services and programs for all aspects of human resource management. These include industrial and employee relations, recruitment, induction, corporate learning and development, leadership development, organisational culture, performance management workforce planning, remuneration and employee safety, health and wellbeing. This service works across the organisation, developing and implementing programs, and works with stakeholders to educate and build capability and continuously develop their teams. This service also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance related issues.	Exp		4,568	5,501	5,395
	Rev		300	143	145
	NET		4,268	5,358	5,250

Service	Description		2017-18 Actual \$'000	2018-19 Forecast \$'000	2019-20 Budget \$'000
Information Technology					
Information technology incorporates provision of information technology services and IT support for the organisation. This encompasses hardware and software support as well as internal and external telecommunications. This service is a key foundation platform for efficient service delivery for the community and the organisation.	Exp		4,930	6,015	6,708
	Rev		1	2	1
	NET		4,929	6,013	6,707
Innovation					
The Innovation service is responsible for the development and deployment of strategies to support the organisation transforming to a customer centric, innovative, continuous improvement capable organisation. The service is responsible for the development, deployment and support of Knox LEAN and other innovation methods as developed and assessed suitable for Council. The team tracks and reports the organisational activity and benefits associated with the programs.	Exp		529	2	1,040
	Rev		0	0	0
	NET		529	2	1,040
Strategy and Reporting					
The Strategy and Reporting provides leadership, guidance and direction for the planned and measurable delivery of Council's Vision. This is achieved through: strategic planning, corporate planning, performance monitoring and evaluation and reporting.	Exp		65	1,036	418
	Rev		0	0	0
	NET		65	1,036	418
Total	Exp		20,212	24,133	24,704
	Rev		1,051	1,415	916
	NET		19,161	22,718	23,788

Initiatives

Major Initiative	8.2.1 Review and implement Council's updated Community Engagement approach.
Initiatives	8.1.9 Implement organisational development programs that ensure a shared responsibility for leadership and achievement of Council priorities.

Service Performance Indicators

Service	Indicator	2017-18 Actual	2018-19 Forecast	2019-20 Budget
Governance	Satisfaction	56	56	56

Service Performance Indicators

Service	Indicator	Performance Measures	Computation
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / municipal population
Food Safety	Health & Safety	Critical and major non-compliance outcome notifications	[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
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Maternal and Child Health	Participation	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 year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation by Aboriginal children	Participation in 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 year) / Number of Aboriginal children enrolled in the MCH service] x100

Service	Indicator	Performance Measures	Computation
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Waste Collection	Waste Diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

Reconciliation with Budgeted Operating Result

Goals	Income \$'000	Expenditure \$'000	Net Cost \$'000
We value our built and natural environment	1,497	41,724	40,227
We have housing to meet our changing needs	2,342	5,990	3,648
We can move around easily	56	3,948	3,892
We are safe and secure	3,759	7,006	3,247
We have a strong regional economy, local employment and learning opportunities	13	2,143	2,130
We are healthy, happy and well	23,208	31,675	8,467
We are inclusive, feel a sense of belonging and value our identity	284	9,706	9,422
We have confidence in our decision making	916	24,704	23,788
Total Net Cost of Activities and Initiatives	32,075	126,896	94,821
Non Attributable Expenditure			
Effective Corporate Governance			2,964
Depreciation			24,295
Capital Projects - Operational Expenses			12,295
Borrowing Costs			2,284
Total Non Attributable Expenditure			41,838
Deficit before Funding Sources			136,659
Funding Sources			
Rates and charges			104,006
Garbage charges			18,906
Victoria Grants Commission (VGC) - grants - operating - recurrent			6,463
Interest			1,285
Developers' contributions			6,400
Grants - capital			1,960
Contributions and donations - capital			1,195
Contributions - non monetary assets			2,000
Net loss on disposal of property, infrastructure, plant & equipment			(1,858)
Total Funding Sources			140,357
Surplus for the Year			3,698

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2019-20 has been supplemented with projections to 2022-23 extracted from the Strategic Resource Plan.

This section includes the following financial statements in accordance with the *Local Government Act 1989*, the *Local Government Planning and Reporting Regulations 2014*, and the Local Government Model Financial Report:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Pending Accounting Standards

The 2019-20 budget has been prepared based on the accounting standards applicable at the date of preparation. This means that pending accounting standards that will be in effect from the 2019-20 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2019-20 financial statements, not considered in the preparation of the budget include:

- *AASB 16 Leases*
- *AASB 15 Revenue from Contracts with Customers*
- *AASB 1058 Income of Not for Profit Entities*

While it is not possible to determine the precise impact of these standards at this time, the broad impact on Council is estimated to be as follows:

- *AASB 16 Leases* – Introduces a single lessee accounting model whereby Council will be required to recognise a right of use asset and associated liability for leases longer than 12 months, except those considered to be of low value.
- *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not for Profit Entities* – Change the way that Councils recognise income and also address matters such as grant funding, contribution of assets and volunteer services. A key change is replacement for some transactions of the criteria of control as a determinant of the timing of income recognition, with the criteria of satisfying performance obligations in an enforceable agreement. These new standards have the potential to impact the timing of how the Council recognises income.

3.1 Comprehensive Income Statement

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
INCOME						
Rates and charges	4.1.1	114,179	117,231	120,980	124,849	128,786
User fees	4.1.2	14,844	16,920	18,062	18,358	18,716
Statutory fees and fines	4.1.3	3,500	3,177	3,262	3,344	3,422
Grants - operating	4.1.4	20,371	22,465	23,120	23,336	23,576
Grants - capital	4.1.4	9,122	1,960	1,731	8,742	1,754
Contributions - monetary	4.1.5	8,832	8,420	8,558	8,675	9,657
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Other income	4.1.6	2,406	2,120	2,196	2,193	2,217
TOTAL INCOME		175,254	174,293	179,909	191,497	190,128
EXPENSES						
Employee costs	4.1.7	69,767	70,861	71,898	73,438	75,291
Materials and services	4.1.8	67,051	63,942	62,823	60,428	59,553
Contributions and donations	4.1.9	5,890	5,560	5,663	5,771	5,829
Depreciation and amortisation	4.1.10	23,037	24,295	25,616	26,878	28,128
Borrowing costs		0	2,284	2,752	3,053	2,751
Bad and doubtful debts		65	66	67	67	68
Net loss (gain) on disposal of property, infrastructure, plant and equipment		(5,692)	1,858	(5,276)	(4,968)	(9,467)
Other expense	4.1.11	1,312	1,729	1,310	1,351	1,369
TOTAL EXPENSES		161,430	170,595	164,853	166,018	163,522
SURPLUS / (DEFICIT) FOR THE YEAR		13,824	3,698	15,056	25,479	26,606
TOTAL COMPREHENSIVE RESULT		13,824	3,698	15,056	25,479	26,606
LESS						
Grants - capital - non recurrent		8,057	240	0	7,000	0
Contributions and donations - capital		1,706	1,195	1,125	1,125	1,900
Contributions - non-monetary		2,000	2,000	2,000	2,000	2,000
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR		2,061	263	11,931	15,354	22,706

3.2 Balance Sheet

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
CURRENT ASSETS						
Cash and cash equivalents		27,343	48,366	44,077	35,496	38,039
Other financial assets		40,600	0	0	0	0
Trade and other receivables		13,674	14,089	14,567	15,061	15,568
Other assets		1,604	1,636	1,669	1,702	1,736
Inventories		7	7	7	7	7
TOTAL CURRENT ASSETS	4.2.1	83,228	64,098	60,320	52,266	55,350
NON CURRENT ASSETS						
Investments in associates		4,422	4,422	4,422	4,422	4,422
Property, infrastructure, plant and equipment		2,022,294	2,075,443	2,102,201	2,142,485	2,159,977
Intangible assets		1,442	1,442	1,442	1,442	1,442
TOTAL NON CURRENT ASSETS	4.2.1	2,028,158	2,081,307	2,108,065	2,148,349	2,165,841
TOTAL ASSETS		2,111,386	2,145,405	2,168,385	2,200,615	2,221,191
CURRENT LIABILITIES						
Trade and other payables		14,984	15,283	15,589	15,901	16,220
Trust funds and deposits		3,757	3,832	3,909	3,987	4,067
Provisions		16,268	16,619	16,978	17,411	17,856
Interest-bearing loans and borrowings	4.2.3	1,707	5,336	6,594	6,896	7,211
TOTAL CURRENT LIABILITIES	4.2.2	36,716	41,070	43,070	44,195	45,354
NON CURRENT LIABILITIES						
Provisions		4,752	4,770	4,788	4,810	4,832
Interest-bearing loans and borrowings	4.2.3	19,349	45,298	51,204	56,808	49,597
TOTAL NON CURRENT LIABILITIES	4.2.2	24,101	50,068	55,992	61,618	54,429
TOTAL LIABILITIES		60,817	91,138	99,062	105,813	99,783
NET ASSETS		2,050,569	2,054,267	2,069,323	2,094,802	2,121,408
EQUITY						
Accumulated surplus		683,308	698,342	714,944	741,826	769,786
Reserves		1,367,261	1,355,925	1,354,379	1,352,976	1,351,622
TOTAL EQUITY		2,050,569	2,054,267	2,069,323	2,094,802	2,121,408

3.3 Statement of Changes in Equity

For the four years ending 30 June 2023

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2019 FORECAST					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,036,745	658,229	1,335,985	42,531
Surplus/(deficit) for the year		13,824	13,824	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(6,700)	0	6,700
Transfer from other reserves		0	17,955	0	(17,955)
BALANCE AT END OF THE FINANCIAL YEAR		2,050,569	683,308	1,335,985	31,276
2020 BUDGET					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,050,569	683,308	1,335,985	31,276
Surplus/(deficit) for the year		3,698	3,698	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(6,711)	0	6,711
Transfer from other reserves	4.3.1	0	18,047	0	(18,047)
BALANCE AT END OF THE FINANCIAL YEAR	4.3.2	2,054,267	698,342	1,335,985	19,940
2021					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,054,267	698,342	1,335,985	19,940
Surplus/(deficit) for the year		15,056	15,056	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(6,911)	0	6,911
Transfer from other reserves		0	8,457	0	(8,457)
BALANCE AT END OF THE FINANCIAL YEAR		2,069,323	714,944	1,335,985	18,394
2022					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,069,323	714,944	1,335,985	18,394
Surplus/(deficit) for the year		25,479	25,479	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,114)	0	7,114
Transfer from other reserves		0	8,517	0	(8,517)
BALANCE AT END OF THE FINANCIAL YEAR		2,094,802	741,826	1,335,985	16,991
2023					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,094,802	741,826	1,335,985	16,991
Surplus/(deficit) for the year		26,606	26,606	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,163)	0	7,163
Transfer from other reserves		0	8,517	0	(8,517)
BALANCE AT END OF THE FINANCIAL YEAR		2,121,408	769,786	1,335,985	15,637

3.4 Statement of Cash Flows

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19	2019-20	2020-21	2021-22	2022-23
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges		113,794	116,983	120,675	124,535	128,467
User fees		14,731	16,803	17,941	18,232	18,585
Statutory fees and fines		3,452	3,127	3,210	3,290	3,366
Grants - operating		20,514	22,465	23,120	23,336	23,576
Grants - capital		9,122	1,960	1,731	8,742	1,754
Contributions - monetary		8,832	8,420	8,558	8,675	9,657
Other receipts		2,406	2,120	2,196	2,193	2,217
Net movement in trust deposits		74	75	77	78	80
Employee costs		(69,407)	(70,492)	(71,521)	(72,982)	(74,823)
Materials and services		(66,748)	(63,740)	(62,617)	(60,217)	(59,337)
Contributions and donations		(5,890)	(5,560)	(5,663)	(5,771)	(5,829)
Other payments		(1,312)	(1,729)	(1,310)	(1,351)	(1,369)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	4.4.1	29,568	30,431	36,397	48,760	46,343
CASH FLOWS FROM INVESTING ACTIVITIES						
Proceeds from sale of property, infrastructure, plant and equipment		13,975	5,102	17,917	13,667	12,067
Payments for property, infrastructure, plant and equipment		(60,907)	(82,404)	(63,015)	(73,861)	(46,220)
Payments for investments		(40,600)	0	0	0	0
Proceeds from sale of investments		46,600	40,600	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	4.4.2	(40,932)	(36,702)	(45,098)	(60,194)	(34,153)
CASH FLOWS FROM FINANCING ACTIVITIES						
Finance costs		0	(2,284)	(2,752)	(3,053)	(2,751)
Proceeds from borrowings		21,056	31,285	12,500	12,500	0
Repayment of borrowings		0	(1,707)	(5,336)	(6,594)	(6,896)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	4.4.3	21,056	27,294	4,412	2,853	(9,647)
NET INCREASE (DECREASE) IN CASH HELD		9,692	21,023	(4,289)	(8,581)	2,543
Cash and cash equivalents at the beginning of the financial year		17,651	27,343	48,366	44,077	35,496
CASH AND CASH EQUIVALENTS AT END OF YEAR		27,343	48,366	44,077	35,496	38,039

3.5 Statement of Capital Works

For the four years ending 30 June 2023

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
PROPERTY						
Land		0	8,000	0	0	0
Land improvements		0	0	0	0	0
Buildings		34,913	37,945	29,707	42,393	18,397
TOTAL PROPERTY		34,913	45,945	29,707	42,393	18,397
PLANT AND EQUIPMENT						
Plant, machinery and equipment		2,984	2,463	2,271	2,135	2,457
Fixtures, fittings and furniture		0	0	0	0	0
Computers and telecommunications		6,025	5,463	7,063	6,462	2,686
Artworks		216	53	95	97	98
TOTAL PLANT AND EQUIPMENT		9,225	7,979	9,429	8,694	5,241
INFRASTRUCTURE						
Roads		9,448	9,305	9,425	9,525	9,918
Bridges		1,773	6,140	1,644	388	397
Footpaths and cycleways		3,777	5,247	4,572	5,559	5,656
Drainage		2,985	3,456	4,870	4,985	4,625
Recreational, leisure and community facilities		11,832	15,337	10,684	9,947	8,056
Off street car parks		708	678	1,275	1,035	1,140
Other infrastructure		1,342	612	2,143	347	302
TOTAL INFRASTRUCTURE		31,865	40,775	34,613	31,786	30,094
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	76,003	94,699	73,749	82,873	53,732
REPRESENTED BY						
Asset renewal		34,530	32,713	31,354	34,383	33,712
Asset upgrade		14,149	28,138	38,814	45,525	16,452
Asset new		18,575	32,786	3,381	2,759	3,356
Asset expansion		8,749	1,063	200	206	212
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	76,003	94,699	73,749	82,873	53,732
CAPITAL WORKS FUNDING SOURCE						
EXTERNAL						
Loan proceeds		21,056	31,285	12,500	12,500	0
Grants - capital		9,122	1,960	1,731	8,742	1,754
Contributions - capital		1,706	1,195	1,125	1,125	1,900
TOTAL EXTERNAL FUNDING		31,884	34,440	15,356	22,367	3,654
INTERNAL						
Proceeds from sale of fixed assets		12,257	5,102	17,917	(11,333)	12,067
Movement in reserve funds		14,692	17,922	8,457	8,517	8,517
Rate funding		17,170	37,235	32,019	63,322	29,494
TOTAL INTERNAL FUNDING		44,119	60,259	58,393	60,506	50,078
TOTAL CAPITAL WORKS FUNDING SOURCES	4.5.1	76,003	94,699	73,749	82,873	53,732

3.6 Statement of Human Resources

For the four years ending 30 June 2023

	Forecast	Budget	Strategic Resource Plan Projections		
	2018-19	2019-20	2020-21	2021-22	2022-23
	\$'000	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE	FTE	FTE
STAFF EXPENDITURE					
Employee costs - operating	69,767	70,861	71,898	73,438	75,291
Employee costs - capital	1,271	1,505	1,472	1,502	1,540
TOTAL STAFF EXPENDITURE	71,038	72,366	73,370	74,940	76,831
STAFF NUMBERS					
Full time equivalent (FTE) employees	704.05	708.30	706.30	703.80	703.80
TOTAL STAFF NUMBERS	704.05	708.30	706.30	703.80	703.80

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

	Budget 2019-20 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part Time \$'000		
DEPARTMENT					
CEO & Council	3,038	1,739	1,281	18	0
City Development	12,162	8,845	2,822	141	354
Community Services	29,345	11,959	15,619	330	1,437
Corporate Services	11,339	8,152	3,070	7	110
Engineering & Infrastructure	14,517	12,994	1,521	2	0
Knox Central	460	460	0	0	0
TOTAL PERMANENT STAFF EXPENDITURE	70,861	44,149	24,313	498	1,901
Capitalised labour costs	1,505				
TOTAL EXPENDITURE	1,505				

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

	Budget 2019-20 FTE	Comprises			
		Permanent		Casual FTE	Temporary FTE
		Full Time FTE	Part Time FTE		
DEPARTMENT					
CEO & Council	23.70	12.00	11.50	0.20	0.00
City Development	117.56	79.50	33.52	1.56	2.98
Community Services	309.89	125.11	164.70	4.30	15.78
Corporate Services	100.97	71.00	28.89	0.08	1.00
Engineering & Infrastructure	151.18	140.00	11.15	0.03	0.00
Knox Central	5.00	5.00	0.00	0.00	0.00
TOTAL PERMANENT STAFF FTE	708.30	432.61	249.77	6.16	19.76

4. Notes on the Financial Statements

4.1 Comprehensive Income Statement

Rates and charges are required by the Act and the Regulations to be disclosed in Council's Annual Budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2019-20 the FGRS cap has been set at 2.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of Council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rates will increase by 2.5% in line with the rate cap.

Council introduced a Residential Garbage Charge for the 2017-18 financial year. This charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. The Residential Garbage Charge will increase by \$7 (3.83%) in line with the projected increase in costs.

This will raise total rates and charges for 2019-20 to \$117,230,854, exclusive of optional services.

4.1.1 Rates and charges

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

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change \$'000	%
General rates *	102,149	104,601	2,452	2.4%
Rate rebates	(1,250)	(1,255)	(5)	0.4%
Residential garbage charge	10,749	11,287	538	5.0%
Service rates and charges	1,871	1,938	67	3.6%
Supplementary rates and rate adjustments	250	250	0	0.0%
Interest on rates and charges	410	410	0	0.0%
Total rates and charges	114,179	117,231	3,052	2.7%

* General rates are subject to the rate cap established under the FGRS

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	Budget 2018-19 cents/\$CIV	Budget 2019-20 cents/\$CIV	Change %
Differential rate for Vacant Land or Derelict Land	0.47168	0.54472	15.5%
Differential rate for Retirement Village Land properties	0.13694	0.14057	2.7%
Differential rate for Commercial Land properties	0.45646	0.43929	-3.8%
Differential rate for Industrial Land properties	0.44125	0.46564	5.5%
Differential rate for Residential Land properties	0.15215	0.17571	15.5%
Recreational Land rate for rateable recreational properties	0.15215	0.17571	15.5%

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	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change \$'000	%
Rates				
Vacant Land or Derelict Land	2,835	2,353	(482)	(17.0%)
Retirement Village Land	1,175	1,196	21	1.8%
Commercial Land	15,300	14,325	(975)	(6.4%)
Industrial Land	15,429	16,687	1,258	8.2%
Residential Land	67,600	70,231	2,631	3.9%
Recreational Land Rate	60	59	(1)	(1.7%)
Total amount to be raised by general rates *	102,399	104,851	2,452	2.4%

* Total rates to be raised in the 2019-20 Budget includes Supplementary Rates of \$250,000. The total rates to be raised in the 2018-19 Forecast also includes Supplementary Rates of \$250,000.

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	Budget 2018-19 Number	Budget 2019-20 Number	Change Number	%
Vacant Land or Derelict land	783	601	(182)	(23.2%)
Retirement Village Land	1,897	1,897	0	0.0%
Commercial Land	2,586	2,586	0	0.0%
Industrial Land	3,489	3,568	79	2.3%
Residential Land	57,963	58,760	797	1.4%
Recreational Land Rate	7	7	0	0.0%
Total number of assessments	66,725	67,419	694	1.0%

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	Budget	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Vacant Land or Derelict Land	618,255	431,900	(186,355)	(30.1%)
Retirement Village Land	857,815	850,875	(6,940)	(0.8%)
Commercial Land	3,373,628	3,260,912	(112,716)	(3.3%)
Industrial Land	3,441,155	3,583,609	142,454	4.1%
Residential Land	44,110,110	39,968,768	(4,141,342)	(9.4%)
Recreational Land Rate	39,400	33,625	(5,775)	(14.7%)
Total value of land	52,440,363	48,129,689	(4,310,674)	(8.2%)

4.1.1 (g) 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 year

Type of Charge	Per Rateable	Per Rateable	Change	
	Property 2018-19 \$	Property 2019-20 \$	\$	%
Residential Garbage Charge	183	190	7	3.8%
Garbage Surcharge – 120 Litre Bin	50	52	2	4.0%
Additional Household Bins	236	245	9	3.8%
Optional Household Green Waste Bin	101	105	4	4.0%
Additional Recycle Bin	82	85	3	3.7%
Additional Recycle Bin - Industrial / Commercial	124	129	5	4.0%
Optional Industrial / Commercial Garbage, Daily Service	1,196	1,244	48	4.0%
Optional Industrial / Commercial Garbage, Weekly Service	291	303	12	4.1%
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	998	1,038	40	4.0%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	214	223	9	4.2%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	159	165	6	3.8%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	244	254	10	4.1%
– Annual Waste Charge, retail based premises	728	757	29	4.0%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	2,181	2,268	87	4.0%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	5,086	5,289	203	4.0%

4.1.1 (h) 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 charges, compared with the previous financial year

Type of Charge	Forecast	Budget	Change	
	2018-19	2019-20	\$	%
	\$	\$	\$	%
Residential Garbage Charge	10,749,420	11,286,950	537,530	5.0%
Garbage Surcharge – 120 Litre Bin	1,871,100	1,938,227	67,127	3.6%
Additional Household Bins	224,800	219,565	(5,235)	(2.3%)
Optional Household Green Waste Bin	4,385,400	4,423,234	37,834	0.9%
Additional Recycle Bin	58,165	49,537	(8,628)	(14.8%)
Optional Industrial / Commercial Garbage Service	840,500	880,000	39,500	4.7%
Non Rateable Properties	70,180	72,987	2,807	4.0%
<i>Dorset Square:</i>				
Office based premises	4,148	6,858	2,710	65.3%
Retail based premises	10,920	11,355	435	4.0%
Food based premises less than 200 square metres floor area	6,540	6,804	264	4.0%
Food based premises greater than 200 square metres	10,172	10,578	406	4.0%
Total	18,231,345	18,906,095	674,750	3.7%

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

	Forecast	Budget	Change	
	2018-19	2019-20	\$'000	%
	\$'000	\$'000	\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	102,399	104,851	2,452	2.4%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	18,231	18,906	675	3.7%
Total rates and charges	120,630	123,757	3,127	2.6%

4.1.1 (j) Fair Go Rates System Compliance

Knox City Council is fully compliant with the State Government's Fair Go Rates System

	2018-19	2019-20
Total Rates	\$ 99,666,449	\$ 102,293,401
Number of Rateable Properties	66,622	67,412
Base Average Rate	\$ 1,496.00	\$ 1,517.44
Maximum Rate Increase (set by the State Government)	2.25%	2.50%
Capped Average Rate	\$ 1,529.66	\$ 1,555.37
Maximum General Rates and Municipal Charges Revenue	\$ 101,908,944	\$ 104,850,736
Revenue	\$ 101,658,944	\$ 104,600,736
Budgeted Supplementary Rates	\$ 250,000	\$ 250,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 101,908,944	\$ 104,850,736

4.1.1 (k) 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 (2019-20: estimated \$250,000 and 2018-19: forecast \$250,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes in use of land such that rateable land becomes non-rateable land and vice versa
- Changes in use of land such that residential land becomes commercial or industrial land and vice versa

4.1.1 (l) Differential rates

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.54472% (0.54472 cents in the dollar of capital improved value) for all rateable Vacant Land or Derelict Land; and
- A general rate of 0.14057% (0.14057 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.17571% (0.17571 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.46564% for (0.46564 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.43929% (0.43929 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.17571% (0.17571 cents in the dollar of capital improved value) for all rateable Residential Land.

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

Council believes 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.

Vacant Land or Derelict Land

Definition/Characteristics

Any land on which there is no building that is occupied or adapted for occupation, or contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Encouragement of development/and or improvement of land; and
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health and community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory, and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Retirement Village Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of a retirement village.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council on behalf of the retirement village sector.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Residential Land

Definitions/Characteristics:

Any land which is not Vacant Land or Derelict Land, Retirement Village Land, Industrial Land, Commercial Land, or Cultural and Recreational Land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Commercial Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of a commercial land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Industrial Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of an industrial land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Recreational Land

Definitions/Characteristics:

Any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities, in accordance with the *Cultural and Recreational Lands Act 1963*.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council in cultural and recreational sporting programs and infrastructure.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

4.1.2 User fees

	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Waste management services	5,661	5,735	74	1.3%
Child care/children's programs	3,241	4,588	1,347	41.6%
Registration and other permits	1,926	1,983	57	3.0%
Leisure centre and recreation	1,669	2,400	731	43.8%
Aged and health services	877	850	(27)	(3.1%)
Building services	635	740	105	16.5%
Other fees and charges	835	624	(211)	(25.3%)
Total user fees	14,844	16,920	2,076	14.0%

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. The principal sources of fee income arise from services such as child care, preschools, recreational facilities and projected income from home care and garbage charges for optional services. User fees are budgeted to increase by 13.99% on the current year forecast.

A detailed listing of fees and charges is included as Appendix A.

4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Permits	1,998	2,180	182	9.1%
Infringements and costs	733	646	(87)	(11.9%)
Town planning fees	348	180	(168)	(48.3%)
Land information certificates	120	120	0	0.0%
Court recoveries	300	50	(250)	(83.3%)
Other statutory fees and fines	1	1	0	0.0%
Total statutory fees and fines	3,500	3,177	(323)	(9.2%)

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, planning fees and parking fines. Increases in statutory fees and fines are made in accordance with legislative requirements. Statutory fees and fines are budgeted to decrease by 9.23% on the current year forecast.

4.1.4 Grants

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

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	11,114	15,058	3,944	35.5%
State funded grants	18,379	9,367	(9,012)	(49.0%)
Total grants received	29,493	24,425	(5,068)	(17.2%)
(a) Operating grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission	3,199	6,463	3,264	102.0%
General home care	4,375	4,066	(309)	(7.1%)
Family and Children - Early Years Hubs	456	2,532	2,076	455.3%
Aged Care	224	227	3	1.3%
Family and children - childcare	1,586	0	(1,586)	(100.0%)
Recurrent - State Government				
Family and children - preschool	5,740	5,543	(197)	(3.4%)
Family and children - maternal and child health	1,389	1,366	(23)	(1.7%)
General home care	1,616	737	(879)	(54.4%)
School crossing supervisors	682	685	3	0.4%
Family and Children - Early Years Hubs	35	352	317	905.7%
Family and children - youth services	202	243	41	20.3%
Community health	160	141	(19)	(11.9%)
Other	285	35	(250)	(87.7%)
Aged care	26	5	(21)	(80.8%)
Family and children - childcare	68	0	(68)	(100.0%)
Total recurrent operating grants	20,043	22,395	2,352	11.7%
Non-recurrent - Commonwealth Government				
Other	0	50	50	0.0%
Non-recurrent - State Government				
Environmental planning	156	20	(136)	(87.2%)
Other	91	0	(91)	(100.0%)
Family and children - preschool	44	0	(44)	(100.0%)
Family and children - youth services	39	0	(39)	(100.0%)
Community health	18	0	(18)	(100.0%)
Recreational, leisure and community facilities	(20)	0	20	(100.0%)
Total non-recurrent operating grants	328	70	(258)	(78.7%)
Total operating grants	20,371	22,465	2,094	10.3%

Operating grants include all monies received from State and Federal Government sources which assists Council in funding the delivery of services to ratepayers. Overall, the level of operating grants is projected to increase by 10.28% or \$2.094 million compared to 2018-19. The reason for this increase is the prepayment of 50% of the 2018-19 Victorian Grants Commission funding in June 2018 (\$3.263 million), therefore reducing the 2018-19 forecast. Without the Victorian Grants Commission prepayment last year, the level of operating grants is projected to decrease by 4.95%. This is due to the decrease in operating grants for general home care.

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
(b) Capital grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission - local roads	561	1,134	573	102.1%
Roads to recovery	504	586	82	16.3%
Total recurrent capital grants	1,065	1,720	655	61.5%
Non-recurrent - Commonwealth Government				
Recreational, leisure and community facilities	209	0	(209)	(100.0%)
Non-recurrent - State Government				
Recreational, leisure and community facilities	100	100	0	0.0%
Roads and Bridges	6,138	90	(6,048)	(98.5%)
Footpaths and Sharepaths	0	50	50	0.0%
Family and Children - Early Years Hubs	1,600	0	(1,600)	(100.0%)
Environmental Planning	10	0	(10)	(100.0%)
Total non-recurrent capital grants	8,057	240	(7,817)	(97.0%)
Total capital grants	9,122	1,960	(7,162)	(78.5%)
Total grants	29,493	24,425	(5,068)	(17.2%)

Capital grants include all monies received from State and Federal Government and community sources which assists Council in funding the capital works program. Overall the level of capital grants is projected to decrease by 78.51% or \$7.162 million compared to 2018-19. There was a prepayment of 50% of the 2018-19 Victorian Grants Commission funding in June 2018 (\$0.561 million). Without the Victorian Grants Commission prepayment last year, the level of capital grants was projected to decrease by 79.76%. This decrease is due mainly to specific funding for some large capital works projects in 2018-19.

Refer to section 4.5 'Capital works program' for a more detailed analysis of the grants and contributions expected to be received during the 2019-20 financial year.

4.1.5 Contributions

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Monetary	8,832	8,420	(412)	(4.7%)
Non-monetary	2,000	2,000	0	0.0%
Total contributions	10,832	10,420	(412)	(3.8%)

Monetary contributions include charges paid by developers in regard to recreational lands, drainage and car parking in accordance with planning permits issued for property development. Monetary contributions are budgeted to decrease by 4.66% on the current year forecast.

Non-monetary contributions are assets which transfer to Council from property developers at the completion of subdivision work. The assets generally consist of land used for public open space or infrastructure assets. Council recognises these new assets at 'fair value'. No cash is transferred but the fair value of the assets is recorded as revenue in the year of the transfer.

4.1.6 Other income

	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Interest	1,204	1,285	81	6.7%
Rent	528	589	61	11.6%
Reimbursements	430	148	(282)	(65.6%)
Other	244	98	(146)	(59.8%)
Total other income	2,406	2,120	(286)	(11.9%)

Other income relates to a range of items such as interest, cost recovery and other miscellaneous income items. Interest receivable is budgeted to increase by 6.73% on the current year forecast based on the current interest rate environment and projected cash holdings.

4.1.7 Employee costs

	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Wages and salaries	51,782	53,527	1,745	3.4%
Annual leave and long service leave	7,291	7,772	481	6.6%
Superannuation	5,150	5,403	253	4.9%
Agency staff	4,158	2,739	(1,419)	(34.1%)
WorkCover	911	940	29	3.2%
Fringe benefits tax	475	480	5	1.1%
Total employee costs	69,767	70,861	1,094	1.6%

Employee costs include all labour related expenditure such as wages and salaries, and on-costs including allowances, leave entitlements, employer superannuation and WorkCover. Employee costs are budgeted to increase by 1.57% on the current year forecast. An increase has been allowed to cover the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards.

4.1.8 Materials and services

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Contract payments				
Waste Management	16,286	16,608	322	2.0%
Operating Projects Expenditure	15,096	12,295	(2,801)	(18.6%)
Operations Maintenance	5,035	5,164	129	2.6%
Corporate Services	863	1,010	147	17.0%
Active Ageing & Disability	927	1,001	74	8.0%
Other	4,818	3,760	(1,058)	(22.0%)
Administration costs	6,862	7,071	209	3.0%
Consumable materials and equipment	3,178	3,006	(172)	(5.4%)
Utilities	3,125	3,376	251	8.0%
Information technology	2,494	3,242	748	30.0%
Consultants	3,683	2,494	(1,189)	(32.3%)
Building maintenance	1,309	1,756	447	34.1%
Insurance	1,337	1,388	51	3.8%
Finance and legal costs	1,213	997	(216)	(17.8%)
General maintenance	825	774	(51)	(6.2%)
Total materials and services	67,051	63,942	(3,109)	(4.6%)

Materials and services include payments for the provision of services by external providers, materials and utility costs including electricity, water, gas and telephones. Materials and services are expected to decrease by 4.64% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to decrease by \$2.801 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2019-20). Materials and services are expected to decrease by 0.59% on the current year forecast when the capital expenditure which is operational in nature is removed.

4.1.9 Contributions and donations

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,094	4,196	102	2.5%
Community support payments	1,796	1,364	(432)	(24.1%)
Total contributions and donations	5,890	5,560	(330)	(5.6%)

Contributions and donations relate predominately to Council's share of costs associated with the Eastern Regional Libraries Corporation and funds for the Community Grants Scheme.

Council's funding of the Eastern Regional Libraries Corporation is budgeted to increase 2.5% on the current year forecast.

The current year forecast for community support payments includes \$0.049 million in Community Development Fund grants carried forward from the previous year.

Community support payments are provided for:

- \$0.726 million for operational grants including Volunteer for Knox, State Emergency Services, Country Fire Authority brigades, Eastern Access Community Health, Mountain District Learning Centre, Knox Infolink, Knox Historical Society, Eastern Community Legal Centre and operational assistance to Neighbourhood Houses.
- \$0.335 million for Community Development Fund Grants to assist community groups.
- \$0.149 million for the Minor Grant Program to assist community groups.
- \$0.100 million for Recreational Grants Scheme.
- \$0.025 million for senior citizens.
- \$0.012 million for Biodiversity Buddies Native Vegetation Protection Grants.

The decrease in community support payments is mainly due to the change in structure for preschools. This means that preschool operational grants are no longer provided, with Council instead paying for expenses directly. The 2018-19 forecast includes an amount totalling \$0.332 million for preschool operational grants.

4.1.10 Depreciation and amortisation

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
Property	4,248	4,698	450	10.6%
Plant and equipment	1,560	1,766	206	13.2%
Infrastructure	16,170	16,772	602	3.7%
Total depreciation	21,978	23,236	1,258	5.7%
Intangible assets	1,059	1,059	0	0.0%
Total depreciation and amortisation	23,037	24,295	1,258	5.5%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is budgeted to increase by 5.46% on the current year forecast. This increase is due to the forecast completion of the 2018-19 capital works program and the full year effect of depreciation on the 2018-19 capital works program.

Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2019-20 financial year.

4.1.11 Other expenses

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change \$'000	%
Operating lease rentals	785	1,100	315	40.1%
Councillors allowances	372	382	10	2.7%
Auditor's remuneration - internal	75	165	90	120.0%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	80	82	2	2.5%
Total other expenses	1,312	1,729	417	31.8%

Other expenses relate to a range of unclassified items including Councillor allowances, audits and lease expenses. Other expenses are budgeted to increase by 31.78% on the current year forecast. This increase is mainly due to operating lease rentals for the Bayswater and Knox Libraries in 2019-20.

4.2 Balance Sheet

4.2.1 Assets

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
CURRENT ASSETS				
Cash and cash equivalents	27,343	48,366	21,023	76.9%
Other financial assets	40,600	0	(40,600)	(100.0%)
Trade and other receivables	13,674	14,089	415	3.0%
Other assets	1,604	1,636	32	2.0%
Inventories	7	7	0	0.0%
TOTAL CURRENT ASSETS	83,228	64,098	(19,130)	(23.0%)
NON CURRENT ASSETS				
Investments in associates	4,422	4,422	0	0.0%
Property, infrastructure, plant and equipment	2,022,294	2,075,443	53,149	2.6%
Intangible assets	1,442	1,442	0	0.0%
TOTAL NON CURRENT ASSETS	2,028,158	2,081,307	53,149	2.6%
TOTAL ASSETS	2,111,386	2,145,405	34,019	1.6%

Cash and cash equivalents include cash held in the bank, petty cash, and the value of investments in term deposits or other highly liquid investments with short maturities of three months or less. Other financial assets include term deposits held with an original maturity of greater than 90 days. These balances are projected to decrease by \$19.577 million during the year mainly to fund the capital works program during the year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are budgeted to increase by 3.03% on the current year forecast.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery.

Investments in associates is Council's 36.39% ownership interest in Eastern Regional Libraries Corporation.

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment etc. which has been built up by Council over many years. The \$53.149 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$94.699 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$24.295 million in depreciation and amortisation expense, \$12.295 million in capital expenditure deemed to be operational in nature, and the disposal of \$6.960 million of non-current assets through the sale of property, plant and equipment.

4.2.2 Liabilities

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
CURRENT LIABILITIES				
Trade and other payables	14,984	15,283	299	2.0%
Trust funds and deposits	3,757	3,832	75	2.0%
Provisions	16,268	16,619	351	2.2%
Interest-bearing loans and borrowings	1,707	5,336	3,629	212.6%
TOTAL CURRENT LIABILITIES	36,716	41,070	4,354	11.9%
NON CURRENT LIABILITIES				
Provisions	4,752	4,770	18	0.4%
Interest-bearing loans and borrowings	19,349	45,298	25,949	134.1%
TOTAL NON CURRENT LIABILITIES	24,101	50,068	25,967	107.7%
TOTAL LIABILITIES	60,817	91,138	30,321	49.9%

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 2.00% on the current year forecast.

Trust funds and deposits include refundable deposits, the fire services levy and retention amounts. Trust funds and deposits are budgeted to increase by 2.00% on the current year forecast.

Provisions include accrued annual leave and long service leave owing to employees. These employee entitlements are split between those entitlements expected to be paid within twelve months and those expected to be paid beyond the next year. Total provisions are budgeted to increase by 1.75% on the current year forecast.

Interest-bearing loans and borrowings are split between Council borrowings expected to be repaid within the next twelve months and those expected to be repaid beyond the next year. Refer to section 4.2.3 'Borrowings' for further information on Council's interest-bearing loans and borrowings.

4.2.3 Borrowings

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

	2018-19 \$'000	2019-20 \$'000
Amount borrowed as at 30 June of the prior year	0	21,056
Amount proposed to be borrowed	21,056	31,285
Amount projected to be redeemed	0	1,707
Amount of borrowings as at 30 June	21,056	50,634

Borrowings are generally utilised for the provision of major community assets that will provide community benefit over a number of years. This is considered sound practice and governments at all levels have regularly enacted this approach. The use of borrowings enables the cost of community assets to be spread inter-generationally and smooths the impact of the borrowings on the long term financial structure for the Council.

Interest-bearing loans and borrowings of \$13.185 million originally budgeted for 2018-19 have been carried forward to 2019-20. Total interest-bearing loans and borrowings for 2019-20 are now budgeted to be \$50.634 million.

4.3 Statement of Changes in Equity

4.3.1 Reserves

	Opening Balance \$'000's	Transfer to Reserve \$'000's	Transfer from Reserve \$'000's	Closing Balance \$'000's
Statutory Reserves				
HACC Capital Grant	63	0	55	8
Open Space	10,003	6,400	6,295	10,108
Total Statutory Reserves	10,066	6,400	6,350	10,116
Discretionary Reserves				
Aged Care Reserve	4,921	0	0	4,921
Basketball Stadium infrastructure	125	25	0	150
Blue Hills Reserve	3	0	0	3
City Futures	2,915	0	2,668	247
Knox Regional Sports Park - Football Renewal	759	154	0	913
Mountain Gate Reserve	140	0	0	140
Revegetation Net Gain	282	0	0	282
Revolving Energy Fund	136	0	0	136
Scoresby Recreational Reserve	91	26	0	117
Stamford Park Project	11,348	0	9,029	2,319
State Basketball Centre Asset Renewal	490	106	0	596
Total Discretionary Reserves	21,210	311	11,697	9,824
Total Reserves	31,276	6,711	18,047	19,940

Statutory reserves must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds earn interest revenues for Council, they are not available for other purposes.

Discretionary reserves are funds set aside by Council for a specific purpose but are not protected by statute.

The nature and purpose of the reserves are as follows:

HACC capital grant reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

Aged care reserve

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

Basketball stadium infrastructure reserve

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

Blue Hills reserve

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

City futures fund

The purpose of this reserve is to construct major facilities within the Knox municipality.

Knox Regional Sports Park - Football pitch replacement fund

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

Mountain Gate reserve

The purpose of this reserve is to enhance community facilities within Mountain Gate.

Revegetation net gain reserve

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

Revolving energy fund

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

Scoresby Recreation reserve

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

Stamford Park reserve

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

State basketball centre asset renewal fund

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

4.3.2 Equity

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change	
			\$'000	%
EQUITY				
Accumulated surplus	683,308	698,342	15,034	2.2%
Reserves	1,367,261	1,355,925	(11,336)	(0.8%)
TOTAL EQUITY	2,050,569	2,054,267	3,698	0.2%

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$3.698 million of the \$15.034 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$11.336 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

The net increase in equity or net assets of \$3.698 million results directly from the 2019-20 financial year budgeted operating surplus.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Description	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Cash flow from operating activities				
Rates and charges	113,794	116,983	3,189	2.8%
User fees	14,731	16,803	2,072	14.1%
Statutory fees and fines	3,452	3,127	(325)	(9.4%)
Grants - operating	20,514	22,465	1,951	9.5%
Grants - capital	9,122	1,960	(7,162)	(78.5%)
Contributions - monetary	8,832	8,420	(412)	(4.7%)
Other receipts	2,406	2,120	(286)	(11.9%)
Net movement in trust deposits	74	75	1	1.5%
Employee costs	(69,407)	(70,492)	(1,085)	1.6%
Materials and services	(66,748)	(63,740)	3,008	(4.5%)
Contributions and donations	(5,890)	(5,560)	330	(5.6%)
Other payments	(1,312)	(1,729)	(417)	31.8%
Net cash provided by operating activities	29,568	30,431	863	2.9%

Operating activities refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

The 2019-20 budgeted capital grants income is budgeted to decrease by \$7.162 million. This is due to specific funding for some large capital works projects in 2018-19. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2019-20 financial year.

The 2019-20 operating grants income is budgeted to increase by \$1.951 million on the 2018-19 forecast. Partly, this is due to the prepayment of 50% of the Victorian Grants Commission 2018-19 funding in June 2018.

Materials and services are budgeted to decrease by \$3.008 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to decrease by \$2.801 million on the current year forecast. Materials and services also includes \$16.924 million for waste management. This is an increase of \$0.305 million on the current year forecast.

4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Cash flow from investing activities				
Proceeds from sale of property, infrastructure, plant and equipment	13,975	5,102	(8,873)	(63.5%)
Payments for property, infrastructure, plant and equipment	(60,907)	(82,404)	(21,497)	35.3%
Payments for investments	(40,600)	0	40,600	(100.0%)
Proceeds from sale of investments	46,600	40,600	(6,000)	(12.9%)
Net cash used in investing activities	(40,932)	(36,702)	4,230	(10.3%)

Investing activities refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property, plant and equipment.

The increase in net cash inflows from investing activities is primarily due to a \$40.600 million decrease in payments for investments (term deposits held for longer than 90 days). This is partially offset by a \$21.497 million increase in payments for property, infrastructure, plant and equipment, a decrease of \$8.873 million in proceeds from the sale of property, infrastructure, plant and equipment and a \$6.000 million decrease in proceeds from the sale of investments (term deposits held longer than 90 days).

4.4.3 Net cash flows provided by/used in financing activities

Description	Forecast	Budget	Change	
	2018-19 \$'000	2019-20 \$'000	\$'000	%
Cash flow from financing activities				
Finance costs	0	(2,284)	(2,284)	0.0%
Proceeds from borrowings	21,056	31,285	10,229	48.6%
Repayment of borrowings	0	(1,707)	(1,707)	0.0%
Net cash used in financing activities	21,056	27,294	6,238	29.6%

Financing activities refers to the cash generated or used in the financing of Council functions and include proceeds from and repayment of borrowings from financial institutions.

The 2019-20 budget includes new borrowings of \$31.285 million. The new borrowings are forecast to take place at the end of the financial year.

Refer to section 4.2.3 'Borrowings' for further information on Council borrowings.

4.5 Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2019-20 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast 2018-19 \$'000	Budget 2019-20 \$'000	Change \$'000	%
Property	34,913	45,945	11,032	31.6%
Plant and equipment	9,225	7,979	(1,246)	(13.5%)
Infrastructure	31,865	40,775	8,910	28.0%
Total contributions	76,003	94,699	18,696	24.6%

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow- ings \$'000
Property	45,945	25,023	5,103	869	14,950	0	0	15,545	30,399
Plant and equipment	7,979	912	6,104	54	909	0	0	7,979	0
Infrastructure	40,775	6,851	21,506	140	12,279	240	70	39,580	886
Total	94,699	32,786	32,713	1,063	28,138	240	70	63,105	31,285

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property	0	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0
Buildings	27,757	14,250	5,103	869	7,536	0	0	10,082	17,675
Operations Centre Relocation	9,000	9,000	0	0	0	0	0	0	9,000
Knox Library	3,000	3,000	0	0	0	0	0	0	3,000
Modular Building Program (Modern Construction System)	1,550	1,550	0	0	0	0	0	0	1,550
Knox Skate & BMX Park - Storage Facility	600	600	0	0	0	0	0	0	600
Heany Park - Scout/Community Pavilion	50	50	0	0	0	0	0	0	50
Feasibility Study - Landfill Sites as Solar Farms	50	50	0	0	0	0	0	0	50
Replacements of components for all Council owned buildings based on Building Asset Management Systems	5,103	0	5,103	0	0	0	0	5,103	0
Batterham Reserve - Enhancements to Pavilion and Surrounds	400	0	0	400	0	0	0	400	0
Rowville Children and Family Centre - Refurbishment	92	0	0	92	0	0	0	92	0
Carrington Park - Scoping and Concept Design	85	0	0	85	0	0	0	85	0
Park Crescent Children and Family Centre Refurbishment	79	0	0	79	0	0	0	79	0
Fairpark Reserve - Pavilion Upgrade	60	0	0	60	0	0	0	60	0
Wantirna Community Infrastructure Planning	60	0	0	60	0	0	0	60	0
Flamingo Preschool - Verandah Extension	58	0	0	58	0	0	0	58	0
Rosa Benedikt Community Centre - Minor Upgrade	25	0	0	25	0	0	0	25	0
The Fields Preschool - Verandah	10	0	0	10	0	0	0	10	0
Stamford Park Development	4,085	0	0	0	4,085	0	0	4,085	0
Facility Upgrades as per Buildings Asset Management Plan	1,200	0	0	0	1,200	0	0	0	1,200
Energy Performance Audit for Community Buildings	880	0	0	0	880	0	0	0	880
Family and Childrens Services Buildings and Facilities	270	0	0	0	270	0	0	0	270
Community Toilet Replacement Program	220	0	0	0	220	0	0	0	220
Billoo Park Centre - Toilet and Verandah Upgrade and Preschool Storage Relocation	165	0	0	0	165	0	0	0	165
Scoresby Recreation Reserve - Stage 2	150	0	0	0	150	0	0	0	150
Upgrades to Early Years Facilities	150	0	0	0	150	0	0	0	150
Arts Facility Upgrades	60	0	0	0	60	0	0	0	60
Energy Retrofits in Community Buildings	50	0	0	0	50	0	0	0	50
Kitchen Retrofitting Program at sports pavilions	50	0	0	0	50	0	0	0	50
Early Years Facility Emergency Warning System	50	0	0	0	50	0	0	0	50
Boronia Precinct Planning	50	0	0	0	50	0	0	0	50
Knox Regional Netball Centre Upgrade	50	0	0	0	50	0	0	0	50
Solar panels in Community Facilities	50	0	0	0	50	0	0	0	50
Knox Community Arts Centre Theatre Lighting and Facility Upgrade	30	0	0	0	30	0	0	0	30
Theatre Equipment Upgrade	26	0	0	0	26	0	0	26	0
Total Property	27,757	14,250	5,103	869	7,536	0	0	10,082	17,675
Plant and Equipment	2,464	0	2,464	0	0	0	0	2,464	0
Plant, machinery and equipment	2,464	0	2,464	0	0	0	0	2,464	0
Plant and machinery replacement program	2,464	0	2,464	0	0	0	0	2,464	0
Computers and telecommunications	5,463	860	3,640	54	909	0	0	5,463	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Artworks	52	52	0	0	0	0	0	52	0
Public Art Project	52	52	0	0	0	0	0	52	0
Total Plant and Equipment	7,979	912	6,104	54	909	0	0	7,979	0
Infrastructure									
Roads	9,155	0	8,500	0	655	90	0	8,640	425
Program to resurface deteriorated roads as determined from latest condition audits and visual inspections. Program includes replacing road seals to provide protection to the underlying road pavement.									
Program to renew sections of kerb & channel in the roads that have been programmed for resurfacing. Replaced sections are either badly deteriorated or holding water.	4,550	0	4,550	0	0	0	0	4,550	0
Forest Road, Ferntree Gully	860	0	860	0	0	0	0	860	0
Burwood Highway Service Road, Ferntree Gully	505	0	505	0	0	0	0	505	0
High Risk Road Failure Program	500	0	500	0	0	0	0	500	0
Windermere Drive, Ferntree Gully	407	0	407	0	0	0	0	407	0
Albert Avenue, Boronia - Bambury St	380	0	380	0	0	0	0	380	0
Selman Avenue, Ferntree Gully - Burwood Highway	280	0	280	0	0	0	0	280	0
Program to patch and resurface failures on roads classified as industrial from audits and referred works programs.	250	0	250	0	0	0	0	250	0
Sheraton Crescent, Ferntree Gully	200	0	200	0	0	0	0	200	0
Programmed works from June Yearly Audits	170	0	170	0	0	0	0	170	0
Burwood Highway, Ferntree Gully	90	0	90	0	0	0	0	90	0
Commercial Road, Ferntree Gully	70	0	70	0	0	0	0	70	0
Barmah Drive, Ferntree Gully	60	0	60	0	0	0	0	60	0
Lewis Road, Wantirna South	35	0	35	0	0	0	0	35	0
Malvern Street, Bayswater	35	0	35	0	0	0	0	35	0
Chandler Road, Boronia	35	0	35	0	0	0	0	35	0
Albert Street, Upper Ferntree Gully	33	0	33	0	0	0	0	33	0
Winnifred Crescent, Knoxfield	18	0	18	0	0	0	0	18	0
Sullivan Court, Wantirna	12	0	12	0	0	0	0	12	0
Wanaka Close, Rowville	10	0	10	0	0	0	0	10	0
Renou Road, Wantirna South - Intersection Treatments	197	0	0	0	197	0	0	0	197
Knoxfield LATM Stage 2 - Kathryn Road	180	0	0	0	180	90	0	0	90
Major Roads LED Streetlight Replacement	100	0	0	0	100	0	0	0	100
Elton Road and Holme Road, Ferntree Gully - Isolated Traffic Treatment Program	50	0	0	0	50	0	0	50	0
Parking Management Plan Implementation	50	0	0	0	50	0	0	50	0
Albert Avenue School Crossing Relocation	30	0	0	0	30	0	0	30	0
Amesbury Road Intersection Treatments	20	0	0	0	20	0	0	0	20
Clausen Drive, Rowville - LATM	15	0	0	0	15	0	0	0	15
Wentworth Avenue at Lansell Court, Rowville - Splitter Island	10	0	0	0	10	0	0	10	0
Gresford Road Wayfinding Link	1	0	0	0	1	0	0	0	1
Freedman Avenue Wayfinding Connection	1	0	0	0	1	0	0	0	1
Pumps Road Wayfinding to Eastlink	1	0	0	0	1	0	0	0	1
Bridges	640	0	500	140	0	0	0	640	0
Replacements of damaged and dangerous sections of bridges, includes road and pedestrian bridges, major culverts and boardwalks, as determined from condition audits	500	0	500	0	0	0	0	500	0
Blackwood Park Drive Bridge	140	0	0	140	0	0	0	140	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Footpaths and cycleways	4,587	667	3,410	0	510	50	0	4,537	0
Burwood Highway, Upper Ferntree Gully - Link 1	150	150	0	0	0	0	0	150	0
Boronia Road, Bayswater - Footpath 1	100	100	0	0	0	0	0	100	0
Wellington Road, Rowville - Straughan Close to Napoleon Road	95	95	0	0	0	0	0	95	0
Mountain Highway, Boronia - Footpath Connection 4	60	60	0	0	0	0	0	60	0
Valerie Street, Boronia	60	60	0	0	0	0	0	60	0
Napoleon Road, Rowville - Footpath Connection	40	40	0	0	0	0	0	40	0
Mountain Highway, The Basin	40	40	0	0	0	0	0	40	0
Ferntree Gully Road - Shared Path 1	32	32	0	0	0	0	0	32	0
Liverpool Road, The Basin	25	25	0	0	0	0	0	25	0
Forest Road, The Basin - Footpath Connection	15	15	0	0	0	0	0	15	0
Myrtle Crescent, Ferntree Gully	15	15	0	0	0	0	0	15	0
Old Belgrave Road, Upper Ferntree Gully	15	15	0	0	0	0	0	15	0
Mountain Highway, Boronia	10	10	0	0	0	0	0	10	0
Ferntree Gully Road - Shared Path 2	10	10	0	0	0	0	0	10	0
Program to replace damaged and poor condition footpaths as determined from latest condition audits supplied from Asset Strategy and referred works from our Works Services Department (visual asset inspections).	2,785	0	2,785	0	0	0	0	2,785	0
Shared Path Renewal Program	625	0	625	0	0	0	0	625	0
Upper Ferntree Gully Neighbourhood Activity Centre	400	0	0	0	400	0	0	400	0
Blind Creek Trail Rd Crossing Improvement	110	0	0	0	110	50	0	60	0
Drainage	3,170	120	2,400	0	650	0	0	3,170	0
Peregrine Reserve - Treatment Wetlands	50	50	0	0	0	0	0	50	0
Egan Lee Reserve - Treatment Wetlands	50	50	0	0	0	0	0	50	0
Catchment 910 - Treatment Wetlands	20	20	0	0	0	0	0	20	0
Drainage Renewal Program	2,200	0	2,200	0	0	0	0	2,200	0
Program to renew constructed WSUD systems within Knox - the program includes replacing systems that are not functioning	200	0	200	0	0	0	0	200	0
Forest Road to Koolunga Reserve, Ferntree Gully - Integrated Stormwater Solution	250	0	0	0	250	0	0	250	0
Mountain Highway, Bayswater - Drainage Improvements	250	0	0	0	250	0	0	250	0
Orson Rd, Scoresby - Retarding Basin Improvements	50	0	0	0	50	0	0	50	0
1825 Ferntree Gully Road - Flood Mitigation Works	50	0	0	0	50	0	0	50	0
Kevin Avenue Ferntree Gully - Flood Investigation	30	0	0	0	30	0	0	30	0
Talking Tanks Initiative - Flood Protection	20	0	0	0	20	0	0	20	0
Recreational, leisure and community facilities	13,527	160	5,402	0	7,965	100	70	13,357	0
Knox Regional Sport Park - New Courts	100	100	0	0	0	0	0	100	0
Dog Parks - Detailed design	60	60	0	0	0	0	0	60	0
Playground Renewal Program	960	0	960	0	0	0	0	960	0
Milpera Reserve, Wantirna - Oval Renewal	850	0	850	0	0	0	0	850	0
Street Tree Replacement Program	628	0	628	0	0	0	0	628	0
Wantirna Reserve - Tennis Court Renewal	350	0	350	0	0	0	0	350	0
Templeton Reserve - Tennis Court Renewal	350	0	350	0	0	0	0	350	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Eildon Park - Cricket Net Renewal	250	0	250	0	0	0	0	250	0
Carrington Park Reserve - Cricket Net Renewal	250	0	250	0	0	0	0	250	0
Tim Neville Arboretum	245	0	245	0	0	0	0	245	0
Eildon Park Reserve - Oval Drainage Renewal	150	0	150	0	0	0	0	150	0
Fairpark Reserve - Oval Drainage Renewal	150	0	150	0	0	0	0	150	0
Lakesfield Reserve - Drainage Renewal	150	0	150	0	0	0	0	150	0
Knox Park, Knoxfield - Turf Renewal	125	0	125	0	0	0	0	125	0
Sporting Oval Fencing Renewal	120	0	120	0	0	0	0	120	0
Public Tennis / Netball / Basketball Court Renewal	100	0	100	0	0	0	0	100	0
Rehabilitation of passive parks aged reserve furniture/road closures.	70	0	70	0	0	0	0	70	0
Rehabilitation of garden beds and replacement vegetation along Bush Boulevard, Stud Road.	65	0	65	0	0	0	0	65	0
Rehabilitation of damaged or deteriorated paths.	65	0	65	0	0	0	0	65	0
Rehabilitation of areas on sportsfields which have been degraded due to high levels of use.	55	0	55	0	0	0	0	55	0
Oversowing of Sportsfields	50	0	50	0	0	0	0	50	0
Stormwater Harvesting Infrastructure Renewal	50	0	50	0	0	0	0	50	0
Ongoing programmed renewal of park landscapes following on from significant upgrades as implemented in the Open Space Plan.	45	0	45	0	0	0	0	45	0
Batterham Reserve - The Basin Oval	45	0	45	0	0	0	0	45	0
Eildon Park Reserve - Rowville - Tennis Court	44	0	44	0	0	0	0	44	0
Open Space Asset Artwork Renewal	40	0	40	0	0	0	0	40	0
Knox Regional Netball Centre - Court Renewal	40	0	40	0	0	0	0	40	0
Millers Reserve - Tennis Court Renewal	37	0	37	0	0	0	0	37	0
Knox Athletics Track - Pathway Renewal	30	0	30	0	0	0	0	30	0
Glenfern Park - Tennis Court	26	0	26	0	0	0	0	26	0
Rehabilitation of passive parks aged reserve signage. Signage for bushland	20	0	20	0	0	0	0	20	0
Miller Park Reserve - Cricket	19	0	19	0	0	0	0	19	0
Windermere Reserve - Oval Renewal	15	0	15	0	0	0	0	15	0
Gilbert Park - Basketball	8	0	8	0	0	0	0	8	0
Scoresby Reserve Masterplan	800	0	0	0	800	0	0	800	0
HV Jones, Ferntree Gully - Masterplan	550	0	0	0	550	0	0	550	0
Lewis Park, Wantirna South - Masterplan	500	0	0	0	500	0	0	500	0
Templeton Reserve, Wantirna - Masterplan	450	0	0	0	450	0	0	450	0
Peregrine Reserve, Rowville - Masterplan	450	0	0	0	450	0	0	450	0
Talaskia Reserve, Upper Ferntree Gully - Masterplan	400	0	0	0	400	0	0	400	0
Tormore Reserve, Boronia - Masterplan	400	0	0	0	400	0	0	400	0
Fairpark Reserve, Ferntree Gully - Masterplan	400	0	0	0	400	0	0	400	0
Quarry Reserve, Ferntree Gully - Stage 5	350	0	0	0	350	0	0	350	0
Stud Park Reserve, Rowville - Masterplan	350	0	0	0	350	0	0	350	0
Electronic Scoreboards at Sporting Reserves	350	0	0	0	350	0	0	350	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Wantirna Reserve - Floodlighting Upgrade	300	0	0	0	300	0	0	300	0
RD Egan Lee Reserve - Masterplan	300	0	0	0	300	0	0	300	0
Gilbert Park, Knoxfield - Masterplan	295	0	0	0	295	0	0	295	0
Picketts Reserve, Ferntree Gully - Masterplan	270	0	0	0	270	0	0	270	0
Marie Wallace Reserve, Bayswater - Revision of Masterplan	250	0	0	0	250	0	0	250	0
Picketts Reserve - Floodlighting Upgrade	250	0	0	0	250	100	50	100	0
Carrington Park Reserve - Floodlighting Upgrade	250	0	0	0	250	0	0	250	0
Stormwater Harvesting and Sportsgrounds Irrigation System Program Development	180	0	0	0	180	0	0	180	0
Rumann and Benedikt Reserves, Scoresby	150	0	0	0	150	0	0	150	0
Ferntree Gully Bowls Club - New Floodlighting	135	0	0	0	135	0	20	115	0
Replanting of priority areas within Knox including tree reserves and open space.	100	0	0	0	100	0	0	100	0
Chandler Park, Boronia - Stage 3	100	0	0	0	100	0	0	100	0
Carrington Park Reserve - Paving and Pathway Upgrade	85	0	0	0	85	0	0	85	0
Knox Regional Netball Centre, Ferntree Gully - Development and Subsequent Implementation of Masterplan	80	0	0	0	80	0	0	80	0
Bayswater Bowls Club - New Accessibility Pathway	60	0	0	0	60	0	0	60	0
Batterham Park - Outdoor Gym	60	0	0	0	60	0	0	60	0
Neighbourhood Green Streets	50	0	0	0	50	0	0	50	0
Revegetation - Stream Corridors	50	0	0	0	50	0	0	50	0
Off street car parks	678	0	530	0	148	0	0	678	0
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	530	0	530	0	0	0	0	530	0
Arcadia Reserve, Rowville (Scouts) - Carpark Upgrade	100	0	0	0	100	0	0	100	0
Wantirna Reserve - Carpark Upgrade	40	0	0	0	40	0	0	40	0
Rowville Recreation Reserve - Carpark Upgrade Design	8	0	0	0	8	0	0	8	0
Other infrastructure	517	83	234	0	200	0	0	517	0
Knox Pop Up Events Trailer and Kit	20	20	0	0	0	0	0	20	0
Collier Reserve - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Power Road - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Liberty Reserve - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Tim Neville Arboretum - Bicycle Pump Station	7	7	0	0	0	0	0	7	0
The Basin Triangle - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Colchester - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Fairpark Reserve - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Blind Creek Lane - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Henderson Road Link - Bicycle Repair Station	7	7	0	0	0	0	0	7	0
Fire Hydrant replacement program	134	0	134	0	0	0	0	134	0
Street furniture renewal program	100	0	100	0	0	0	0	100	0
Essential Service Measures	100	0	0	0	100	0	0	100	0
Asbestos Removal Program	100	0	0	0	100	0	0	100	0
Total Infrastructure	32,274	1,030	20,976	140	10,128	240	70	31,539	425
Total Capital Works	68,010	16,192	32,183	1,063	18,573	240	70	49,600	18,100

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.3 Works carried forward from the 2018-19 year

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Land	8,000	8,000	0	0	0	0	0	0	8,000
Knox Central Package (excluding Westfield Library and Interim Library)	8,000	8,000	0	0	0	0	0	0	8,000
Buildings	10,187	2,773	0	0	7,414	0	0	5,463	4,724
Operations Centre Relocation	2,500	2,500	0	0	0	0	0	0	2,500
Westfield Library - Design	200	200	0	0	0	0	0	0	200
Knox Skate BMX Supporting Structure	73	73	0	0	0	0	0	73	0
Stamford Park Development	4,944	0	0	0	4,944	0	0	4,944	0
Energy Performance Audit for Community Buildings	1,139	0	0	0	1,139	0	0	0	1,139
Knox (Interim) Library	664	0	0	0	664	0	0	0	664
Community Toilet Replacement Program	211	0	0	0	211	0	0	0	211
Boronia Precinct Planning	186	0	0	0	186	0	0	186	0
Family and Childrens Services Buildings and Facilities	135	0	0	0	135	0	0	135	0
Boronia Safety Communities Program	100	0	0	0	100	0	0	100	0
Orana Neighbourhood House - Kitchen Upgrade	25	0	0	0	25	0	0	25	0
Billoo Park Centre - Toilet and Verandah Upgrade and Preschool Storage Relocation	10	0	0	0	10	0	0	0	10
Total Property	18,187	10,773	0	0	7,414	0	0	5,463	12,724
Infrastructure									
Roads	150	0	0	0	150	0	0	150	0
Templeton Street, Wantirna - Linemarking and Intersection Treatments	70	0	0	0	70	0	0	70	0
Coleman Road, Boronia - Linemarking and Sharrows	45	0	0	0	45	0	0	45	0
Timothy Drive, Wantirna South - Intersection Treatments	35	0	0	0	35	0	0	35	0
Bridges	5,500	5,500	0	0	0	0	0	5,500	0
Henderson Road Bridge	5,500	5,500	0	0	0	0	0	5,500	0
Footpaths and cycleways	660	245	0	0	415	0	0	445	215
Mountain Highway, Boronia - Footpath Connection 4	80	80	0	0	0	0	0	80	0
Glenfern Road, Ferntree Gully	80	80	0	0	0	0	0	80	0
Montana Avenue, Boronia	73	73	0	0	0	0	0	73	0
Burwood Highway, Upper Ferntree Gully - Link 1	12	12	0	0	0	0	0	12	0
Upper Ferntree Gully Neighbourhood Activity Centre - Design and early works	415	0	0	0	415	0	0	200	215
Drainage	286	40	0	0	246	0	0	40	246
Norvel Quarry Reserve Water Quality System	40	40	0	0	0	0	0	40	0
Talking Tanks Initiative - Flood Protection	246	0	0	0	246	0	0	0	246

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Recreational, leisure and community facilities	1,812	37	530	0	1,245	0	0	1,812	0
Gilbert Park Reserve - New Drainage	37	37	0	0	0	0	0	37	0
Playground Renewal Program	270	0	270	0	0	0	0	270	0
Wantirna Reserve - Tennis Court Renewal	160	0	160	0	0	0	0	160	0
Templeton Reserve - Tennis Court Renewal	100	0	100	0	0	0	0	100	0
Quarry Reserve, Ferntree Gully	300	0	0	0	300	0	0	300	0
Gilbert Park, Knoxfield - Masterplan	200	0	0	0	200	0	0	200	0
Replanting of priority areas within Knox including tree reserves and open space.	176	0	0	0	176	0	0	176	0
Revegetation - Stream Corridors	138	0	0	0	138	0	0	138	0
HV Jones, Ferntree Gully - Development of Masterplan	140	0	0	0	140	0	0	140	0
Fairpark Reserve, Ferntree Gully - Masterplan	90	0	0	0	90	0	0	90	0
Marie Wallace Reserve, Bayswater - Revision of Masterplan	80	0	0	0	80	0	0	80	0
Peregrine Reserve, Rowville - Masterplan	50	0	0	0	50	0	0	50	0
Wally Tew Reserve - Floodlighting Upgrade	49	0	0	0	49	0	0	49	0
Lewis Park, Wantirna South - Masterplan	12	0	0	0	12	0	0	12	0
Masterplan	10	0	0	0	10	0	0	10	0
Other infrastructure	95	0	0	0	95	0	0	95	0
Boronia Activity Centre & Station Precinct	95	0	0	0	95	0	0	95	0
Total Infrastructure	8,502	5,821	530	0	2,151	0	0	8,041	461
Total Carried Forward Capital Works 2018-19	26,689	16,594	530	0	9,565	0	0	13,504	13,185

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

5. 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.

Indicator	Measure	Expected Bands	Notes	Forecast 2018-19	Budget 2019-20	Strategic Resource Plan			Trend + / o / -
						2020-21	2021-22	2022-23	
Operating Position (measures whether a council is able to generate an underlying surplus)									
Adjusted Underlying Result	Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	> 0%	1	1.26%	0.15%	6.75%	8.47%	12.19%	+
Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)									
Working Capital	Current Assets / Current Liabilities	120.00% - 200.00%	2	226.68%	156.07%	140.05%	118.26%	122.04%	-
Unrestricted Cash	Unrestricted Cash / Current Liabilities	50.00% - 100.00%	3	164.20%	92.43%	76.53%	57.29%	65.41%	-
Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)									
Loans and Borrowings	Interest Bearing Loans and Borrowings / Rate Revenue	< 60.00%	4	18.44%	43.19%	47.77%	51.02%	44.11%	o
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	0% - 5.00%	4	0.00%	3.40%	6.69%	7.73%	7.49%	o
Indebtedness	Non Current Liabilities / Own Source	< 40.00%	5	16.97%	34.14%	36.85%	39.42%	33.83%	o
Asset Renewal	Asset Renewal Expenditure / Depreciation	90.00% - 110.00%	6	149.89%	134.65%	122.40%	127.92%	119.85%	o
Stability (measures whether a council is able to generate revenue from a range of sources)									
Rates Concentration	Rate Revenue / Adjusted Underlying Revenue	50.00% - 80.00%	7	69.84%	68.61%	68.43%	68.84%	69.16%	o
Rates Effort	Rate Revenue / Property Values (CIV)	0.20% - 0.60%	8	0.22%	0.24%	0.25%	0.26%	0.26%	o

Indicator	Measure	Expected Bands	Notes	Forecast 2018-19	Budget 2019-20	Strategic Resource Plan			Trend + / o / -
						2020-21	2021-22	2022-23	
Efficiency (measures whether a council is using resources efficiently)									
Expenditure Level	Total Expenditure / No. of Assessments	N/A		\$2,404	\$2,525	\$2,426	\$2,429	\$2,378	o
Revenue Level	Residential Rate Revenue / No. of Residential Assessments	N/A		\$1,465	\$1,500	\$1,535	\$1,571	\$1,607	o
Workforce Turnover	No. of Resignations & Terminations / Average No. of Staff	5.00% - 10.00%		10.00%	10.00%	10.00%	10.00%	10.00%	o

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 on indicators

5.2.1 Adjusted underlying results

Adjusted underlying result is the net surplus or deficit for the year (per Australian Accounting Standards) adjusted for non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure other than grants and non-monetary asset contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period. The significant increase from 2020-21 is largely driven by the gains anticipated on the disposal of property, infrastructure, plant and equipment. This has also impacted the 2019-20 result compared to the 2018-19 forecast.

5.2.2 Working capital

Working capital (current assets / current liabilities) is the proportion of current liabilities represented by current assets. It is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. Although still within expected bands, the declining trend demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program.

5.2.3 Unrestricted cash

Unrestricted cash means all cash and cash equivalents other than restricted cash, including cash that will be used to fund capital expenditure from the previous financial year. Restricted cash means cash and cash equivalents, within the meaning of Accounting Standard *AASB 107 Statement of Cash Flows*, that are not available for use other than for a purpose for which it is restricted. Although still within expected bands, the declining trend demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program. Statutory reserve balances will remain steady before a decrease in 2021-22 and 2022-23.

5.2.4 Debt compared to rates

Loans and borrowings means interest bearing loans and borrowings compared to rates and charges revenue. The balance of interest bearing loans and borrowings is shown as a percentage of rates revenue. Loans and borrowings also refers to interest and principal repayments compared to rate revenue. The ratio describes Council's cash flow debt repayment capacity through the inclusion of interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue. The trend indicates an increased reliance on debt against annual rate revenue in 2019-20 due to borrowings to fund the Capital Works Program, while the trend remains steady in subsequent years.

5.2.5 Indebtedness

Indebtedness compares non-current liabilities to own source revenue. Own source revenue is defined as adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Interest-bearing borrowings will increase in 2019-20 to fund the Capital Works Program. There will be slight increases in the following two years, however overall the trend remains steady in subsequent years.

5.2.6 Asset renewal

Asset renewal is calculated as asset renewal expenditure as a percentage of depreciation. This indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). 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 and future capital expenditure will be required to renew assets. Council's asset renewal indicator is greater than 100% through the four year outlook.

5.2.7 Rates concentration

Rates concentration is measured as rate revenue compared to adjusted underlying revenue. Adjusted underlying revenue is defined as total income excluding non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Rates concentration reflects the extent of reliance on rate revenues to fund all of Council's on-going services. The trend is relatively steady for rates concentration.

5.2.8 Rates effort

Rates effort, which is intended to examine the community's capacity to pay, presents rate revenue as a percentage of the capital improved value of rateable properties in the municipality. The trend is relatively steady for rates effort.

2019-20 Fees and Charges

This section presents detailed information on the 2019-20 Fees and Charges.

Knox City Council



2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
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CEO & Council - People and Culture

RISK MANAGEMENT

Council provides a service for hirers of Council facilities to take out one off Insurance Cover to support their event. All users must hold appropriate insurance to obtain a booking.

Public Liability Insurance for external hirers of Council facilities

Attendances 0 - 100	Per Hire	\$77.00	\$80.00	Y
Attendances 101 +	Per Hire	\$115.00	\$120.00	Y

Knox City Council

2019-20 Fees & Charges



Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
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City Development - City Planning and Building

PLANNING SERVICES

The Planning and Subdivision fees indicated below are for the processing and administration of development applications. Most of these fees are prescribed by State Regulations. Only those that are at the discretion of Council are indicated below.

Secondary Consent & Extension of Time Requests

Secondary Consent Requests	Per Request	\$350.00	\$370.00	Y
Extension of Time Request - For all permits other than Multi Dwelling Permits for more than two dwellings or tree removal on single dwelling sites	Per Request	\$240.00	\$250.00	Y
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$75.00	\$78.00	Y
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$600.00	\$650.00	Y

Bonds (Refundable)

Works Bond	Per Request	150% of the estimated cost of works. Minimum bond amount - \$5,000 for incomplete works bond and \$2,000 for maintenance bond.	150% of the estimated cost of works. Minimum bond amount - \$5,000 for incomplete works bond and \$2,000 for maintenance bond.	N
Landscaping Bond	Per Request	\$5,500.00	\$6,000.00	N
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds.	Per Request	\$320.00	\$350.00	Y
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds.	Per Request	\$110.00	\$115.00	Y

Application Advertising

- Public Notice sign for displaying on site	Per Site	\$42.00	\$50.00	Y
- Erection and Management of Public Notices	Per Site	\$200.00	\$210.00	Y
- Mail notices up to 10 inclusively	Flat Rate	\$175.00	\$185.00	Y
- Each additional mail notices between 11 and 50 for mail notices up to 10 is to be added on plus each additional mail notice charge).	Per Additional Notice	\$17.00	\$18.00	Y
- Mail notices between 51 and 100 inclusively	Flat Rate	\$900.00	\$950.00	Y
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,000.00	\$2,100.00	Y
- Mail notices greater than 200	Flat Rate	\$2,500.00	\$2,650.00	Y
- Standard letter request for planning information	Flat Rate	\$75.00	\$80.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Planning (Miscellaneous)				
Planning Application - tree removal (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$150.00	\$160.00	Y
Planning Application - tree pruning (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$75.00	\$80.00	Y
Planning File Recall (Residential)	Per Request	\$170.00	\$180.00	Y
Planning File Recall (Industrial / Commercial)	Per Request	\$240.00	\$260.00	Y
Refund Request	Per Request	Cost of Service	Cost of Service	Y
Planning Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Request	\$65.00	\$70.00	Y
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per request	\$220.00	\$240.00	Y
Public Open Space Valuation Fee	Per Valuation	\$350.00	\$370.00	Y
Net Gain Fee	Per Plant	\$34.00	\$36.00	Y
Pre-Application Request	Per Request	New fee	\$250.00	Y
Dishonoured Cheque Fee	Per Cheque	\$30.00	\$32.00	Y
BUILDING SERVICES				
<i>The Building Services fees provide for the assessment, administration and inspection works necessary for the issue of Building Permits and other miscellaneous site inspections. Most Building Surveying and Permit services are open to market competition (hence GST applies to these), and the fees should be varied on a commercial basis.</i>				
Domestic Permits				
Single Dwellings #	Per Permit	Value/100 or minimum fee of \$2000.00	Value/100 or minimum fee of \$2000.00	Y
Multi Dwelling applications (Class 1) #	Per Permit	Value/100 or minimum fee of \$3000.00	Value/100 or minimum fee of \$3000.00	Y
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/100 or minimum fee of \$1100.00	Value/100 or minimum fee of \$1100.00	Y
Variation Permits / Renewals #	Per Permit	\$270.00	\$280.00	Y
Signs, Aerials, Retaining Walls etc #	Per Permit	\$540.00	\$565.00	Y
Sheds, Carports, (non brick) Garages, Verandas, decks, Above Ground Swimming Pools etc. #	Per Permit	\$670.00	\$700.00	Y
In ground Swimming Pools and Brick Garages #	Per Permit	\$810.00	\$850.00	Y
Demolitions #	Per Permit	\$730.00	\$760.00	Y
Minor Variation to Report & Consent decisions #	Per request	\$85.00	\$90.00	N
Industrial / Commercial Permits				
Minor works up to \$10,000 #	Per Permit	\$540.00	\$565.00	Y
Minor works \$10,000 to \$30,000 #	Per Permit	\$1,120.00	\$1,200.00	Y
Fit out Permits	Per Permit	\$1,120.00	\$1,200.00	Y
Classes 2 - 9 (up to \$10,000) #	Per Permit	\$540.00	\$565.00	Y
Classes 2 - 9 (\$10,000 - \$50,000) #	Per Permit	\$1,700.00	\$1,800.00	Y
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2000 + square root of cost) * 4.5 or minimum fee of \$2100	(Cost/2000 + square root of cost) * 4.5 or minimum fee of \$2100	Y
# Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.				

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Building (Miscellaneous)				
Building over easements. Building over public space (other than where the public space will be occupied for 6 months or more and the cost of the project exceeds \$5m), and other Council approvals. *	Per request	\$270.00	\$285.00	N
Building Over public space - where public land is occupied for 6 months or more and the cost of the project exceeds \$5m	Per Week Occupied	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$500 per week)	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$500 per week)	N
Council notification of Report and Consent applications	Per Request	\$260.00	\$275.00	Y
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$165.00	\$175.00	Y
Sundry Additional Inspection (In Area) *	Per Inspection	\$185.00	\$195.00	Y
Building File Recall Residential	Per Permit	\$170.00	\$180.00	Y
Building File Recall Industrial/Commercial	Per Permit	\$240.00	\$260.00	Y
Occupancy Permit - Public Entertainment *	Per Permit	\$540.00	\$565.00	Y
Occupancy Permit - Public Entertainment - 5 Year Permit *	Per Permit	\$1,115.00	\$1,160.00	Y
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$65.00	\$70.00	Y
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$220.00	\$240.00	Y
Refund Request	Per Request	Variable	Variable	Y
Dishonoured Cheque Fee	Flat Rate	\$30.00	\$32.00	Y
* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.				
City Development - City Futures				
Standard Map Requests (Electronic Files Only)				
Maps Produced from Standard Templates	Per Request	\$50.00	\$50.00	Y
Custom and/or Printed Maps				
<i>Quoted prices available upon request</i>				
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	Y
CITY PROGRAMS & DEPARTMENT SUPPORT				
Business Development Seminars, Workshops and Events				
SBV (Small Business Victoria) Supported Seminars - 2 hrs	Per Session	\$20.00	\$20.00	Y
SBV Supported Workshops - 3 to 3.5 hrs	Per Session	\$30.00	\$30.00	Y
SBV Support Business Programs - generally includes one hour meeting with the business coach, two workshops, business coach spends four hours in each business - valued at over \$2,000, subsidised by Victorian Government.	Per Session	\$200.00	\$200.00	Y
City Development - City Safety and Health				
TRAFFIC ENFORCEMENT, ANIMAL CONTROL & LOCAL LAWS				
<i>Fees relate to Council's General Provisions Local Law, Domestic Animals Act and Road Rules Victoria. Infringement fines are set in legislation. Permit application, Annual Renewal & Registration fees are at Council's discretion and have been calculated based on cost recovery. For ease of use, administration fees have been rounded.</i>				
Permit (including Application) Fees				

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
More than 2 dogs				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 2 cats				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 25 small birds				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 5 large birds				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 5 reptiles or rodents				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
More than 5 poultry				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
Permit (other) - i. e. any other permit triggered by the Local Law.				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
To live in a caravan (on public or private property)				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Per Permit	\$80.00	\$83.00	N
Display or sell goods or services on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Permit fee for single day use	Charge	\$80.00	\$83.00	N
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$400.00	\$416.00	N
Fitness Groups - Seasonal Permit (Max. 10 sessions) - on public land not managed by Council's Leisure Services	6 Monthly	\$0.00	\$0.00	Y
To place tables and chairs on footpath				
Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$36.00	\$36.00	N
Initial Permit/ Renewal Fee - Each Table	Per Table	\$28.00	\$28.00	N
Roadside Trading				
Application Fee	On Application	\$140.00	\$140.00	N
Permit for one day only	Per Application	\$205.00	\$205.00	N
Permit for 2-7 days	Per Application	\$405.00	\$405.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Permit for up to one month	Per Application	\$1,135.00	\$1,135.00	N
Municipal-Wide Trading Permit (ie. shared bicycle operators or similar)				
Application Fee	On Application	\$550.00	\$550.00	N
Permit for up to one month	Per Application	\$1,550.00	\$1,550.00	N
Place a Commercial Waste Bin				
Application Fee	On Application	\$0.00	\$0.00	N
Initial Permit/ Renewal Fee	Annual	\$0.00	\$0.00	N
Place a clothing recycling bin on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$125.00	\$130.00	N
Initial Permit/ Renewal Fee - Other	Per Bin	\$525.00	\$546.00	N
Place a Rubbish Skip bin on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Accredited provider Permit/ Renewal Fee - including up to 20 placements per annum	Annual	\$840.00	\$874.00	Y
Accredited provider - placement of additional bin over 20	Per Bin	\$22.00	\$23.00	Y
Permit Fee - Single Placement	Per Bin	\$87.00	\$90.00	Y
To garage a long or heavy vehicle (in a residential area)				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee	Annual	\$193.00	\$201.00	N
Keeping of more than 2 unregistered vehicles on private land				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee	Per Permit	Not Applicable	Not Applicable	
Fireworks on public land				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee	Per Permit	\$80.00	\$83.00	N
Fundraising				
Application Fee	On Application	Not Applicable	Not Applicable	
Permit Fee	Per Permit	\$80.00	\$83.00	N
Signage				
To erect an "A" frame sign or other sign less than 600mm by 900mm in size (on Public Land)				
Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$80.00	N
Erect or place a sign (up to 1800mm by 900mm in size) (on Public Land)				
Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee	Annual	\$135.00	\$135.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 10.1.1 2019-20 GST Applied 10% Y/N
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Erect or place Large Sign (greater than 1800mm x 900mm) (on Public Land)

Application Fee	On Application	\$140.00	\$140.00	N
Initial Permit/ Renewal Fee	Annual	\$193.00	\$193.00	N

Temporary signage in a public place

Application Fee	On Application	\$140.00	\$140.00	N
Permit Fee - up to 6 weeks	Per Permit	\$80.00	\$80.00	N

Real Estate - Open for Inspection/ Auction signage (on Public Land) (per office location)

Application Fee	On Application	\$140.00	\$146.00	N
Permit/ Renewal Fee - Single Placement	Per Permit	\$80.00	\$83.00	N
Initial Permit/ Renewal Fee - Annual Permit	Annual	\$580.00	\$603.00	N

Real Estate - Advertising Board specifically for a property for lease/ sale (on Public Land)

Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee - up to 3 months	Per Permit	\$80.00	\$83.00	N

Burning Off Permits

Permit issued outside the bushfire management overlay area	Per Permit	\$62.00	\$64.00	N
Permit issued within the bushfire management overlay area	Per Permit	No Charge	No Charge	

Land Clearance

Land management fee (unsightly or hazardous properties)	Charge	\$180.00 + Actual cost of works	\$187.00 + Actual cost of works	N
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Parking Permits (Domestic)

Initial permit (up to 2 permits)	No Charge	\$0.00	\$0.00	N
Third and subsequent permit	Per Permit	\$47.00	\$49.00	N
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$24.00	\$25.00	N

Parking Permits (Commercial)

Operated by traders (private land areas)	Per Permit	\$15.00	\$15.00	Y
Operated by Council initial permit (up to 4 permits)(Council land)	Per Permit	\$15.00	\$15.00	Y
Operated by Council (Fifth and subsequent permits)	Per Permit	\$47.00	\$47.00	Y
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$24.00	\$24.00	Y

Private Parking Area Agreements (Sec 90D Road Safety Act)

Application Fee	Per Permit	New fee	\$820.00	Y
Permit/ Renewal Fee	Per Permit	New fee	\$300.00	Y

Registration Fees

The fee structure for animal registration renewals reflects Government fees associated with animal registrations of \$4 per dog or cat and \$20 per Domestic Animal Business.

Fees in this section have been rounded up or down consistent with Councils strategic approach to animal registrations within the Domestic Animal Management Plan. All Animal Registration Fees below, unless otherwise noted, apply for the 2020 Animal Registration year, which registers an animal for the period 10 April 2020 to 9 April 2021 in accordance with the Domestic Animal Act.

Category 1D - Dog that meets <u>any one</u> of the following: * Desexed; * over 10 years old; * registered and owner current member of an approved association; * kept for breeding at licensed premises; * kept for working stock. * undergone obedience training which complies with the regulations.	Annual	\$46.00	\$48.00	N
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Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Category 1DP - Pensioner Concession Rebate for Category 1D (Dog Desexed - also over 10 years old, current member of an approved association, kept for breeding at licensed premises, kept for working stock)	Annual	\$23.00	\$24.00	N
Category 2DH - Dog Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$82.00	\$85.00	N
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilised and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$31.00	\$32.00	N
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$32.00	\$33.00	N
Category 1JP - Pensioner Concession Rebate for Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$16.00	\$16.50	N
Category 2D - Dog Unsterilised	Annual	\$181.00	\$188.00	N
Category 2DP - Pensioner Concession Rebate for Dog Unsterilised	Annual	\$90.00	\$94.00	N
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$305.00	\$317.00	N
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N
Cat 1C - Cat that meets <u>any one</u> of the following: * desexed; * over 10 years old; * current member of an approved association; * kept for breeding at licensed premises.	Annual	\$42.00	\$44.00	N
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$21.00	\$22.00	N
Category 2C - Cat Unsterilised (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$181.00	\$188.00	N
Category 2CH - Cat Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$82.00	\$85.00	N
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N
Registration incentive (dog) - first year of registration is free with evidence that the dog is purchased from a registered animal shelter (ie. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$7.00	\$0.00	N
Registration incentive (cat) - first year of registration is free with evidence that the cat is purchased from a registered animal shelter (ie. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$5.00	\$0.00	N
Unsterilised Puppy registration - discounted initial registration at the desexed registration rate for unsterilised puppies under 6 months of age.	First Registration Per Animal	New fee	\$48.00	N
Late Registration Fee (registered post)	Annual	\$30.00	\$0.00	N
Late Registration fee - Pensioner Concession rebate	Annual	\$5.00	\$0.00	N
Accessing of Pet register information	Per Entry Inspected	\$10.50	\$11.00	N
Refund of Animal Registration: Eligible if animal dies within 1 month of new registration, or 1 month from 10 April for registration renewals.		Refund of the applicable registration fee	Refund of the applicable registration fee	

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
50% pro-rata of Animal Registration fees apply on 10 October. (Does not apply for animals registered at the Pound (upon release after being impounded)).		50% of the applicable registration fee	50% of the applicable registration fee	
Domestic Animal Business Registration				
Animal Business Registration	Annual	\$245.00	\$255.00	N
Foster Carer Registration				
Foster Carer Registration	Annual	\$50.00	\$52.00	N
Pound Release Fees				
Release of domestic dog from pound (reclaim within 8 days) - unregistered	Per Animal	\$276.00	\$285.00	N
Release of domestic dog from pound (reclaim within 8 days) - registered	Per Animal	\$245.00	\$250.00	N
Release of domestic cat from pound (reclaimed within 8 days) - unregistered	Per Animal	\$144.00	\$150.00	N
Release of domestic cat from pound (reclaimed within 8 days) - registered	Per Animal	\$118.00	\$120.00	N
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$33.00	\$34.00	N
Livestock				
Impounding fees for large animal - horse, cow or similar	Per Animal	\$346.00	\$360.00	N
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$231.00	\$240.00	N
Posting formal notice	Per Notice	\$20.00	\$21.00	Y
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$290.00	\$302.00	Y
Offences under the General Provisions Local Laws				
<i>Fines and penalties applied under legislation are not reported in this document.</i>				
Release of Impounded goods				
Large Sign (greater than 1800mm x 900mm) i.e. real estate board	Per Sign	\$240.00	\$250.00	N
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$162.00	\$168.00	N
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$72.00	\$75.00	N
Shopping trolley	Per Trolley	\$115.00	\$120.00	N
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin	Per Item	\$589.00	\$613.00	N
Other Items not mentioned above	Per Item	\$177.00	\$184.00	Y
Impounded Vehicle Release				
Impounded Vehicle Administration fee	Per Vehicle	\$270.00	\$281.00	N
Towing fee for Car	Per Vehicle	\$220.00	\$229.00	N
Towing fee for Oversized Vehicle (incl Truck, Bus, large trailer, etc)	Per Vehicle	\$540.00	\$562.00	N
Storage fee (up to 5 days)	Per Vehicle	\$280.00 + actual costs for offsite storage (if required)	\$291.00 + actual costs for offsite storage (if required)	N
Day storage fee (day 6 onwards)	Per Vehicle Per Day	\$48.00 + actual costs for offsite storage (if required)	\$50.00 + actual costs for offsite storage (if required)	N
Archived records retrieval fee	Per Request	\$27.00	\$28.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
HEALTH SERVICES				
Public Health & Wellbeing Act Registration Fee				
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$153.00	\$159.00	N
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$207.00	\$215.00	N
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$250.00	\$260.00	N
Health Act Accommodation Registration Fees				
Up to 20 residents	Per Annum	\$343.00	\$357.00	N
21-40 residents	Per Annum	\$530.00	\$551.00	N
More than 40 residents	Per Annum	\$800.00	\$832.00	N
Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.				
Class 1A Hospitals	Per Annum	\$585.00	\$608.00	N
Class 1A Additional Inspection Fee	Per Inspection	\$206.00	\$214.00	N
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$448.00	\$466.00	N
Class 1B Additional Inspection Fee	Per Inspection	\$137.00	\$142.00	N
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$1,900.00	\$1,976.00	N
Class 2A Additional Inspection Fee	Per Inspection	\$275.00	\$286.00	N
Class 2B Minimarts, Bakery, Food Manufacturer small, Restaurant, Take Away Food Premises, Caterers, mobile and temporary premises. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox).	Per Annum	\$585.00	\$608.00	N
Class 2B Additional Inspection Fee	Per Inspection	\$208.00	\$216.00	N
Class 2CG Class 2 Community Group registration	Per Annum	\$147.00	\$153.00	N
Class 2CG Class 2 Community Group registration - single event registration	Per Application	New fee	\$85.00	N
Class 2 Commercial business - single event registration	Per Application	\$137.00	\$142.00	N
Class 2 Food vending machines	Per Vending Machine	New fee	\$82.00	N
Class 2HB Home Businesses	Per Annum	\$417.00	\$434.00	N
Class 2HB Additional Inspection Fee	Per Inspection	\$123.00	\$128.00	N
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,000.00	\$2,080.00	N
Class 2ES Additional Inspection Fee	Per Inspection	\$275.00	\$286.00	N
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$475.00	\$494.00	N
Class 2E Additional Inspection Fee	Per Inspection	\$207.00	\$215.00	N
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,500.00	\$1,560.00	N
Class 3S Additional Inspection Fee	Per Inspection	\$197.00	\$205.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Class 3 Accommodation Meals, Health Food Premises, Bar, Kiosks, Fruit and Vegetable Premises, Confectionary Packaging, Food Vehicles, Pre Packaged Food Premises (High Risk), Full Year Sporting Clubs, Mobile and Temporary Premises, Distributor, Importer, Winery, Warehouse. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox)	Per Annum	\$328.00	\$341.00	N
Class 3 Additional Inspection Fee	Per Inspection	\$123.00	\$128.00	N
Class 3CG Class 3 Community Group - single event registration	Per Application	\$82.00	\$85.00	N
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$147.00	\$153.00	N
Class 3 Commercial business - single event registration	Per Application	\$137.00	\$142.00	N
Class 3 Food vending machines	Per Vending Machine	\$79.00	\$82.00	N
Class 3 Club - Seasonal Sporting Club	Per Annum	\$165.00	\$172.00	N
Class 3 Club Additional Inspection Fee	Per Inspection	\$123.00	\$128.00	N
Late Payment Fee for Food Registration Renewals	Per Annum	25% of Registration fee	25% of Registration fee	N
Other Fees				
Transfer of Health or Food Act registrations	Per Request	50% of Current Year registration fees	50% of Current Year registration fees	N
Property inquiry/ inspection of business on request (10 Working Day Turnaround)	Per Request	\$225.00	\$234.00	Y
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$310.00	\$322.00	Y
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$102.00	\$106.00	Y
Pro Rata Refund of Registration Fees	Per Request	\$43.00	\$45.00	Y
Establishment Fee - Food Act Premises	Per Request	\$312.00	\$324.00	Y
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$142.00	\$148.00	Y
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$142.00	\$148.00	Y
Septic Tanks permit to install	Per Request	\$470.00	\$489.00	N
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$162 reinspection fee	Actual costs + \$168 reinspection fee	N
Archived records retrieval fee	Per Request	\$28.00	\$29.00	N
Vaccines Provided at Public Sessions				
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$48.00	\$50.00	Y
Chicken Pox	Per Injection	\$68.00	\$71.00	Y
Flu - Quad Valent	Per Injection	\$25.00	\$26.00	Y
Hepatitis A (Adult)	Per Injection	\$58.00	\$60.00	Y
Hepatitis B (Adult)	Per Injection	\$35.00	\$36.00	Y
Twinrix (Hepatitis A & B) Adult	Per Injection	\$95.00	\$99.00	Y
Nimerix (Meningococcal ACWY)	Per Injection	New fee	\$82.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$17.00	\$18.00	Y
MMR	Per Injection	\$54.00	\$56.00	Y
Service Provided at Clients Business				
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$350.00	\$364.00	Y
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$130.00	\$135.00	Y
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$48.00	\$50.00	Y
Hepatitis A (Adult)	Per Injection	\$58.00	\$60.00	Y
Hepatitis B (Adult)	Per Injection	\$35.00	\$36.00	Y
Twinrix (Hepatitis A & B) Adult	Per Injection	\$95.00	\$99.00	Y
Flu - Quad Valent	Per Injection	\$25.00	\$26.00	Y
MMR	Per Injection	\$54.00	\$56.00	Y

Knox City Council

2019-20 Fees & Charges



Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Community Services - Family and Children's Services				
PRE SCHOOL EDUCATION				
Pre School Fee (for Calendar Year 2019)	Per Child	\$1,476.00	\$1,476.00	N
Pre School Fee (for Calendar Year 2020)	Per Child	\$0.00	\$1,553.00	N
Preschool Term Fee including Working Bee Levy (Calendar year 2019)	Annual	\$0.00	\$0.00	N
Pre School Fee Sibling 10% discount (for Calendar Year 2019)	Per Child		(\$147.60)	
Pre School Fee Sibling 10% discount (for Calendar Year 2020)	Per Child		(\$151.40)	
CHILD CARE				
Long Day Care				
Per day (all centres)	Per Day	\$136.00	\$142.80	N
Per week (all centres)	Per Week	\$665.00	\$698.25	N
Occasional Care	Per Hour	\$15.30	\$16.80	N
EARLY YEARS INTEGRATED SERVICES, PLANNING & PARTNERSHIPS				
License Fee for Early Years users, using Council owned facilities	Per Annum	\$0.00	\$0.00	N
Licence Fee for Playgroup Committees using Council-owned facilities	Per Annum	\$0.00	\$0.00	N
Community Services - Active Ageing and Disability Services				
HOME & COMMUNITY CARE SERVICES				
<i>Home & Community Care (HACC), Program for Young People (PYP) and Commonwealth Home Support Programme (CHSP) client fees are means tested based on Community Health, Home & Community Care Programs - Income Ranges. Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by the Knox Regional Assessment Service.</i>				
<i>The income ranges per annum, effective 1st January 2018 (current available) are as follows:</i>				
<i>Individual Low fee < \$38,157 Medium fee \$38,157 - \$83,487 High fee > \$83,487</i>				
<i>Couple Low fee < \$58,438 Medium fee \$58,438 - \$111,608 High fee > \$111,608</i>				
<i>*Family (1 Child) Low fee < \$64,644 Medium fee \$64,644 - \$114,804 High fee > \$114,804</i>				
<i>*plus \$6,195 per additional child</i>				
General Home Care				
Low:				
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$8.40	\$8.80	N
Medium:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$12.00	\$12.40	N
High:				
S - Single (Income range more than \$83,487 pa) C - Couple (Income range more than \$111,608 pa) F - Family (Income range more than \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$45.40	\$47.00	N
Undisclosed income or compensation - Used when clients are unwilling to provide evidence to meet the means test thresholds and therefore are charged the full cost of service.	Per Hour	\$59.50	\$62.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 10.1.1 2019-20 GST Applied 10% Y/N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
Personal Care including Social Support Individual				
Low:				
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$6.40	\$6.60	N
Medium:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$9.00	\$9.40	N
High:				
S - Single (Income range more than \$83,487 pa) C - Couple (Income range more than \$111,608 pa) F - Family (Income range more than \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$46.00	\$48.00	N
Undisclosed income or compensation	Per Hour	\$58.60	\$61.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
Respite Care				
Low:				
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)				
Within Core Hours	Per Hour	\$5.00	\$5.20	N
Out of Core Hours	Per Hour	\$7.00	\$7.40	N
Medium :				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)				
Within Core Hours	Per Hour	\$5.80	\$6.00	N
Out of Core Hours	Per Hour	\$9.40	\$9.80	N
High:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)				
Within Core Hours	Per Hour	\$47.40	\$49.00	N
Out of Core Hours	Per Hour	\$68.40	\$71.00	N
Undisclosed income or compensation Core Hours	Per Hour	\$58.00	\$60.00	N
Undisclosed income or compensation Out of Hours	Per Hour	\$87.00	\$90.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
HOME MAINTENANCE				
<i>Clients pay for the cost of materials plus the hourly rate.</i>				
Low:				

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
S - Single (Income Range less than \$38,157 pa) C - Couple (Income Range less than \$58,438 pa) F - Family (1 Child) (Income Range less than \$64,644 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$15.20	\$15.80	N
Medium:				
S - Single (Income range \$38,157 - \$83,487 pa) C - Couple (Income range \$58,438 - \$111,608 pa) F - Family (Income range \$64,644 - \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$19.20	\$20.00	N
High:				
S - Single (Income range more than \$83,487 pa) C - Couple (Income range more than \$111,608 pa) F - Family (Income range more than \$114,804 pa) (plus \$6,195 additional child per annum) (existing clients only)	Per Hour	\$59.00	\$61.00	N
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$88.80	\$92.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
FOOD SERVICES				
Centre based & home delivered meals				
Three (3) Course Meal Low Income Medium Income	Per Meal	\$9.80	\$10.00	N
Three (3) Course Meal High Income	Per Meal	\$17.00	\$17.60	N
Two (2) Course Meal (Following combinations available, Soup and Main, Main and Dessert, Soup and 6 pt Sandwich or 6pt Sandwich and Dessert) Low Income Medium Income	Per Meal	\$7.60	\$7.90	N
Two (2) Course Meal (Following combinations available, Soup and Main, Main and Dessert, Soup and 6 pt Sandwich or 6pt Sandwich and Dessert) High Income	Per Meal	\$13.00	\$13.50	N
PLANNED ACTIVITY GROUPS				
Low Income	Per Session	\$8.40	\$8.80	N
Medium Income	Per Session	\$8.40	\$8.80	N
High Income	Per Session	\$14.50	\$15.00	N
ALLIED HEALTH - OCCUPATIONAL THERAPY				
Low Income	Per Consultation	\$10.80	\$11.00	N
Medium Income	Per Consultation	\$16.10	\$16.80	N
High Income	Per Hour	\$106.00	\$110.00	N
Easy Living Equipment Kits - provided at cost to approved reablement clients. Individual items from \$6.40 to \$38.50 each.	Per Kit	\$42.00	\$42.00	N
COMMUNITY TRANSPORT				
Regular bus route passenger	Return Trip	\$6.00	\$6.00	N
Regular bus route passenger	One Way Trip	\$3.00	\$3.00	N
Community Outing	Per Day or Part Day	\$8.40	\$8.40	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Outing Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
Casual Group Usage				
In core (business hours) per use - maximum 8 hours	Per Use	\$120.00	\$125.00	Y
Out of core per hour drive time	Per Hour	\$65.00	\$68.00	Y
Out of core booking fee	Per Booking	\$65.00	\$68.00	Y
Emergency Services Groups - Training Courses max. of 8 hours	Per Use	\$125.00	\$130.00	Y
ACTIVE AGEING				
Events / Workshops - Seniors Festival Events etc	Per Event	\$6.30	\$7.00	N
Community Services - Youth, Leisure and Cultural Services				
RECREATIONAL RESERVES				
<i>Recreation and Sporting Grounds / Tennis and Netball Courts / Turf Wickets / Parks and Reserves</i>				
Tennis Courts				
Court Fees	Per Court Per Annum	\$115.40	\$120.00	Y
Tennis Pavilions				
Batterham Park	Per Annum	\$900.60	\$937.00	Y
Reta Matthews Reserve (Boronia)	Per Annum	\$866.30	\$901.00	Y
Eildon Park	Per Annum	\$957.80	\$996.00	Y
Glenfern Park (Ferntree Gully)	Per Annum	\$852.80	\$887.00	Y
Guy Turner Reserve (Guy Turner)	Per Annum	\$609.40	\$634.00	Y
Coleman Road Reserve (Knox City)	Per Annum	\$1,769.00	\$1,840.00	Y
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,165.80	\$1,212.00	Y
Carrington Park (Knoxfield)	Per Annum	\$709.30	\$738.00	Y
Miller Park	Per Annum	\$900.60	\$937.00	Y
Seebeck Reserve (Rowville)	Per Annum	\$903.80	\$940.00	Y
Exner Reserve (Scoresby)	Per Annum	\$1,039.00	\$1,081.00	Y
Templeton Reserve (Templeton)	Per Annum	\$1,495.50	\$1,555.00	Y
Wantirna Reserve (Wantirna)	Per Annum	\$945.40	\$983.00	Y
Windermere Reserve (Windermere)	Per Annum	\$971.40	\$1,010.00	Y
Cricket				
Junior / Vets / Women's Teams	Per Team Per Season	\$79.00	\$82.00	Y
Senior Teams	Per Team Per Season	\$505.00	\$525.00	Y
Winter Senior Teams	Per Team Per Season	\$337.00	\$350.00	Y
Football				
Junior / Vets / Women's Teams	Per Team Per Season	\$311.00	\$323.00	Y
Senior Teams	Per Team Per Season	\$2,241.00	\$2,330.00	Y
Soccer				
Junior / Vets / Women's Teams	Per Team Per Season	\$197.00	\$205.00	Y
Senior Teams	Per Team Per Season	\$1,353.00	\$1,407.00	Y
Baseball				
Junior / Vets / Women's Teams	Per Team Per Season	\$53.00	\$55.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Senior Teams	Per Team Per Season	\$386.00	\$401.00	Y
Netball / Court				
Matches	Per Court Per Annum	\$217.00	\$226.00	Y
Training	Per Court Per Annum	\$82.00	\$85.00	Y
Facility License Agreements				
Knox Obedience Dog Club	Per Annum	\$2,082.10	\$2,165.00	Y
B. M. X. Club (Knox Park)	Per Annum	\$650.00	\$676.00	Y
Fitness Groups - Seasonal Permit (Max. 10 Sessions)	Per Season	\$0.00	\$0.00	Y
Eastern Football League - use of Tormore Reserve for the Football Finals series	Per Annum	New Fee	\$3,600.00	Y
Preparation of Turf Wickets				
Boronia Cricket Club	Per Season	\$8,025.70	\$8,347.00	Y
Bayswater Cricket Club	Per Season	\$10,699.50	\$11,127.00	Y
Reserves / Ovals	Per Point Per Oval Per Season	\$217.00	\$226.00	Y
<i>Charges are seasonal and are based on Council's rating of 1 to 9 points per oval, at a fixed rate per point.</i>				
Casual Users - Sporting Reserves				
Knox Schools / Community Usage	No Charge	\$0.00	\$0.00	Y
Non Knox Schools / Non Knox Community Usage	Per Day	\$91.50	\$95.00	Y
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$360.90	\$375.00	Y
Pavilions – Rental				
Batterham No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Batterham Reserve No 2	Per annum	\$535.00	\$556.00	Y
Bayswater Oval	Per Annum	\$1,068.00	\$1,110.00	Y
Bayswater Park	Per Annum	\$535.00	\$556.00	Y
Benedikt Park No. 1	Per Annum	\$535.00	\$556.00	Y
Carrington Park	Per Annum	\$1,068.00	\$1,110.00	Y
Chandler Park	Per Annum	\$535.00	\$556.00	Y
Colchester Park	Per Annum	\$535.00	\$556.00	Y
Dobson No. 1	Per Annum	\$535.00	\$556.00	Y
Egan Lee No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Eildon No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Exner Reserve (Scoresby)	Per annum	\$1,068.00	\$1,110.00	Y
Fairpark No. 1	Per Annum	\$535.00	\$556.00	Y
Gilbert	Per Annum	\$535.00	\$556.00	Y
Guy Turner	Per Annum	\$1,068.00	\$1,110.00	Y
HV Jones Reserve	Per Annum	\$535.00	\$556.00	Y
Kings Park Athletics	Per Annum	\$535.00	\$556.00	Y
Kings Park No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Kings Park B / Ball No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Knox Gardens No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Knox Gardens No 2	Per Annum	\$535.00	\$556.00	Y
Knox Park Soccer	Per Annum	\$535.00	\$556.00	Y
Lakesfield	Per Annum	\$535.00	\$556.00	Y
Lewis Park No. 1	Per Annum	\$535.00	\$556.00	Y
Liberty Ave Reserve	Per Annum	\$535.00	\$556.00	Y
Llewellyn No. 1	Per Annum	\$535.00	\$556.00	Y
Miller	Per Annum	\$535.00	\$556.00	Y
Milpera	Per Annum	\$535.00	\$556.00	Y

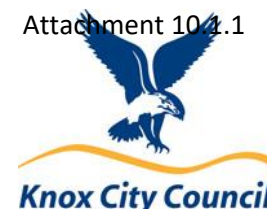
Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Parkridge	Per Annum	\$535.00	\$556.00	Y
Pickett	Per Annum	\$535.00	\$556.00	Y
Rowville No. 1	Per Annum	\$1,068.00	\$1,110.00	Y
Rowville No 2	Per Annum	\$535.00	\$556.00	Y
Sasses	Per Annum	\$535.00	\$556.00	Y
Schultz	Per Annum	\$535.00	\$556.00	Y
Stud Park	Per Annum	\$535.00	\$556.00	Y
Talaskia	Per Annum	\$535.00	\$556.00	Y
Templeton	Per Annum	\$535.00	\$556.00	Y
Tormore	Per Annum	\$1,068.00	\$1,110.00	Y
Walker Wantirna South Res	Per Annum	\$1,068.00	\$1,110.00	Y
Wally Tew Reserve (Ferntree Gully)	Per Annum	\$1,068.00	\$1,110.00	Y
Wantirna	Per Annum	\$535.00	\$556.00	Y
Windermere	Per Annum	\$535.00	\$556.00	Y
Netball Pavilions				
Fairpark Netball Shed	Per Annum	\$152.00	\$158.00	Y
Mountain Gate Netball Club Pavilion	Per Annum	\$152.00	\$158.00	Y
Walker Reserve Netball Pavilion	Per Annum	\$535.00	\$556.00	Y
FESTIVALS & EVENTS				
<i>All Council run events</i>				
Entrance Fee				
Stall Holders (Commercial and Other)				
Craft and / or Theme	Per Day	\$147.00	\$76.50	Y
Commercial Food - Large	Per Day	\$806.00	\$419.00	Y
Commercial Food - Medium	Per Day	\$605.00	\$314.50	Y
Commercial Food - Small	Per Day	\$416.00	\$216.50	Y
Market Site - Large	Per Day	\$535.00	\$278.00	Y
Market Site - Medium	Per Day	\$401.00	\$208.50	Y
Market Site - Small	Per Day	\$270.00	\$140.50	Y
Additional - Chairs	Per Item Per Day	\$5.00	\$5.00	Y
- Tables	Per Item Per Day	\$22.00	\$23.00	Y
- Marquees (3x3)	Per Item Per Day	\$218.00	\$227.00	Y
- Marquees (6x3)	Per Item Per Day	\$584.00	\$607.00	Y
Electricity - 10 amps	Per Site Per Day	\$38.00	\$20.00	Y
- 15 amps	Per Site Per Day	\$60.00	\$31.00	Y
- 30 amps	Per Site Per Day	\$97.00	\$50.50	Y
Weights (marquee)	Per Site Per Day	\$10.00	\$10.00	Y
Stall Holders (Community)				
Community Food Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y
Community Food Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$385.00	\$192.50	Y
Community Food Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$557.00	\$278.50	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$250.00	\$125.00	Y
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$371.00	\$185.50	Y
FERNTREE GULLY COMMUNITY CENTRE				
Regular Hire Groups	Per Hour	\$32.00	\$33.00	Y
Saturday Night Function	Per 6 Hours	\$668.00	\$695.00	Y
Saturday Night Function	Per Hour	\$141.00	\$147.00	Y
Clean Up Fee	Per Hour or Part Thereof	\$180.00	\$187.00	Y
Delay Exit Fee	Per Hour or Part Thereof	\$180.00	\$187.00	Y
Casual Hire / Room (weekdays)	Per Hour	\$37.00	\$38.00	Y
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>				
ROWVILLE COMMUNITY CENTRE				
Hire Type				
Multi - purpose Hall - Function	Per Hour	\$125.00	\$130.00	Y
Multi - purpose Hall - Function - 6 Hours	Per 6 Hours	\$612.00	\$636.00	Y
Multi - purpose Hall - Sports	Per Hour	\$42.00	\$44.00	Y
Multi - purpose Hall - Show Concert	Per Hour	\$132.00	\$137.00	Y
Multi - purpose Hall - Activity	Per Hour	\$52.00	\$54.00	Y
Multi - Purpose Hall - Meetings and Seminars	Per Hour	\$132.00	\$137.00	Y
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$32.00	\$33.00	Y
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$64.00	\$66.00	Y
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$32.00	\$33.00	Y
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$64.00	\$66.00	Y
Meetings / Regular Hire - Interview Room 1	Per Hour	\$25.00	\$26.00	Y
Meetings / Regular Hire - Interview Room 2	Per Hour	\$27.00	\$28.00	Y
Function Hire / MR 5,6 and 7	Per Hour	\$103.00	\$107.00	Y
Function Hire / MR 5, 6 and 7 - 6 Hours	Per 6 Hours	\$601.00	\$625.00	Y
Function Hire / MR 8 and 9	Per Hour	\$80.00	\$83.00	Y
Function Hire / MR 8 and 9 - 6 Hours	Per 6 Hours	\$485.00	\$504.00	Y
Function Hire Cleaning / MR 5, 6, 7, 8 and 9	Per Hour or Part Thereof	\$92.00	\$96.00	Y
School Hire (Knox Schools are entitled to a 20% discount)				
Function - Tennis Pavilion	Per Hour	\$56.00	\$58.00	Y
Function - Tennis Pavilion - 4 Hours	Per 4 Hours	\$177.00	\$184.00	Y
Meetings - Tennis Pavilion	Per Hour	\$32.00	\$33.00	Y
Kitchen (max 3 hours)	Per Hour	\$31.00	\$32.00	Y
Stage	Per Hour	\$11.00	\$11.00	Y
Basketball Court Hire - Single Casual Entry "Drop In"	Per Hour	\$3.00	\$3.00	Y
Badminton Court Hire *	Per Hour	\$21.00	\$22.00	Y
Tennis Court Hire *	Per Hour	\$24.00	\$25.00	Y
Tennis Court Hire (including lighting)	Per Hour	\$32.00	\$33.00	Y
<i>* Senior sports people are eligible to received a 40% discount on court hire charges specified above.</i>				
Soccer / Futsal Court Hire	Per Hour	\$25.00	\$26.00	Y
Soccer / Futsal Court Hire (including lighting)	Per Hour	\$28.00	\$29.00	Y
Clean Up Fee	Per Hour or part thereof	\$182.00	\$189.00	Y
Delay Exit Fee	Per Hour or part thereof	\$182.00	\$189.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19	Adopted 2019-20	Adopted 2019-20
		Fee GST Incl. (where applicable)	Fee GST Incl. (where applicable)	GST Applied 10% Y/N
Activities				
<i>The Centre co-ordinates a range of leisure activities i.e. Yoga, Aerobics, "Living Longer Living Stronger". The determination of fees associated with these programs considers direct and indirect costs and fees charged by competitors.</i>				
Yoga	Per Session	\$13.00	\$14.00	Y
Stretch and Tone	Per Session	\$10.00	\$10.00	Y
Living Longer Living Stronger	Per Session	\$6.50	\$7.00	Y
Gentle Exercise	Per Session	New Fee	\$7.00	Y
Three Year Old Activity Group Program	Per 10 Weeks	\$219.00	\$228.00	Y
Four Year Old Activity Group Program	Per 10 Weeks	\$278.00	\$289.00	Y
Senior Sports - Session	Per Session	\$5.50	\$5.50	Y
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$56.00	\$58.00	Y
KNOX REGIONAL NETBALL CENTRE (KRNC)				
Stadium Charges - For Competition				
Junior	Per Court Per Game	\$26.00	\$27.00	Y
Senior	Per Court Per Game	\$59.00	\$61.00	Y
Door Entry - Night Senior / Players and Spectators	Per Admission	\$3.00	\$3.00	Y
Child Minding Fees	Per Child Per Game	\$0.00	\$0.00	N
Stadium Charges - For Training				
Weekdays / Court	Per Court Per Hour	\$36.00	\$37.00	Y
Weekends / Court	Per Court Per Hour	\$43.00	\$45.00	Y
Room Hire				
Meeting Rooms - Association	Per Hour	\$28.00	\$29.00	Y
Meeting Room - Casual hire	Per Hour	\$34.00	\$35.00	Y
Saturday Association Room	Per Saturday	\$120.00	\$125.00	Y
MDNA Administration Office	Per Annum	\$1,165.00	\$1,212.00	Y
Outdoor Courts				
Casual Hire	Per Court Per Game	\$20.00	\$21.00	Y
Casual Hire - Day (Tournaments)	Per Day	\$468.00	\$487.00	Y
Association - Saturday	Per Court Per Annum	\$345.00	\$359.00	Y
Night Use (lights) Per Court per hour	Per Court Per Hour	\$28.00	\$29.00	Y
KRNC Competitions				
Ladies Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y
Mixed Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y
Team Registration KCC Competition - Ladies Competition	Per Team Per Season	\$65.00	\$65.00	Y
Team Registration KCC Competition - Mixed Competition	Per Team Per Season	\$65.00	\$65.00	Y
Functions				
Casual Hire - Entire Stadium Netball Usage	Min 8 Hours	\$582.00	\$605.00	Y
Casual Hire - Functions	Min 8 Hours	\$874.00	\$909.00	Y
KNOX COMMUNITY ARTS CENTRE				
Not for Profit / Community Group Rates:				

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2019-20 GST Applied 10% Y/N
Supper / Meeting Room (up to 6 hours)	Per Hour	\$36.00	\$37.00	Y
Supper / Meeting Room (6 hours plus)	Per Hour	\$32.00	\$33.00	Y
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$36.00	\$37.00	Y
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer with supper room opened as required. Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$108.00	\$112.00	Y
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 6 hour booking.	Per Hour	\$135.00	\$140.00	Y
Commercial / Other Group Rates				
Supper / Meeting Room (up to 6 hours)	Per Hour	\$55.00	\$57.00	Y
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$47.00	\$49.00	Y
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$60.00	\$62.00	Y
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer with supper room opened as required. Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$180.00	\$187.00	Y
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 6 hour booking.	Per Hour	\$225.00	\$234.00	Y
COMMUNITY SERVICES FACILITIES				
Community Services Facilities - Bonds (Refundable)				
All Functions with alcohol	Per Function	\$1,092.00	\$1,136.00	N
Major Functions (over 150 persons) without alcohol	Per Function	\$650.00	\$676.00	N
Smaller Functions (1 to 150 persons) without alcohol	Per Function	\$328.00	\$341.00	N

Knox City Council

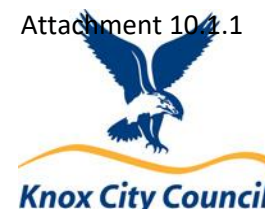


2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Corporate Services- Governance and Strategy				
OFFICE ACCOMMODATION				
<i>The Civic Centre meeting rooms are available for business and community functions at a competitive fee. The fee includes hall keeper and building costs to ensure cost recovery is achieved. Discounts and concessions apply under the policy for community and charitable organisations. Amounts have been rounded up to the nearest dollar as a practical fee for quoting and administering room bookings.</i>				
Non Profit / Charitable				
<u>Meeting Rooms 1 or 2</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$60.00	\$62.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$99.00	\$103.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$130.00	\$135.00	Y
Commercial				
<u>Meeting Rooms 1 or 2</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$614.00	\$639.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$312.00	\$324.00	Y
Monday to Friday After 5.00pm	Per Day	\$1,092.00	\$1,136.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$546.00	\$568.00	Y
Saturday or Sunday	Per Day	\$1,456.00	\$1,514.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$733.00	\$762.00	Y
Non Profit / Charitable				
<u>Meeting Rooms 3 or 4</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$86.00	\$89.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$130.00	\$135.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$177.00	\$184.00	Y
Commercial				
<u>Meeting Rooms 3 or 4</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$967.00	\$1,006.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$487.00	\$506.00	Y
Monday to Friday After 5.00pm	Per Day	\$1,456.00	\$1,514.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$728.00	\$757.00	Y
Saturday or Sunday	Per Day	\$1,930.00	\$2,007.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$968.00	\$1,007.00	Y
Non Profit / Charitable				
<u>Meeting Rooms - Full Function Area</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$172.00	\$179.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$254.00	\$264.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$303.00	\$315.00	Y
Commercial				
<u>Meeting Rooms - Full Function Area</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,929.00	\$2,006.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$967.00	\$1,006.00	Y
Monday to Friday After 5.00pm	Per Day	\$2,922.00	\$3,039.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,461.00	\$1,519.00	Y
Saturday or Sunday	Per Day	\$3,397.00	\$3,533.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,698.00	\$1,766.00	Y
FREEDOM OF INFORMATION (FOI)				

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
<i>The Freedom of Information Act 1982 sets an application fee at two fee units under the Monetary Units Act 2004. For detailed and complex requests additional charges can be made based on a fee for service basis.</i>				
F.O.I. Requests - Complex Requests	Per Application Per Request	Charge based on Service	Charge based on Service	N
Corporate Services - Business and Financial Services				
REVENUE & PROPERTY SERVICES				
<i>Land Information Certificates are a standard charge fixed by State Government (Statutory) legislation. Summons Costs recovered are fully recoverable from the outstanding rate debtors.</i>				
Summons Costs Recovered (Legal Costs)	Scale of Costs	Scale of Costs	Scale of Costs	N
Land Information Certificates - Urgent Requests Additional Fee	Per Certificate	\$30.00	\$35.00	Y
Reproduction of a Valuation and Rate Notice - Electronic Delivery Only - Up to 3 years old	Per Notice	\$10.00	\$11.00	Y
Reproduction of a Valuation and Rate Notice - Mail of Printed Document - Up to 3 years old	Per Notice	\$30.00	\$35.00	Y
Reproduction of a Valuation and Rate Notice - greater than 3 years old	Per Hour	\$70.00	\$75.00	Y
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$70.00	\$75.00	Y
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$60.00	\$65.00	Y
PROPERTY RENTALS				
<i>This is a nominal fee paid annually by community groups subject to a licence agreement for the use of the facility. Occupancy arrangements are undertaken in accordance with the 'Leasing and Licensing' Policy.</i>				
Annual Licence Fee	Per Annum	\$190.00	\$200.00	Y
Annual Licence Fee - Scout Groups	Per Annum	\$10.00	\$10.00	Y

Knox City Council



2019-20 Fees & Charges

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Engineering & Infrastructure - Community Infrastructure				
CHARGEABLE WORKS				
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i. e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>				
Chargeable Works (Total direct costs + 50%)	Per Job	1.5 x (total direct cost)	1.5 x (total direct cost)	N
Road Opening Inspections:				
Nature strip opening	Per Opening	\$174.00	\$180.00	N
Connection to Council Drain or Kerbing	Per Opening	\$174.00	\$180.00	N
Road Opening	Per Opening	\$174.00	\$180.00	N
Concrete Crossing	Per Opening	\$174.00	\$180.00	N
General Concrete Works	Per Opening	\$174.00	\$180.00	N
Weekend Supervision up to 3 hours	Per Hour	\$152.00	\$160.00	N
Weekend Supervision greater than 3 hours	Per Hour	\$174.00	\$180.00	N
Asset Protection Fees	Per Inspection	\$174.00	\$180.00	N
Information Request	Per Request	\$31.00	\$32.00	N
COUNCIL RESERVES				
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i. e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>				
Bonds (refundable)				
All access permits	Per Application	\$1,375.00	\$1,430.00	N
Temporary on - site storage material bonds	Per Application	\$685.00	\$715.00	N
MILLERS HOMESTEAD				
Wedding Ceremony	Per Wedding	\$353.60	\$368.00	Y
Wedding Photographs	Per Wedding	\$228.80	\$238.00	Y
Council Training				
Programs / Seminar	Per Day	\$208.00	\$216.00	Y
Programs / Seminar (4 hours)	Half Day	\$114.00	\$119.00	Y
Council Functions	Per Function	\$166.00	\$173.00	Y
Engineering & Infrastructure - Sustainable Infrastructure				
REFUSE DISPOSAL				
<i>Fees and charges are directly paid to the Commercial operator.</i>				
GARBAGE, WASTE & RECYCLE COLLECTION				
Industrial / Commercial 240 litre bin:				
Garbage weekly service, includes recycle weekly	Per Service	\$291.00	\$303.00	N
Garbage 5 weekday service, includes recycle weekly	Per Service	\$1,196.00	\$1,244.00	N
Additional 240 litre Recycle Bin	Per Bin	\$124.00	\$129.00	N
Dorset Square Service:				
Office based premises	Annual charge	\$244.00	\$254.00	N
Retail based premises	Annual charge	\$728.00	\$757.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2018-19 Fee GST Incl. (where applicable)	Adopted 2019-20 Fee GST Incl. (where applicable)	2019-20 GST Applied 10% Y/N
Food based premises less than 200 square metres floor area	Annual charge	\$2,181.00	\$2,268.00	N
Food based premises greater than 200 square metres floor area	Annual charge	\$5,086.00	\$5,289.00	N
Non- Rateable Properties 240 litre bin:				
Garbage weekly service, includes recycle fortnightly	Per Service	\$214.00	\$223.00	N
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$998.00	\$1,038.00	N
Additional 240 litre Recycle Bin	Per Bin	\$82.00	\$85.00	N
Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:				
Garbage weekly service, includes recycle fortnightly	Per Service	\$159.00	\$165.00	N
Additional 240 litre Recycle Bin	Per Bin	\$82.00	\$85.00	N
Residential:				
120 litre bin Surcharge	Per Bin	\$50.00	\$52.00	N
Optional 240 litre Green Waste Bin	Per Bin	\$101.00	\$105.00	N
Additional 240 litre Recycle Bin	Per Bin	\$82.00	\$85.00	N
Additional 120 litre Household Bin	Per Bin	\$236.00	\$245.00	N
Engineering & Infrastructure - Operations				
OPEN SPACE MANAGEMENT				
Tree Removal				
Removal of tree due to installation of new cross over	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Y

KNOX

your city

2019-2020



Rating Strategy 2019-20



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1 Introduction

Under the *Local Government Act 1989* ('the Act'), a primary objective of all Victorian Local Governments is to ensure the equitable imposition of rates and charges. The purpose of this Rating Strategy is therefore to consider what rating options are available to Knox City Council ('Council') under the Act and how Council chooses to apply these options to contribute towards meeting an equitable rating strategy.

It is important to note at the outset that the focus of this strategy is very different to that which is discussed in the Long Term Financial Strategy/ Annual Budget. These documents focus on the **quantum** of rates to be raised for Council to deliver the services and capital expenditure required. In this Strategy, the focus instead is on how this quantum will be **equitably distributed** amongst Council's ratepayers.

The Rating Strategy establishes the rating framework to apply at Knox City Council as permitted under the Act and comprises the following:

- a) The valuation base methodology to be utilised;
- b) The application of differential rates for various classes of property;
- c) The weighting of relativities of differential rating across the property classes;
- d) The application of fixed service charges for the collection and disposal of residential waste collection;
- e) The application of special rates and charges; and
- f) Rate payment dates.

2 Executive Summary

Three key principles form the basis of the current approach to rating at Knox City Council. They are:

- a) Rating on an ad-valorem basis (i.e. based on the valuation of the property).
- b) Operation of a differential rating system to ensure all rateable land makes an equitable financial contribution to the cost of carrying out the functions of the Council.
- c) Application of a service charge to fully recover the cost of the collection and disposal of residential waste.

Section	Strategy Position
The valuation base to be used	Council will apply Capital Improved Valuation as the valuation methodology to levy Council rates.
The rating system – Differential Rates	Council will apply differential rating as its rating system.
What differential rates will be applied	Council will apply differential rates for: <ul style="list-style-type: none"> • Residential land, including houses, townhouses, apartments & units in the Residential rate • Retirement Village land in the Retirement Village Land rate • Commercial land in the Commercial Land rate • Industrial land in the Industrial Land rate • Vacant land (both residential and non-residential land) and Derelict land in the Vacant Land or Derelict Land rate • Cultural and recreational land in the Recreational Land rate
Municipal Charge	Council will not apply a Municipal Charge as part of its rating strategy.

Section	Strategy Position
Service Rates and Charges	<p>Council will apply a Residential Garbage Service Charge as part of its rating strategy based on full cost recovery of the collection and disposal of residential waste including general waste, recyclables, kerbside bundled waste and kerbside hard waste.</p> <p>User fees and charges are in place for the provision of residential green waste, commercial waste disposal and collection, industrial waste disposal and collection, and residential services above those covered by the Residential Garbage Service Charge.</p>
Eligible Pensioner Rebate	Council will provide a maximum Council Eligible Pensioner Rebate of \$100.00 for all eligible pensioners in addition to the State Government Rebate.
Cultural and Recreational Community Land Rebate	Council will provide a maximum rebate of 35% against the Recreation Land rate for all Recreation Land properties.
Community Benefit Land Rebate	Council will provide a maximum rebate of 75% against general rates for successful Community Benefit Land applicants.
Rate Payment Date Options	<p>Council will apply the legislated instalment payment options (four) as outlined in the Act.</p> <p>Council will allow for payment in full as outlined in the Act.</p> <p>Council will provide nine monthly instalment payments by direct debit, as declared annually.</p>
Special Rates & Charges	Council will use special rates and charges in instances that fit circumstances such as funding of narrowly defined projects (e.g. streetscape works, marketing and promotions) where special benefit can be shown to exist to a grouping of property owners.

3. What is a Rating Strategy and why have one?

The purpose of this strategy is for Council to establish how the rate burden is most equitably distributed.

3.1 What is a rating strategy?

A rating strategy is the method by which Council systematically considers factors of importance that informs its decisions about the rating system. The rating system determines how Council will raise funds from properties within the municipality. It does not influence the total amount of funds to be raised, only the share of revenue contributed by each property. The rating system comprises the valuation base for each property and the actual rating instruments allowed under the Act to calculate property owners' liability for rates.

3.2 The importance of a rating strategy

Knox City Council currently receives just under 70% of its total revenue by way of property-based rates and charges, excluding the administered Fire Services Property Levy. The development of strategies in respect of the rating base is therefore of critical importance to both Council and its community.

Council's Rating Strategy documents its objectives and approach to the raising of rate revenue in line with its goal of providing transparency and accountability in its decision-making.

4. Rating – the Legislative Framework

The purpose of this section is to outline the legislative framework in which Council has to operate in constructing its rating system and the various matters that Council must consider in making decisions on rating objectives.

4.1 Legislative Framework

Section 3C of the *Local Government Act 1989* stipulates the primary objective of Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of its decisions.

In seeking to achieve its primary objective, Council must have regard to the following objectives:

- a) Promote the social, economic and environmental viability and sustainability of the municipal district;
- b) Ensure resources are used efficiently and effectively;
- c) Improve the overall quality of life of the people in the local community;
- d) Promote appropriate business and employment opportunities;
- e) Ensure services and facilities provided are accessible and equitable
- f) Ensure the equitable imposition of rates and charges;
- g) Ensure transparency and accountability in Council decision making.

The issue of equity must therefore be addressed in the rating strategy, and this strategy has paid careful attention to this aspect.

4.2 Equity

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, it is a much more vexed question in terms of how to define and determine what is in fact equitable in the view of Council. Some concepts that Council may take into account include:

Horizontal equity refers to justice or fairness in the treatment of like properties. In other words, that similar rates are paid by similar properties. On the proviso that Council valuations fairly reflect the true valuation of like properties, horizontal equity will be achieved.

Vertical equity refers to the justice or fairness in the treatment of properties in different circumstances. (e.g. different property types – Residential / Commercial / Industrial / Vacant / Farming / Developed).

In the case of property rates, it may be considered equitable for one type of property to have to bear more or less of the rates burden than another type of property. In achieving vertical equity in its rating strategy, Council must consider the valuation base it chooses to adopt to apply property rates and the application of the various rating tools available to it under the Act. (e.g. differential rates).

Linkage of property wealth to capacity to pay – the valuation of property is an imperfect system in which to assess a resident's capacity to pay annual rates but one which Council is restricted to under the Act. A frequently raised example is in relation to pensioners who may live in their family home which carries a high value, but live on a pension. The equity question for consideration however, is should Council support residents in this situation with lower rates that will eventually be to the financial benefit of estate beneficiaries? Or alternatively should the ability to defer rates (in total or in part) represent a more equitable outcome for all ratepayers?

The Benefit principle - One of the more misunderstood elements of the rating system is that residents seek to equate the level of rates paid with the amount of benefit they individually achieve. The reality is however property rates are a system of taxation not dissimilar to P.A.Y.G tax. In paying a tax on salaries, it is rarely questioned what benefit is received with it being acknowledged that tax payments are required to pay for critical services such as health, education and social support. Local Government is not dissimilar, with rates being required to subsidise the delivery of services and capital works that would otherwise be unaffordable if charged on a case by case basis.

It is a choice of Council to what degree it wishes to pursue a 'user pays' philosophy in relation to charging for individual services on a fee-for-service basis.

4.3 What Rates and Charges may a Council declare?

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land

- General rates under Section 158;
- Municipal Charges under Section 159;
- Service Rates and Charges under Section 162;
- Special rates and charges under Section 163.

4.4 Valuation Methodology available to Council

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates.

Section 157 (1) of the Act provides Council with three methods of valuation base to utilise, being Site Value, Capital Improved Value and Net Annual Value. The advantages and disadvantages of the respective valuation bases are discussed in Section 5 of this Strategy.

4.5 Declaring Rates and Charges

Section 158 of the Act provides that Council must at least once in respect of each financial year declare by 30 June the following for that year:

- a) The amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges;
- b) Whether the general rates will be raised by application of –
 - i. A uniform rate; or
 - ii. Differential rates (if Council is permitted to do so under Section 161 (1)); or
 - iii. Urban farm rates, farm rates or residential use rates (if Council is permitted to do so under Section 161A).

Council's approach to the application of differential rates is discussed in Section 6 of this Rating Strategy.

4.6 Exemptions from Rating

Section 154 of the Act declares that all land is rateable with a number of exceptions including land occupied for municipal purposes, land used exclusively for charitable purposes, land used exclusively for religious or religious education purposes, and land used exclusively for certain clubs or memorials under the *Veterans Act 2005*, Returned Services Leagues and related associations as defined.

5. Understanding the current rating framework at Knox City Council

Knox City Council applies the Capital Improved Valuation methodology in order to levy its rates. The table below outlines the Annual Budget 2019/20 rating framework. The property profile in the municipality identifies that some 87% of rateable properties are residential.

Differential Rating Category	Number	Percentage
Residential	58,760	87.16%
Retirement Village Land	1,897	2.81%
Industrial	3,568	5.29%
Commercial	2,586	3.84%
Vacant Land or Derelict Land	601	0.89%
Recreational Land	7	0.01%
Total Rateable Properties	67,419	100%

Council applies differential rating (versus uniform rating) whereby a different rate in the dollar is applied to different classes of property. Differential rating is only permitted if the Council uses a Capital Improved Value as the rating valuation base.

Council does not apply a Municipal Charge.

Council applies a Residential Garbage Charge for the collection and disposal of residential waste to all residential land properties with a declared waste service. The Residential Garbage Charge provides for the collection and disposal of general waste, recyclables, kerbside bundled green waste and kerbside hard rubbish.

6. Determining which valuation base to use

As outlined, Council has three options regarding the valuation base it elects to use. They are:

- **Capital Improved Valuation (CIV)** – Value of land and improvements upon the land
- **Site Valuation (SV)** – Value of land only
- **Net Annual Value (NAV)** – Rental valuation based on CIV. For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

6.1 Capital Improved Value

Capital Improved Valuation (CIV) is the most commonly used valuation base by Victorian Local Government with most Councils applying this methodology. CIV is based on the value of both land and all improvements on the land. It is easily understood by ratepayers as it is reflective of the general market value of the property as at the date of valuation.

Under the CIV method Councils also have the ability to apply differential rates.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a Council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Valuation (CIV)

- CIV includes all improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than SV and NAV.
- The concept of the market value of property is far more easily understood with CIV rather than NAV or SV.

- The frequency of annual general property valuations provides for a more reliable gauge of the general market values, resulting in a reduced level of objections.
- Most Councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows Council to apply differential rates which greatly adds to Council's ability to equitably distribute the rating burden based on the ability to afford Council rates. CIV allows Council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.
- The Fire Services Property Levy is calculated on the CIV and continued use of this reinforces the principle of calculating rates based on CIV.

Disadvantages of using CIV

- CIV may not necessarily reflect the income level/capacity to pay of the property owner.

6.2 Site Value

Site Value (SV), whilst an option, is no longer utilised by a Victorian Council. The implementation of SV in a Knox City Council context would cause a shift in rate burden from properties with relatively small land components such as units and apartments to those on larger parcels of land such as houses.

Disadvantages in using Site Value

- There would be further movements of the rating burden away from modern townhouse style developments on relatively small land parcels to older established homes on the more typical quarter acre residential block.
- SV is a burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flat, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall. Large landowners are disadvantaged by the use of SV.
- SV reduces Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates;

- The rate-paying community has greater difficulty in understanding the SV valuation on their rate notices and may cause confusion with State Revenue Office who levy land tax on site value
- The Fire Services Property Levy is calculated on the CIV and use of different valuations could also cause confusion as this levy is shown on the Rates Notice.
- SV may not necessarily reflect the income level/capacity to pay of the property owner.

6.3 Net Annual Value

Net annual value (NAV), in concept, represents the annual rental value of a property. However, in practice, NAV is pegged to capital improved value for residential and farm properties. NAV is calculated directly as 5-10 per cent of CIV.

In contrast to the treatment of residential and farm land, NAV for commercial and industrial properties is assessed with regard to actual market rental. For residential ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

In choosing a valuation base, Council must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If Council was to choose the former, under the Act it must adopt either of the CIV or NAV methods of rating.

6.4 Summary

Knox City Council will apply Capital Improved Valuation as the valuation base for the following reasons:

- CIV is considered to be the closest approximation to an equitable basis for distribution of the rating burden.
- CIV provides Council with the option to levy a full range of differential rates if required. Limited differential rating is available under the other rating bases.
- It should be noted that most of the 79 Victorian Councils apply CIV as their rating base and as such, it has a wider community acceptance and understanding than the other rating bases.

Strategy Position

Knox City Council will use the Capital Improved Value as the valuation methodology to levy Council rates.

7. Determining the Rating System – Uniform or Differential?

As highlighted in Section 4, Council may apply a uniform rate or differential rates to address the needs of the Council. They are quite different in application and have different administrative and appeal mechanisms that need to be taken into account.

7.1 Uniform rate

Section 160 of the Act stipulates that if a Council declares that general rates will be raised by the application of a uniform rate, the Council must specify a percentage as the uniform rate. Rates will be determined by multiplying that percentage by the value of the land.

A uniform rate will apply to the value of every rateable property within the municipality.

Council has not adopted uniform rates. It has instead chosen to adopt a differential rating system.

7.2 Differential Rates

Knox City Council adopts differential rating as it considers that differential rating contributes to the equitable distribution of the rating burden. Differential rating allows particular classes of properties to be assessed rates at different levels from the general rate set for the municipality. Differential rating allows Council to shift part of the rate burden from some groups of ratepayers to others, through different “rates in the dollar” for each class of property

Under the *Local Government Act 1989*, Council is entitled to apply differential rates provided it uses Capital Improved Valuations as its base for rating.

Section 161 outlines the regulations relating to differential rates. This section is outlined below.

- (1) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
- (2) If a Council declares a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:
 - i. A definition of the types of classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.
 - ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Councils district)
- b) Specify the characteristics of the land, which are the criteria for declaring the differential rate.

The maximum differential allowed is no more than 4 times the lowest differential. This is important in the context for Councils who do apply differential rates and its restrictions between the lowest and highest differential rate.

Council in declaring the rate through the Annual Budget process, may also declare a differential rate for set classes of properties at higher or lower amounts than the general rate. Council's Annual Budget 2019/20 is premised on six differential rate categories.

7.3 Advantages of a differential rating system

The perceived advantages of utilising a differential rating system are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises;
- Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector;
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome; and
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community.

7.4 Disadvantages of Differential Rating

The perceived disadvantage in applying differential rating is the justification of the differential rate can at times be difficult for the various rating groups to accept. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups. This gives rise to queries, objections and complaints where the differentials may seem to be excessive.

Strategy Position
Council will continue to operate a differential rating system.

8. What differential rates should be applied?

8.1 Knox City Council's differential rates

Council's Annual Budget 2019/20 is premised on the following differential rate categories.

Differential Rating Category	Relative to the Residential Rate
Residential (general)	1.00
Retirement Village Land	0.80
Industrial	2.65
Commercial	2.50
Vacant or Derelict Land	3.10
Recreational Land	1.00

8.2 Objective of the rate and characteristics

It is considered that each differential rate reflects relative contribution to the equitable and efficient carrying out of Council's functions. The following are the objectives of differential rates currently adopted for the different property types. Council's Residential Rate is the General Rate.

Residential Land Rate – Also referred to as the General Rate, this differential captures some 87% of all rateable properties within the municipality. This differential applies to residential property including houses, flats, units and apartments.

Retirement Village Land Rate – The objective of this differential rate is to ensure the fair imposition of rates and charges. Currently retirement villages, as a fundamental component of their business model, maintain private infrastructure including lighting, roads and landscaping to provide village amenity and ambience. This does not require Council investment.

Industrial Land and Commercial Land Rates – The objective of these differential rates is to enhance the economic viability of the commercial and industrial sector through targeted programs and projects; encouragement of employment activities; promotion of economic development; and to ensure that infrastructure investment and promotional activity is complimentary to the achievement of industrial and commercial objectives.

Vacant or Derelict Land Rate – The objective of this differential is to encourage the development and/or improvement of land within the municipality.

Recreational Land Rate – The provision of rate relief to recreational land is provided by the *Cultural and Recreational Lands Act 1963*. This Act effectively provides for properties used for outdoor sporting and cultural activities to be differentially rated unless it involves land that is being leased from a private landowner. The discretion of whether to provide a cultural and recreational lands rate rests with Council.

Strategy Position
Council will apply differential rates for Residential Land, Retirement Village Land, Commercial Land, Industrial Land, Vacant Land or Derelict Land, and Recreational Land.

9. Understanding the impacts of Council Revaluations

Under the requirements of the Act Council is required to conduct revaluations of all properties every year.

There is a common misconception that if a property's valuation rises then Council receives a "windfall gain" with additional income. Any increase to total valuations of the municipality is offset by a reduction to the rate in dollar (ad valorem rate) used to calculate the rate for each property. The implementation of the Fair Go Rates System (also known as Rate Capping) places a cap on the average rates per assessment. The Annual Budget 2019/20 is premised on a 2.5% average rates per assessment cap.

Strategy Position
Council acknowledges the impact statutory annual general property revaluations may have on individual ratepayers.

10. Special Rates & Charges

Special rates and charges are covered under Section 163 of the Act.

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge, this Act enables Council to declare a special rate or charge or a combination of both for the purposes of:

- Defraying any expenses; or
- Repaying with interest any advance made or debt incurred or loan raised by Council.

There are detailed procedural requirements that Council needs to follow to introduce a special rate or charge, including how Council can apply funds derived from this source.

Section 185 of the Act provides appeal rights to VCAT in relation to the imposition of a special rate or charge. The Tribunal has wide powers, which could affect the viability of the special rate or charge. It can set the rate or charge completely aside if it is satisfied that certain criteria are not met. Council should be particularly mindful of the issue of proving that a special benefit exists to those that are being levied the rate or charge.

Differential rates are much simpler to introduce and less subject to challenge. There may be instances however where a special charge is desirable due to the raising of the levy by use of CIV not being equitable.

Special rates for retail associations are an effective tool utilised across the sector to assist in delivering the business development and employment strategies within the particular business district. The special rates collected from the businesses operating in these shopping centres/ business districts are utilised for projects endorsed by business district retail associations and provided to Council.

Special rates schemes are reviewed at their expiry and not during the budget process. Special charges are subject to consultation and resolution of Council for a charge to be declared.

Knox City Council does not have in place any special rates and charges.

Strategy Position

Council may consider the use of special rates and charges in instances that fit the following circumstances:

- Funding of narrowly defined capital projects (eg. streetscape works) where special benefit can be shown to exist to a group of property owners.
- Raising funds for a dedicated purpose where the use of CIV is not the most equitable method of calculating property owner contributions.
- Covering the cost of an expense relating to a specific group of ratepayers (e.g. Business precincts).

11. Municipal Charge

Under Section 159 of the Act, Council may declare a municipal charge to cover some of the administrative costs of the council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

A Council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and general rates.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

The arguments in favour of a municipal charge are similar to waste charges. They apply equally to all properties and are based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs.

The argument against a municipal charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges than they would if it was removed. The equity objective in levying rates against property values is reduced by using a municipal charge as it is levied uniformly across all assessments.

Strategy Position
Council will not apply a Municipal Charge as part of its rating strategy.

12. Service Rates and Charges

Section 162 of *the Local Government Act 1989* provides Council with the opportunity to raise service rates and charges for any of the following services:

- a) The provision of a water supply;
- b) The collection and disposal of refuse;
- c) The provision of sewerage services;
- d) Any other prescribed service.

Council applies a Residential Garbage Charge for the collection and disposal of residential waste on properties within the declared residential service area that are serviced by Council. Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of the waste function.

For declared residential service areas, the service composition is an 80L general waste bin and a 240L recycling bin. In addition, kerbside bundled green waste and kerbside hard waste services are provided. Residents may apply for a 120L general waste bin or a 240L green waste bin. These are both charged services.

Industrial and Commercial properties are able to access Council waste collection and disposal services for an annual fee as per Council's adopted fees and charges schedule.

Strategy Position
Council applies a Residential Garbage Charge as part of its rating strategy based on full cost recovery of the residential waste function, levied on properties receiving a Council waste collection service.

13. Rebates

A rebate is a mechanism through which a targeted group receives a discount or concession to achieve certain objectives.

Council may grant rebates or concessions in accordance with Section 169 of the Act to assist the proper development of the municipality, to preserve, maintain and restore historical, environmental, architectural or scientific buildings or places of interest important within and to the municipality, or to generally assist the proper development of all or part of the municipality. Generally, conditions or undertakings are required and if not met require the rebate or concession to be repaid in part or full as the case may be.

In 2010 the Act was amended to allow councils to provide rebates to support the provision of affordable housing by a registered agency.

Pensioner Concessions

Holders of a Centrelink or Veteran Affairs Pensioner Concession card, or a Veteran Affairs Gold Card which stipulates War Widow or TPI (excluding Centrelink and DVA Health Care and other DVA cards) may claim a concession on their sole or principle place of residence.

This State Government funded concession is provided under the Municipal Rates Concession Scheme. The level of concession for 2018/19 was \$229.40, or 50% of total rates and charges, whichever is less. Upon initial application, ongoing eligibility is maintained unless rejected by Centrelink or the Department of Veterans Affairs during Council's regular verification process. Upon acceptance, the concession is deducted from the rate account before payment by the ratepayer. The State Department of Health and Human Services sets the regulations by which retrospective applications are assessed and granted.

Council applies a council funded rebate on rates, in addition to the State Government Pensioner Rebate. Eligibility requirements of the State Government Pensioner Rebate apply. For 2019/20, the maximum rebate is \$100.00.

In addition to a rates concession, a concession for eligible pensioners is also provided for the Fire Services Property Levy (FSPL). Council is responsible for the collection and remittance of this levy to the State Revenue Office in accordance with the *Fire Services Property Levy Act 2012*. For 2018/19, the FSPL concession was \$50.00.

Community Land Rebates

Council will declare two Community Land Rebates to acknowledge the contribution to Knox by community groups and bodies:

- Cultural and Recreational Community Land Rebate – a maximum rebate of 35% of the general rates payable will be applied to all rateable Recreational Land properties.
- Community Benefit Rebate – a maximum rebate of 75% of the general rates payable for all rateable Commercial Land or Industrial Land properties that apply and are successful in recognition as Community Benefit Land as defined in Schedule A of the Declaration of Rates, Charges and Rebates as adopted by Council each financial year.

Strategy Position
Council provide a Council Eligible Pensioner Rebate of \$100.00 for each eligible state government pensioner in accordance with the eligibility criteria established under the Municipal Rates Concession Scheme. Further, Council will provide a Cultural and Recreational Community Land Rebate for all rateable Recreational Land, and a Community Benefit Land Rebate for all Community Benefit Lands.

14. Rate Payment Options

Statutory payment Options

There are two options available under the Act for Council to set payment dates. The first is mandatory and provides four instalments at the end of September, November, February and May each year. Under this approach, residents can elect to advance pay instalments at any point in order to opt out of the instalment dates. The second is an option of a lump sum payment (which by law is set on the 15th of February of each year).

Under both payment options, if the due date for payment is missed, legislation allows Council to backdate the interest charge on each of the overdue instalment amounts from their original due dates.

Council provides both payment by instalments as well as payment in full. This is in addition to payment by nine monthly direct debit instalments as per a defined schedule.

Offering of an early payment incentive

The Act provides that incentives for prompt payment may be offered. Discounts for early payment should be based on cash flow benefit to council.

Council does not offer incentives for prompt payment primarily as:

- It would only benefit cash rich ratepayers;
- Council already provides a number of payment options and methods for ratepayers to pay their rates; and
- It would be administratively cumbersome and costly.

Strategy Position
Council provide payment by instalments, in full and by nine declared monthly direct debit payments. Council will not introduce an incentive for prompt or early payments.

15. Collections

15.1 Liability to Pay Rates

The owner of the land is liable to pay the rates and charges on that land. In certain cases, the occupier, mortgagee or license holder is liable to pay rates. In accordance with the Act, rates and charges, unpaid interest and/or costs are a first charge upon the land and are due and payable on the sale or transfer of the property.

15.2 Electronic Notices

Council encourages the electronic distribution of rate notices and promotes online payments.

Ratepayers can elect to receive their rate notice electronically via email.

15.3 Debt Recovery – Collection of overdue Rates

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. Amendments to the *Local Government Act 1989* require the buyer of property, or their agents (e.g. Solicitors) to notify Council by way of notice of acquisition.

In the event that an account becomes overdue, Council has established debt collection procedures for the issue of an overdue final notice which may include interest.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may sell the land in accordance with section 181 of the Act.

15.4 Financial Hardship

Council has a Hardship Policy in place to provide assistance to ratepayers experiencing difficulty in paying their rates and charges. Council does not waive rates and charges levied on a property. Council assesses each case on its merits when considering assistance.

2019-20 DECLARATION OF RATES, CHARGES AND REBATES

With respect to the 2019-20 financial and rating year and in accordance with Sections 158 and 169 of the *Local Government Act 1989*, Council declares:

1. That an amount of \$123,756,831 is intended to be raised by General Rates and Service Rates Charges, calculated as follows:

a. General Rates	\$104,850,736
b. Residential Garbage Charge	\$11,286,950
c. Optional Garbage Charges	\$3,195,911
d. Optional Green Waste Charges	\$4,423,234

2. General Rates will be raised by the application of differential rates.

3. Council considers that differential rates will contribute to the equitable and efficient delivery of Council functions that:
 - a. The respective objectives of each differential rate be those as specified in the schedule to this declaration;
 - b. The respective types or classes of land which are subject to each differential rate be those as defined in the schedule to this declaration;
 - c. The respective uses and levels of each differential rate in relation to those respective types or classes of land be those as described in the schedule to this declaration; and
 - d. The relevant use of, geographical locations of, planning scheme zonings of and types of buildings on the respective types or classes of land be those as identified in the schedule to this declaration.

4. That the General Rates will be raised by the application of the differential rates to the Capital Improved Value of each rateable land.

5. That six (6) differential rating categories be declared for the rateable land have the characteristics specified below, which will form the criteria for the differential rate so declared:
 - a. **Vacant Land or Derelict Land (refer Schedule A)**
Any Land on which there is no building that is occupied or adapted for occupation, or contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied or in a very poor condition resulting from both disuse and neglect.

 - b. **Retirement Village Land (refer Schedule A)**
Any Land which is used primarily for the purposes of a retirement village.

 - c. **Commercial Land (refer Schedule A)**
Any Land which is used primarily for commercial purposes.

 - d. **Industrial Land (refer Schedule A)**

Any Land which is used primarily for industrial purposes.

e. Recreation Land (refer Schedule A)

Any Land as defined as Cultural and Recreational Land in accordance with the *Cultural and Recreational Lands Act 1963*.

f. Residential Land (refer Schedule A)

Any Land which is not Vacant Land, Retirement Village Land, Commercial Land, Industrial Land or Recreation Land.

6. The rates to apply to the differential categories declared are as follows:

Differential Category	Cents in the Dollar of Capital Improved Value
Vacant Land or Derelict Land	0.54472
Retirement Village Land	0.14057
Commercial Land	0.43929
Industrial Land	0.46564
Residential Land	0.17571
Recreational Land	0.17571

7. No municipal charge to be declared.

8. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$190.00 in respect of each separate parcel of Rateable and Non-Rateable Residential Land.

9. Declare an annual service charge for the collection and disposal of refuse in the sum of, and based on the criteria, as follows:

a. Any land within Council's municipal district which is used primarily for residential purposes:

- i. \$52.00 per service for each land, where the service is for the optional 120 litre bin used for the collection of domestic waste.
- ii. \$105.00 per service for each land, where the services is for the optional 240 litre bin for the collection of green waste.
- iii. \$245.00 for each additional 120 litre bin supplied in respect of the land for the collection of domestic waste.
- iv. \$85.00 for each additional 240 litre recycling bin supplied in respect of the land.

b. Any land within Council's municipal district which is used primarily for commercial or industrial purposes:

- i. \$303.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a bin at the frequency of once per week.

- ii. \$1,244.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of a bin at the frequency of five (5) times per week.
 - iii. \$129.00 for each additional 240 litre recycling bin supplied in respect of the land.
 - iv. \$254.00 per annum for each office based premise, where the access to a waste removal service is requested by the owner of the land (or the agent of the owner) at Dorset Square, Boronia.
 - v. \$757.00 per annum for each retail based premise, where the access to a waste removal service is requested by the owner of the land (or agent of the owner) at Dorset Square, Boronia.
 - vi. \$2,268.00 per annum for each food based premise less than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
 - vii. \$5,289.00 per annum for each food based premise greater than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
- c. Any land within Council's municipal district which is not rateable land:
- i. \$223.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 240 litre bin at the frequency of once per week.
 - ii. \$1,038.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 240 litre bin at the frequency of five (5) times per week.
 - iii. \$165.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 120 litre bin at the frequency of once per week.
 - iv. \$85.00 for each additional 240 litre recycling bin supplied in respect of the land.
10. Declare a rebate to each owner of rateable land who is an eligible recipient within the meaning of the State Concessions Act 2004. The rebate in respect of each rateable land so owned is a maximum of \$100.00.
11. Declare a rebate, to be known as the Cultural and Recreational Community Land Rebate (refer Schedule A), to each owner of rateable Recreation Land. The rebate in respect of each rateable land so owned is a maximum of 35% of the general rates payable.

12. Declare a rebate, to be known as the Community Benefit Land Rebate (refer Schedule A) to each owner of eligible Community Benefit Land. The rebate in respect of each rateable land so owned is a maximum of 75% of the general rates payable.
13. Subject to Sections 171, 171A, 172 of the *Local Government Act 1989*, Council will require a person to pay interest on any rates and charges which:
 - a. That person is liable to pay; and
 - b. Have not been paid by the date specified for their payment.
14. An interest rate of 10.00% per annum be charge on all outstanding rates and debtor accounts.
15. The dates for payments of rates and charges being as follows:
 - a. Payment in Full in a lump sum on or before 15 February 2020; or
 - b. Payment made by four (4) instalments, with instalments dues as follows:
 - i. 1st Instalment 30 September 2019
 - ii. 2nd Instalment 30 November 2019
 - iii. 3rd Instalment 29 February 2020
 - iv. 4th Instalment 31 May 2020; or
 - c. Payment by nine (9) instalments, with instalments processed as follows:
 - i. 1st Instalment 30 September 2019
 - ii. 2nd Instalment 31 October 2019
 - iii. 3rd Instalment 30 November 2019
 - iv. 4th Instalment 31 December 2019
 - v. 5th Instalment 31 January 2020
 - vi. 6th Instalment 29 February 2020
 - vii. 7th Instalment 31 March 2020
 - viii. 8th Instalment 30 April 2020
 - ix. 9th Instalment 31 May 2020

SCHEDULE A**Vacant Land or Derelict Land****Definition/Characteristics:**

Any land on which there is no building that is occupied or adapted for occupation, or contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Encouragement of development/and or improvement of land; and
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health & community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Retirement Village Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of a retirement village.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council on behalf of the retirement village sector.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Commercial Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of a commercial land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Industrial Land

Definitions/Characteristics:

Any land which is used primarily for the purposes of an industrial land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Enhancement of the economic viability of the commercial and industrial sector through targeted programs and projects; and
6. Encouragement of employment opportunities; and
7. Promotion of economic development; and
8. Analysis, maintenance and construction of public drainage infrastructure; and
9. Requirement to ensure that infrastructure investment and promotional activity is complementary to the achievement of industrial and commercial objectives.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Recreational Land

Definitions/Characteristics:

Any land upon which sporting, recreational or cultural activities are conducted, including buildings which may be ancillary to such activities, in accordance with the Cultural and Recreational Lands Act 1963.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations; and
5. Recognition of expenditures made by Council in cultural and recreational sporting programs and infrastructure.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Residential Land

Definitions/Characteristics:

Any land which is not Vacant Land or Derelict Land, Retirement Village Land, Industrial Land, Commercial Land, or Cultural and Recreational Land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health & community services; and
3. Provision of general support services; and
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described in the definition/characteristics.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

Community Land Rebates

In accordance with Section 169 of the Local Government Act 1989, Council declares the following rebates, to be known as Community Land Rebates.

1. A Cultural and Recreational Community Land Rebate will be granted under Section 169 of the *Local Government Act 1989* for all land that is:
 - a. Recreational Land as defined by the *Cultural and Recreational Lands Act 1963*; and
 - b. Subject to Council's Recreational Land Rate.

The rebate in respect of each rateable land so owned is a maximum of 35% of the general rates payable.

2. A Community Benefit Land Rebate will be considered under Section 169 of the *Local Government Act 1989* for all Community Benefit Land. Community Benefit Land, for the purposes of considering a rebate under Section 169 of the *Local Government Act 1989* is all land that:
 - a. Is vested in or occupied by a body corporate or unincorporate which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives, and is bound by its constitution or rules of association to apply its profits in promoting its objectives and prohibits the payment of any dividend or amount to its members;
 - b. Is subject to Council's Commercial Land Rate or Industrial Land Rate; and
 - c. Does not generate income from the operation of electronic gaming machines.

The owner of Community Benefit Land must apply for the Community Benefit Land Rebate each financial year. An application for a Community Land Rebate, submitted to the Chief Executive Officer for consideration, must include:

- d. A copy of the body's rules or constitution where incorporated, or evidence of the body's purposes where not incorporated;
- e. Audited financial statements;
- f. A statement outlining the community services delivered or to be delivered and/or community benefits provided or to be provided during the year in which the Community Benefit Land Rebate was/will be granted.

Where granted, the rebate in respect of each rateable land so owned is a maximum of 75% of the general rates payable.



Strategic Resource Plan

2019-20 to 2022-23

Plan Development

The *Local Government Act 1989* requires that a Strategic Resource Plan be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the goals of the Community and Council Plan 2017-21.

Council has developed this Strategic Resource Plan 2019-20 to 2022-23, as adopted in the 2019-20 Annual Budget. This Plan details the financial and non-financial resources required for the next four years to resource the directions that have been established in the Community and Council Plan 2017-21. The four-year forecast provides a high-level, medium term view of how Council intends to use and govern its resources to achieve the strategic direction.

For further context, it is recommended that the Strategic Resource Plan 2019-20 to 2022-23 is read in conjunction with the Community and Council Plan 2017-21 and the adopted 2019-20 Annual Budget.

Financial Resources

The financial outcomes and forecast long-term financial statements provided in this Strategic Resource Plan are reviewed on an annual basis. The Financial Plan presented in this section is the position of Council as part of the adopted 2019-20 Annual Budget.



Knox City Council
Strategic Resource
Plan
2019-20 to 2022-23

Comprehensive Income Statement For the year ending 30 June

	2019-20	2020-21	2021-22	2022-23
	\$'000	\$'000	\$'000	\$'000
INCOME				
Rates and charges	117,231	120,980	124,849	128,786
User fees	16,920	18,062	18,358	18,716
Statutory fees and fines	3,177	3,262	3,344	3,422
Grants - operating	22,465	23,120	23,336	23,576
Grants - capital	1,960	1,731	8,742	1,754
Contributions - monetary	8,420	8,558	8,675	9,657
Contributions - non-monetary	2,000	2,000	2,000	2,000
Other income	2,120	2,196	2,193	2,217
TOTAL INCOME	174,293	179,909	191,497	190,128
EXPENSES				
Employee costs	70,861	71,898	73,438	75,291
Materials and services	63,942	62,823	60,428	59,553
Contributions and donations	5,560	5,663	5,771	5,829
Depreciation and amortisation	24,295	25,616	26,878	28,128
Borrowing costs	2,284	2,752	3,053	2,751
Bad and doubtful debts	66	67	67	68
Net loss (gain) on disposal of property, infrastructure, plant and equipment	1,858	(5,276)	(4,968)	(9,467)
Other expense	1,729	1,310	1,351	1,369
TOTAL EXPENSES	170,595	164,853	166,018	163,522
SURPLUS / (DEFICIT) FOR THE YEAR	3,698	15,056	25,479	26,606
TOTAL COMPREHENSIVE RESULT	3,698	15,056	25,479	26,606
LESS				
Grants - capital - non recurrent	240	0	7,000	0
Contributions and donations - capital	1,195	1,125	1,125	1,900
Contributions - non-monetary	2,000	2,000	2,000	2,000
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR	263	11,931	15,354	22,706

Balance Sheet

For the year ending 30 June

	2019-20	2020-21	2021-22	2022-23
	\$'000	\$'000	\$'000	\$'000
CURRENT ASSETS				
Cash and cash equivalents	48,366	44,077	35,496	38,039
Other financial assets	0	0	0	0
Trade and other receivables	14,089	14,567	15,061	15,568
Other assets	1,636	1,669	1,702	1,736
Inventories	7	7	7	7
TOTAL CURRENT ASSETS	64,098	60,320	52,266	55,350
NON CURRENT ASSETS				
Investments in associates	4,422	4,422	4,422	4,422
Property, infrastructure, plant and equipment	2,075,443	2,102,201	2,142,485	2,159,977
Intangible assets	1,442	1,442	1,442	1,442
TOTAL NON CURRENT ASSETS	2,081,307	2,108,065	2,148,349	2,165,841
TOTAL ASSETS	2,145,405	2,168,385	2,200,615	2,221,191
CURRENT LIABILITIES				
Trade and other payables	15,283	15,589	15,901	16,220
Trust funds and deposits	3,832	3,909	3,987	4,067
Provisions	16,619	16,978	17,411	17,856
Interest-bearing loans and borrowings	5,336	6,594	6,896	7,211
TOTAL CURRENT LIABILITIES	41,070	43,070	44,195	45,354
NON CURRENT LIABILITIES				
Provisions	4,770	4,788	4,810	4,832
Interest-bearing loans and borrowings	45,298	51,204	56,808	49,597
TOTAL NON CURRENT LIABILITIES	50,068	55,992	61,618	54,429
TOTAL LIABILITIES	91,138	99,062	105,813	99,783
NET ASSETS	2,054,267	2,069,323	2,094,802	2,121,408
EQUITY				
Accumulated surplus	698,342	714,944	741,826	769,786
Reserves	1,355,925	1,354,379	1,352,976	1,351,622
TOTAL EQUITY	2,054,267	2,069,323	2,094,802	2,121,408



Statement of Changes in Equity For the year ending 30 June

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2020 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,050,569	683,308	1,335,985	31,276
Surplus/(deficit) for the year	3,698	3,698	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(6,711)	0	6,711
Transfer from other reserves	0	18,047	0	(18,047)
BALANCE AT END OF THE FINANCIAL YEAR	2,054,267	698,342	1,335,985	19,940
2021				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,054,267	698,342	1,335,985	19,940
Surplus/(deficit) for the year	15,056	15,056	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(6,911)	0	6,911
Transfer from other reserves	0	8,457	0	(8,457)
BALANCE AT END OF THE FINANCIAL YEAR	2,069,323	714,944	1,335,985	18,394
2022				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,069,323	714,944	1,335,985	18,394
Surplus/(deficit) for the year	25,479	25,479	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,114)	0	7,114
Transfer from other reserves	0	8,517	0	(8,517)
BALANCE AT END OF THE FINANCIAL YEAR	2,094,802	741,826	1,335,985	16,991
2023				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,094,802	741,826	1,335,985	16,991
Surplus/(deficit) for the year	26,606	26,606	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,163)	0	7,163
Transfer from other reserves	0	8,517	0	(8,517)
BALANCE AT END OF THE FINANCIAL YEAR	2,121,408	769,786	1,335,985	15,637



Statement of Cash Flows For the year ending 30 June

	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES				
Rates and charges	116,983	120,675	124,535	128,467
User fees	16,803	17,941	18,232	18,585
Statutory fees and fines	3,127	3,210	3,290	3,366
Grants - operating	22,465	23,120	23,336	23,576
Grants - capital	1,960	1,731	8,742	1,754
Contributions - monetary	8,420	8,558	8,675	9,657
Other receipts	2,120	2,196	2,193	2,217
Net movement in trust deposits	75	77	78	80
Employee costs	(70,492)	(71,521)	(72,982)	(74,823)
Materials and services	(63,740)	(62,617)	(60,217)	(59,337)
Contributions and donations	(5,560)	(5,663)	(5,771)	(5,829)
Other payments	(1,729)	(1,310)	(1,351)	(1,369)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	30,431	36,397	48,760	46,343
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from sale of property, infrastructure, plant and equipment	5,102	17,917	13,667	12,067
Payments for property, infrastructure, plant and equipment	(82,404)	(63,015)	(73,861)	(46,220)
Payments for investments	0	0	0	0
Proceeds from sale of investments	40,600	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	(36,702)	(45,098)	(60,194)	(34,153)
CASH FLOWS FROM FINANCING ACTIVITIES				
Finance costs	(2,284)	(2,752)	(3,053)	(2,751)
Proceeds from borrowings	31,285	12,500	12,500	0
Repayment of borrowings	(1,707)	(5,336)	(6,594)	(6,896)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	27,294	4,412	2,853	(9,647)
NET INCREASE (DECREASE) IN CASH HELD	21,023	(4,289)	(8,581)	2,543
Cash and cash equivalents at the beginning of the financial year	27,343	48,366	44,077	35,496
CASH AND CASH EQUIVALENTS AT END OF YEAR	48,366	44,077	35,496	38,039



Statement of Capital Works For the year ending 30 June

	2019-20	2020-21	2021-22	2022-23
	\$'000	\$'000	\$'000	\$'000
PROPERTY				
Land	8,000	0	0	0
Buildings	37,945	29,707	42,393	18,397
TOTAL PROPERTY	45,945	29,707	42,393	18,397
PLANT AND EQUIPMENT				
Plant, machinery and equipment	2,463	2,271	2,135	2,457
Computers and telecommunications	5,463	7,063	6,462	2,686
Artworks	53	95	97	98
TOTAL PLANT AND EQUIPMENT	7,979	9,429	8,694	5,241
INFRASTRUCTURE				
Roads	9,305	9,425	9,525	9,918
Bridges	6,140	1,644	388	397
Footpaths and cycleways	5,247	4,572	5,559	5,656
Drainage	3,456	4,870	4,985	4,625
Recreational, leisure and community facilities	15,337	10,684	9,947	8,056
Off street car parks	678	1,275	1,035	1,140
Other infrastructure	612	2,143	347	302
TOTAL INFRASTRUCTURE	40,775	34,613	31,786	30,094
TOTAL CAPITAL WORKS EXPENDITURE	94,699	73,749	82,873	53,732
REPRESENTED BY				
Asset renewal	32,713	31,354	34,383	33,712
Asset upgrade	28,138	38,814	45,525	16,452
Asset new	32,786	3,381	2,759	3,356
Asset expansion	1,063	200	206	212
TOTAL CAPITAL WORKS EXPENDITURE	94,699	73,749	82,873	53,732



Statement of Capital Works (continued) For the year ending 30 June

	2019-20	2020-21	2021-22	2022-23
	\$'000	\$'000	\$'000	\$'000
CAPITAL WORKS FUNDING SOURCE				
EXTERNAL				
Loan proceeds	31,285	12,500	12,500	0
Grants - capital	1,960	1,731	8,742	1,754
Contributions - capital	1,195	1,125	1,125	1,900
TOTAL EXTERNAL FUNDING	34,440	15,356	22,367	3,654
INTERNAL				
Proceeds from sale of fixed assets	5,102	17,917	(11,333)	12,067
Movement in reserve funds	17,922	8,457	8,517	8,517
Rate funding	37,235	32,019	63,322	29,494
TOTAL INTERNAL FUNDING	60,259	58,393	60,506	50,078
TOTAL CAPITAL WORKS FUNDING SOURCES INCLUDING CAPITALISED EXPENDITURE AND OPERATING PROJECTS EXPENDITURE	94,699	73,749	82,873	53,732



Knox City Council
Strategic Resource
Plan
2019-20 to 2022-23

Non-Financial Resources

Human Resources

Statement of Human Resources For the year ending 30 June

	2019-20	2020-21	2021-22	2022-23
	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE	FTE
STAFF EXPENDITURE				
Employee costs - operating	70,861	71,898	73,438	75,291
Employee costs - capital	1,505	1,472	1,502	1,540
TOTAL STAFF EXPENDITURE	72,366	73,370	74,940	76,831
STAFF NUMBERS				
Full time equivalent (FTE) employees	708.30	706.30	703.80	703.80
TOTAL STAFF NUMBERS	708.30	706.30	703.80	703.80



Other Information

Summary of Planned Human Resources Expenditure For the year ending 30 June

	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
STAFF EXPENDITURE				
CEO and Council				
Permanent Full Time	1,739	1,738	1,782	1,826
Permanent Part Time	1,281	1,281	1,313	1,346
Casual	18	18	18	19
Temporary	0	0	0	0
City Development *				
Permanent Full Time	8,845	8,983	9,166	9,393
Permanent Part Time	2,822	2,866	2,924	2,997
Casual	141	143	146	150
Temporary	354	360	367	376
Community Services *				
Permanent Full Time	11,959	12,137	12,410	12,729
Permanent Part Time	15,619	15,851	16,208	16,624
Casual	330	335	342	351
Temporary	1,437	1,458	1,491	1,529
Corporate Services *				
Permanent Full Time	8,417	8,503	8,621	8,834
Permanent Part Time	3,070	3,100	3,142	3,220
Casual	7	7	7	7
Temporary	110	111	113	115
Engineering and Infrastructure *				
Permanent Full Time	14,234	14,454	14,814	15,185
Permanent Part Time	1,521	1,551	1,590	1,630
Casual	2	2	2	2
Temporary	0	0	0	0
Knox Central				
Permanent Full Time	460	471	483	495
Permanent Part Time	0	0	0	0
Casual	0	0	0	0
Temporary	0	0	0	0
TOTAL STAFF EXPENDITURE	72,366	73,370	74,940	76,831

* Total Staff Expenditure includes Employee Costs – Capital (employee costs that are allocated to the delivery of Capital Works projects).



Knox City Council
Strategic Resource
Plan
2019-20 to 2022-23

Summary of Planned Human Resources Expenditure (continued) For the year ending 30 June

	2019-20	2020-21	2021-22	2022-23
	FTE	FTE	FTE	FTE
STAFF NUMBERS				
CEO and Council				
Permanent Full Time	12.00	12.00	12.00	12.00
Permanent Part Time	11.50	11.50	11.50	11.50
Casual	0.20	0.20	0.20	0.20
Temporary	0.00	0.00	0.00	0.00
City Development				
Permanent Full Time	79.50	79.50	79.50	79.50
Permanent Part Time	33.52	33.52	33.52	33.52
Casual	1.56	1.56	1.56	1.56
Temporary	2.98	2.98	2.48	2.48
Community Services				
Permanent Full Time	125.11	125.11	125.11	125.11
Permanent Part Time	164.70	164.70	164.70	164.70
Casual	4.30	4.30	4.30	4.30
Temporary	15.78	13.78	12.78	12.78
Corporate Services				
Permanent Full Time	71.00	71.00	71.00	71.00
Permanent Part Time	28.89	28.89	28.89	28.89
Casual	0.08	0.08	0.08	0.08
Temporary	1.00	1.00	0.00	0.00
Engineering and Infrastructure				
Permanent Full Time	140.00	140.00	140.00	140.00
Permanent Part Time	11.15	11.15	11.15	11.15
Casual	0.03	0.03	0.03	0.03
Temporary	0.00	0.00	0.00	0.00
Knox Central				
Permanent Full Time	5.00	5.00	5.00	5.00
Permanent Part Time	0.00	0.00	0.00	0.00
Casual	0.00	0.00	0.00	0.00
Temporary	0.00	0.00	0.00	0.00
TOTAL STAFF NUMBERS	708.30	706.30	703.80	703.80

Committee of Council Meeting

To receive submissions on the Proposed Budget 2019-2020

Held Monday 3 June 2019 at 6.30pm at Knox Civic Centre

Present

Members

Cr Jake Keogh, Mayor (Chairperson)
Cr Peter Lockwood, Deputy Mayor
Cr John Mortimore
Cr Marcia Timmers-Leitch
Cr Tony Holland
Cr Darren Pearce
Cr Nicole Seymour

Officers

Mr Tony Doyle, Chief Executive Officer
Dr Ian Bell, Director Engineering & Infrastructure
Mr Matt Kelleher, Director City Development
Mr Michael Fromberg, Director Corporate Services
Ms Tanya Clark, Director Community Services
Mr Phil McQue, Manager Governance & Strategy
Mr James Morris, Acting Manager Business & Financial Services

Apologies

Cr Adam Gill
Cr Lisa Cooper

Items for Discussion

1. Opening

The Chairperson, Cr Keogh opened the meeting and welcomed everyone to the Committee of Council Meeting to receive submissions on Council's Proposed Budget 2019-20.

2. Reception of Written Submissions on Council's Proposed Budget 2019-20

One submitter, Mr Jim Penna (on behalf of Waterford Park Village), requested to be heard in support of their written submission and presented to the Committee.

The Committee received this submission and noted the other three written submissions received on the Proposed Budget 2019-20.

The Committee noted the Officer Recommendation to each of the four submissions.

*MOVED: Cr Mortimore
SECONDED: Cr Lockwood*

That the Committee of Council:

- 1. Receive and note the four submissions and officer recommendations to each of the four submissions received on Council's Proposed Budget 2019-20.*
- 2. Refer this matter to the 24 June 2019 Ordinary Council Meeting.*

CARRIED

3. Closure

Meeting closed at 6.44pm.

Budget Submission No. 1 - to be heard

28 May 2019

Chief Executive Officer
Knox City Council
511 Burwood Highway
Wantirna South VIC 3152

Submission to Knox City Council on the proposed 2019-20 Rates for Retirement Village Properties

The residents of retirement villages operated by Lend Lease in the City of Knox support the proposed differential rate of 0.13916 for retirement village land properties for budget year 2019-20 which is equal to 0.80 of the residential [general] land property rate of 0.17395.

This above proposed retirement village land property rate returns the differential relative to the residential land property rate to what it was for the 2017-18 budget year. This differential struck for 2017-18 - while not consistent with the 0.75 differential that was established in the early 2000's when Knox Council moved to CIV and which was maintained for well over a decade - was nonetheless based upon important principles and criteria set out in Council's "Adopted Rating Strategy 2017-18."

Page 18 of this document (as attached) is particularly relevant in support of the differential of 0.80 of the general residential land property rate. Section 8.2 of this document stated as follows:

Retirement Village Land Rate: 'The objective of this differential rate is to ensure the fair imposition of rates and charges. Currently retirement villages, as a fundamental component of their business model, maintain private infrastructure including lighting, roads and landscaping to provide village amenity and ambience. This does not require Council investment.'

The above criteria and principles do not change from year to year. They are just as true and relevant today as they were at the time of the adoption by Council of this rating strategy in 2017. Moreover, to our knowledge, there has not been any new rating strategy adopted by Council since then which conflicts with the above objective. Therefore, we would submit that Council should be consistent in applying these criteria and principles as the basis for the retirement village property differential in the 2019-20 budget year and beyond.

We would also submit that changes in the valuation of retirement village properties should not change the above basis for this differential. CIV valuations of retirement village properties factor into the value of individual properties the use and benefit of the entire infrastructure and facilities of the retirement village itself - including not only assets such as roads, street lighting, footpaths, and landscaping, but also access to, and use of communal facilities and services such as bowling greens, tennis courts, swimming pool, gymnasium, library, emergency medical call systems, consulting rooms, organised social and sporting recreational activities, and so on.

Consequently, Council's valuations of individual retirement village properties in Knox are very similar to the re-sale values or market values of such properties set by the village operator. For example, in Waterford Park Retirement Village, the typical CIV valuation of a 8-year old St Andrew's unit for purposes of the 2018-19 rates assessment was around \$790,000, which was very similar to the typical market value set by the village operator, factoring in of course, the benefit to the ingoing resident, of the entire village infrastructure, assets, facilities and services, as above. There were many other such examples.

2/



2.

Unfortunately, for the 2018-19 rates assessment year, Knox Council increased the retirement village land property rate from 0.80 of the residential property land rate to 0.90 of that rate, which together with the very large increase in retirement village property valuations, resulted in very substantial increases in the rates of the majority of retirement village residents in Knox. For example, in Waterford Park Retirement Village, the average increase in the total rates amount for some 170 individual properties was of the order of 30 % relative to the 2017-18 rates assessment year. This was an astronomical increase compared with the State Government cap of 2.25 % for that year.

Having established a very sound strategic basis for the differential rates system in 2017 as previously mentioned - and in particular for the retirement village land property differential of 0.80 - it was extremely disappointing and economically harmful to the majority of retirement village residents in Knox to have to bear such huge increases relative to the State Government cap of 2.25 % and Knox Council's own overall average rate increase for all land sectors of 2.9 % for the 2018-19 year.

Given all this background, we would submit that for the sake of consistency and good public policy, as well as for the economic stability of retirement village residents in Knox - many of whom are on aged pensions or who are self-funded retirees on limited incomes - that Knox City Council formally adopt its proposed rating differential of 0.80 for retirement village properties, not only for 2019-20 but also in future years

On behalf of the residents of Waterford Park, Waterford Valley Lakes, The Links at Waterford, and Waverley Country Club and Peppertree Hill Villages, we make this submission in good faith, and request the opportunity for a representative to speak to this submission at the public hearing on 3rd June 2019. We respectfully seek your acknowledgment of this submission and confirmation of our request to speak at the hearing.

Trevor Beattie J.P.
Senior Village Manager
Waterford Park Village
Lendlease

Roy Watson
Chairperson
Resident Committee
Waterford Park Village

Waterford Park

Lendlease Retirement Living Holding Pty Ltd ACN 613 131 187
as trustee for the Lendlease Retirement Living Trust ABN 44 349 706 307

Telephone [REDACTED]
Facsimile [REDACTED]

www.lendlease.com.au

8. What differential rates should be applied?

8.1 Knox City Council's differential rates

Council's Annual Budget 2017/18 is premised on the following differential rate categories.

Differential Rating Category	Relative to the Residential Rate
Residential (general)	1.00
Retirement Village Land	0.80
Industrial	2.60
Commercial	2.60
Vacant or Derelict Land	2.60
Recreational Land	1.00

8.2 Objective of the rate and characteristics

It is considered that each differential rate reflects relative contribution to the equitable and efficient carrying out of Council's functions. The following are the objectives of differential rates currently adopted for the different property types. Council's Residential Rate is the General Rate.

Residential Land Rate – Also referred to as the General Rate, this differential captures some 87% of all rateable properties within the municipality. This differential applies to residential property including houses, flats, units and apartments.

Retirement Village Land Rate – The objective of this differential rate is to ensure the fair imposition of rates and charges. Currently retirement villages, as a fundamental component of their business model, maintain private infrastructure including lighting, roads and landscaping to provide village amenity and ambience. This does not require Council investment.

Industrial Land and Commercial Land Rates – The objective of these differential rates is to enhance the economic viability of the commercial and industrial sector through targeted programs and projects; encouragement of employment activities; promotion of economic development; and to ensure that infrastructure investment and promotional activity is complimentary to the achievement of industrial and commercial objectives.

Budget Submission No. 2 – to be considered

Name: Nicholas Ball

Address: [REDACTED]

Email: [REDACTED]

Phone Number: [REDACTED]

Do you wish to be heard at the submissions hearing? No

Section 4.2.3 Borrowings has the \$'000's missing in the table header, the budget looks great otherwise.

Budget Submission No. 3 – to be considered

Name: Steve Brotja

Address: [REDACTED]

Email: [REDACTED]

Phone Number: [REDACTED]

Do you wish to be heard at the submissions hearing? No

I had a query about the proposed budget for 2019/2020, mainly around the allocation for Fairpark.

Is there any information around what the \$400,000 for the Fairpark Masterplan will be used for? Also with the recent news that Fairpark has secured funding for a pavilion upgrade, is the \$60,000 allocated in the budget for design of the future building?

I look forward to hearing back from you.

Budget Submission No. 4 – to be considered

Name: Hayley Williams

Address: [REDACTED]

Email: [REDACTED]

Phone Number: [REDACTED]

Do you wish to be heard at the submissions hearing? No

I am deeply concerned at the proposed fees for long day care (per day/week rate) and I would like to know the break down of where my fees are going to beside paying carer wages, food/essentials. Equipment and cleaning – well that is questionable.

I would also like to express my disdain that I am paying fees to a service provider that does not provide a service to me on public holidays. This is a rort. If the fees were not charged on public holidays I would be inclined to accept the annual fee increase, given they are justifiable.

Please, if you could explain, why am I paying fees when I am not getting a service from you, and could you revisit this clause and seek to adjust?

I have been paying fees for 8 years now. This began at Park Crescent and now at Wantirna South. I would like to see some improvement to the fees charged and the way in which you charge them. I am a hard working parent trying to make ends meet.

10.2 Advocacy Strategy

SUMMARY: Acting Manager Communications (Gerard Scholten)

The Knox Advocacy Framework supports Council to deliver prioritised, planned, coordinated and strategic advocacy aligned with the political cycle which raises community awareness of Council's advocacy efforts.

RECOMMENDATION

That Council endorses Attachment 1 – Draft Knox Advocacy Framework 2019

1. INTRODUCTION

The Knox Advocacy Framework builds on Council's successful advocacy by providing guidance on:

- Determining and assessing the ask by applying 5 advocacy principles, an assessment tool, and tiered approach
- Securing the ask by applying 4 advocacy techniques in line with the political cycle, an advocacy activity cycle and conducting post campaign evaluation

This Advocacy Framework is one of the outputs required by the Council and Community Plan, and identified the Knox Communications Plan 2018-2021 adopted.

2. DISCUSSION

The Advocacy Framework supports the delivery of Strategy 8.2 of the Council and Community Plan 2017-21 to "Enable the community to participate in a wide range of engagement activities".

Initiative 8.2.3 requires Council to "Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Councils objectives".

The Council and Community Plan explicitly refers to advocacy in nine strategy initiatives across areas including affordable housing, transport and employment links and community safety.

Council's recent advocacy efforts have yielded significant State and Federal Government investment for the Knox community. At the 2019 Federal Election Council achieved commitments in excess of \$180m including the \$50m duplication of Napoleon Road and \$4m for expansion of the Regional Netball Centre.

To build on this success the Advocacy Framework ensures Council's efforts continue to be planned, coordinated and effective and are informed and driven by our community's needs.

The advocacy framework seeks to guide Council to influence decision makers, identify and build strategic relationships, enhance community support and confidence in Council, position Council as a trusted voice, and to generate support and funding for priority projects nominated by Council.

The Advocacy Framework is guided by five principles:

1. Realistic and aligned to Council's goals
2. Leverage or create a community of concern
3. Evidence based

4. Clear, consistent and coordinated
5. Engage third party endorsers

Following the application of an assessment tool, a tiered approach to advocacy allows multiple advocacy programs to be delivered at the same time, while ensuring advocacy efforts are proportional to the “ask”.

- **Tier 1 (Federal, State, Regional)** = significant program or project requiring substantial State and Federal investment. Often a major transport infrastructure project the whole municipality can get behind.
- **Tier 2 (State, Regional, Local)** = medium to large ask, which requires a longer term approach and has an identifiable community of concern
- **Tier 3 (Local, State)** = small to medium sized, local project or grant to deliver local benefits

A detailed matrix detailing Council’s advocacy initiatives and the activities required to achieve the initiatives has been developed.

Once the “ask” is determined, there are four main activities crucial to success:

1. Community Engagement
2. Campaigning
3. Government Relations
4. Third party relationships

An evaluation of advocacy campaigns is also recommended to inform and improve future efforts.

3. CONSULTATION

The Advocacy Framework was developed by Council’s Advocacy Advisory Group which liaised and worked closely with Councillors, the Executive Management Team and other key staff involved with advocacy across the organisation.

4. ENVIRONMENTAL/AMENITY ISSUES

The Advocacy Framework supports:

- Achievement of Goal 1 of the Council and Community Plan 2017-2021 “We value our natural environment” by mobilising the community to support Government policies and initiatives which protect and enhance Knox’ natural environment.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Advocacy Framework supports:

- Connecting the community and businesses to support a healthy and vibrant local economy and marketing the community as an attractive destination to live, work, play and invest.
- Council’s advocacy activities designed to secure support and funding for local infrastructure projects.

The Advocacy Framework can be coordinated within existing Communication budget, however individual advocacy initiatives may require budget and resources.

6. SOCIAL IMPLICATIONS

The Advocacy Framework supports:

- Enhancing the community's awareness of Council services and role supporting disadvantaged people and groups within the community.
- Council's activities designed to mobilise the community and other community service groups or policy change to support a broad range of social issues.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

The Advocacy Framework is an outcome of Council Initiative 8.2.3 "Finalise and Implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.

Advocating on behalf of the Knox community is explicitly detailed within Strategy Initiatives 2.3, 3.1, 3.2, 4.1, 5.1, 5.3, 6.2, 8.1 and 8.2.

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - {position}, {author-name} - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – {officer-responsible} - In providing this advice as the Officer Responsible, I have no disclosable interests in this report

9. CONCLUSION

The Advocacy Framework aims to build on Council's strong advocacy efforts by providing a more planned, coordinated and strategic approach to securing outcomes for the community beyond the sole remit of Council. It serves as the guiding plan and approach for an agile, innovative service of Council

10. CONFIDENTIALITY

There are no confidentiality issues in relation to this report.

Report Prepared By: Acting Manager Communications (Gerard Scholten)

Report Authorised By: Director Corporate Services, (Michael Fromberg)

Attachments

1. Knox Advocacy Framework - 2019-06-14 [10.2.1 - 16 pages]

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Seymour

That Council endorses Attachment 1 - Draft Knox Advocacy Framework 2019

CARRIED



Draft Knox Advocacy Framework

June 2019

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PURPOSE

Knox is a municipality of more than 160,000 residents who require a range of services and critical infrastructure to support a vibrant and healthy community, connected to employment and transport links, many beyond the remit of local government. Council, like many local governments around Australia, is committed to advocating on behalf of residents for the improvements, services and funds needed, where these are the responsibility of the State or Federal Government or other third parties.

The Advocacy Framework supports Council to continue to provide prioritised, planned, coordinated and strategic advocacy aligned to the political cycle, and which raises community awareness of Council's advocacy efforts.

The Advocacy Framework is divided into two parts:

1. Determining the advocacy ask
2. Securing the ask

The framework aims to support Council through a flexible, evidence based and coordinated approach to advocacy which allows it to seize every opportunity to advance a particular ask.

ADVOCACY

Advocacy is a set of organised activities intended to obtain public and/or government support for a particular project, policy or program beyond the sole remit of Council. Advocacy succeeds when the politics, policy and processes align.

It often takes the form of a campaign based on a cogent, evidenced based argument that is backed by residents, business and community leaders, Councillors and Council Officers.

Short and long-term thinking and planning is needed along with a detailed understanding of the political, economic and social environment within which the advocacy activities are to be undertaken.

Successful advocacy aims to:

- Influence decision makers
- Identify and build strategic relationships
- Enhance community support and confidence in Council
- Position Council as a trusted voice on relevant issues
- Generate support for priority projects of Council

PART 1: DETERMINING THE ASK

PRINCIPLES

Five advocacy principles will help guide Council in assessing and securing an advocacy ask:

Principle 1 - Realistic and Aligns with Council's goals

Is the 'ask' achievable and does it reflect Council's stated goals and objectives?

In order to maintain consistency between Advocacy Initiatives and other activities undertaken by Council, any new advocacy initiative will need to align with the Knox Community Plan, the Knox Council Plan, and any other relevant plans and strategies Council has committed to. The 'ask' also needs to be realistic. It can be ambitious, but it should be within the realms of what is achievable from a political, financial, environmental or economic perspective.

Principle 2 - Leverage or Create a Community of Concern

Does the 'ask' have the broad support of the community?

Political action on an issue usually depends on a mobilised and activated community. Council's community engagement activities will often surface the issues which matter to the community or even join and advance an existing community campaign.

Principle 3 -Evidence Based

Does it support Council's resources being harnessed for greatest efficiency?

The success of an advocacy 'ask' usually rests on a sound evidence base. This may take the form of public policy, market research, statistics, data or case studies. Whatever form it takes, the evidence will need to withstand the scrutiny of the Government, the Opposition, the public, academics or the media.

Principle 4 - Clear, Consistent and Coordinated

Is there a succinct key message to anchor the campaign?

Overly complex issues or those without a clear narrative around community need and benefits will ultimately struggle to gain support from the community and advocacy target. In assessing an 'ask' it should be abundantly clear to everyone why it is a priority.

Principle 5 - Engage Third Party Endorsers

Can Council leverage the expertise and influence of strategic partners?

Third parties play a key role in increasing the chances of success of a campaign. Assessing whether there are key influencers who can articulate the benefits of an 'ask is an important factor in deciding to adopt an advocacy 'ask'. It is important those with a good strategic fit are approached and the following criteria will assist in selecting credible and influential third parties:

- **Common cause** - Third parties should have an overlapping interest with Council's campaign 'ask'.
- **Profile** - Third parties should have a high media profile on the related issues and be seen as the go-to people for comment by the media.

- **Leverage** - Third parties are regarded as experts on subject matter, and have political influence.

TIERED APPROACH

A tiered approach to advocacy allows multiple advocacy programs to be delivered at the same time, while ensuring advocacy efforts are proportional to the “ask”.

It assists Council prioritise its efforts while maintaining sufficient flexibility to seize new opportunities or cease advocacy where the “ask” becomes unrealistic due to a changed political priorities, legislation or social trends.

Tier 1 – National, State, Regional

Significant project or investment required from State and Federal Governments requiring sustained, long-term campaign utilising multiple tactics and activities aimed to engage a broad range of varying groups to target key decision makers – Research based major community led campaign targeting state and/or federal election. i.e. Rowville Rail.

Tier 2 – State, Regional, Local

Large to medium sized projects requiring a sustained campaign using a range of tactics to engage relevant constituents and groups to target key decision makers in the form of stakeholder briefings, dedicated website, regional alliances, media campaign. i.e. law reform targeting gaming machines on licensed premises.

Tier 3 - Local

Small to medium sized ask requiring short-term, Council-led campaign targeted at key decision makers in the form of letters to decision makers, media releases and social media posts. i.e. graffiti removal from state rail infrastructure.

Alignment with Political Cycles

Different stages of state and federal election cycles will influence the likelihood of the Council’s success in its advocacy. Elections and budgets are generally the key advocacy milestones providing the opportunity to galvanise the community around an issue and highlight Council’s efforts advocating on its behalf.

Major Tier 1 and 2 campaigns are generally conceived and developed during the first 2-3 years of the electoral cycle, while the year leading up to an election is usually the right time to execute the campaign.

Community Engagement activities in the lead up to development of a new Council Plan is often the most important opportunity to assess advocacy preferences.

Government relations and relationship building occurs continuously throughout the electoral cycle.

Assessing the ask

Advocacy asks can emerge through multiple sources including, but not limited to, Councillors, community members, Council staff and projects.

To provide Councillors with a firm evidence base in order to confirm the ask, an assessment tool is applied to determine the level of advocacy required (Tier 1,2,3) and the amount of effort, resources and financial support to achieve it.

A matrix of advocacy priorities is maintained by officers and significant asks (Tier 1 and 2) would generally be confirmed by Council.

It is intended the advocacy matrix is an organic document which is constantly evolving as asks are realised or become unrealistic and as new advocacy priorities emerge.

The simple assessment tool is set out in Annexure A.

PART 2: SECURING THE ASK

TECHNIQUES

There are four main techniques Council can use to optimise its advocacy activities:

1. Community Engagement
2. Campaigns
3. Government Relations
4. Third Party Relationships

1. Community Engagement

An overarching technique in advocacy is effective engagement with the community. Council strives to understand the community's needs, and the community, through relevant stakeholder groups, needs to be made aware of Council's priorities. Relationships with community stakeholders will be built over time and ensure that community support for Council advocacy priorities is achieved.

Engagement with the community will also require Council to be flexible in terms of advocacy issues that are being pursued. Council's advocacy priorities may not always necessarily align with the community's expectations. The process of continued engagement with the community will ensure that the necessary support for advocacy priorities is achieved.

2. Campaigns

Campaigns are traditionally conducted in the year before a state or federal election, harnessing community support and leveraging third party influencers.

Campaigns work best when anchored in strong evidence and informed by quantitative and qualitative research, and utilise real case studies and community spokespeople.

A non-partisan approach to campaigning is crucial and works best when it leverages or creates political tension on the issue or "ask" to elicit commitments from both Government, Opposition and minor parties alike.

Major election advocacy campaigns will require investment, resourcing and coordination.

Advocacy campaigning can however, occur outside elections. Budget cycles and community campaigns provide opportunities to achieve an advocacy ask.

3. Government Relations

Lobbying government and opposition parties is perhaps the most effective element of advocacy and an area in which Council plays a crucial role. Establishing and nurturing relationships with local members of State and Federal Parliament (and candidates during elections) will develop clarity around Council's advocacy ask, with the ultimate aim of making it as easy as possible for the member to adopt or fund Council's ask.

It is recommended the Mayor and Councillors, supported by the CEO, Directors and Senior Officers hold structured meetings with local state and federal representatives at least twice a year. The focus of these meetings will be to:

- Provide a briefing on Council's activities

- Gather intelligence and insights into Government policy directions and funding priorities
- Raise areas of concern in relation to state/federal policy initiatives, proposed legislative amendments or proposed funding
- Advocate for specific Council programs or projects
- Empower the MP to become an extension of Council's advocacy efforts by having them internally lobby relevant Ministers for the project or program
- Develop or strengthen relationships with local representatives to build trust and create an open dialogue
- Highlight areas or issues where Council can be of assistance to either the State or Federal Government.

The representation from local Knox Members of Parliament should also be leveraged as an avenue to secure meetings with relevant State and Federal Ministers once a year and, where required, more regularly.

Producing detailed project plans and realistic costings enhances the chances of an MP adopting an "ask" and taking it to their party leader for inclusion as a budget or election commitment.

The Opposition

Oppositions can be effective in placing pressure on the government of the day to fund a particular initiative. Particularly during elections, achieving a commitment for Council's ask from an Opposition candidate can apply significant pressure on Government to match it. Maintaining a non-partisan and professional relationship with all political parties is an important foundation of advocacy.

Budget Process

Outside of elections, the State and Federal Governments' annual budget process is a key opportunity to advocate for investment. Detailed and costed budget submissions are a powerful tool to outline precise investment opportunities for Government. The State and Federal Treasuries generally invite submissions around November until the end of January. Submissions are usually made public. Consideration should be given to making annual submissions to both State and Federal Governments and published on Council's website.

Local state or federal representatives should be briefed on advocacy initiatives well in advance of August to gain their support for the programme or project.

4. Third party relationships

Building relationships with political and advocacy stakeholders over a period of time is critical in achieving advocacy outcomes. These relationships are most successful when built on the key aspects of mutual trust, open communication and the ability to negotiate issues with stakeholders to achieve the desired outcome.

Local Government alliances are another powerful advocacy tool. Council can leverage these memberships for local benefit without detracting from the collectives' wider intentions.

A matrix of Key Stakeholders is outlined in Annexure D

ROLES AND RESPONSIBILITIES

The Mayor and Councillors play a key role in determining and leading Council's advocacy efforts. The Mayor leads Government Relations, supported by the Office of the CEO. The Mayor may delegate responsibility for advocating for initiatives to Councillors, particularly where there is a connection to an issue through the Ward, a personal relationship or previous involvement.

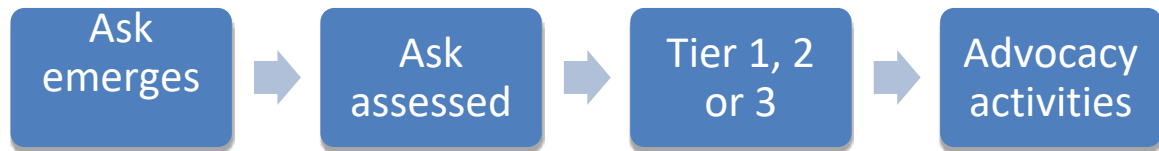
Officers support Council by contributing to building the evidence base and advocacy artefacts, such as budget submissions, advocacy booklets and campaign materials. An important aim of the Advocacy Plan is to promote a culture of transparency, collaboration and inclusiveness within Council itself.

Management of Advocacy Framework

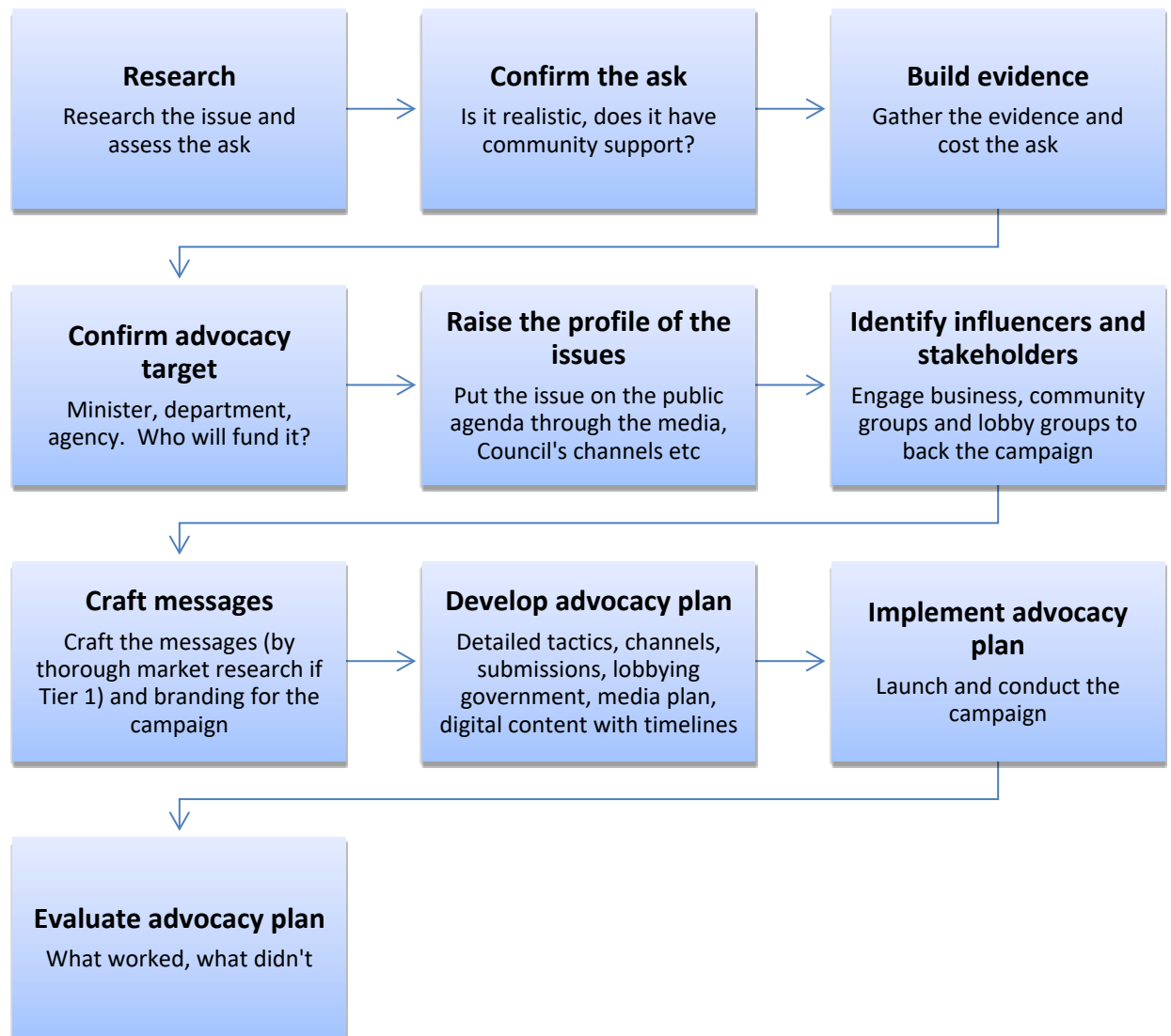
While Advocacy as a service sits within Communications, the Advocacy Framework is to be applied across Council. Communications' role is to coordinate advocacy efforts, coordinate Tier 1 election advocacy campaigns and support other areas of Council to lead Tier 2 and Tier 3 advocacy campaigns and initiatives.

THE PROCESS

An 'ask' can emerge from Councillors, Council Officers, via projects or community members. The advocacy assessment tool is then applied to the 'ask' (Annexure A). It is then allocated a Tier and the activity cycle is initiated.



The activity cycle reflects a consistent approach which is flexible and adaptable enough to apply whether 'ask' is big or small.



EVALUATION

How to Evaluate

Evaluation of the Advocacy Framework is necessary to monitor and assess its effectiveness. This provides an opportunity for the Council to learn from initial experiences and then refine the Advocacy Framework as required.

The ultimate measure of success is if the 'ask' has been answered, i.e. if the project, program or service has been funded or government policy amended. However, advocacy is not a quick fix and rarely achieves instant results. It is a long-term undertaking that responds to often large and complex issues and long lead-time projects that may extend across electoral cycles and jurisdictions. As such, it can take years to achieve objectives. Aside from achieving the 'ask', advocacy can help achieve other important outcomes including:

- A more cohesive community
- Stronger relationships between Council, community and other relevant stakeholders
- Increased satisfaction with Council through its demonstration that it is on the residents' side and appropriately represents and advances their needs and concerns
- Increased participation in consultations and other events and activities boosting the standing of Council in the community.

When to Evaluate

Council will evaluate campaigns at their conclusion to inform future advocacy efforts. An evaluation process is included in Annexure C

The Advocacy Matrix is intended to be an organic, constantly evolving list of Council's advocacy priorities. It will be updated when:

- An advocacy ask is realised
- A new advocacy ask is identified
- An advocacy ask is no longer aligns to Council's goals or is considered realistic

The Advocacy Framework will be reviewed every 2 years.

ADVOCACY ASSESSMENT TOOL ANNEXURE A

1. The issue that needs to be resolved currently affects ...
 - a. A small number of people or a specific group of stakeholders
 - b. A number of people, groups and stakeholders who we know and can identify
 - c. A large number of people, groups and business stakeholders across the entire municipality

2. The solution to the issue needs to be implemented by ...
 - a. Council working with existing partners and stakeholders
 - b. Council, but with assistance from external stakeholders and State and/or Federal Government
 - c. State and/or Federal Government

3. The solution to the issue is ...
 - a. Known and simple to implement
 - b. Known and relatively simple to implement but requires a decision and/or funding from State and/or Federal Government
 - c. Complex, long-term and requires a decision (including legislative change) from State and/or Federal Government

4. Can we implement the solution ourselves
 - a. Yes. The solution can be implemented and funded by Council, working with our stakeholders where required
 - b. Yes. The solution can be implemented and part-funded by Council but requires a commitment from State and/or Federal Government)
 - c. No. The solution is complex, expensive and requires a long-term financial commitment from State and/or Federal Government

5. The urgency of this issue is ...
 - a. Low. This is an issue we want to resolve but it is not currently causing any adverse impacts to our community
 - b. Medium. There is a need for this issue to be resolved and failing to do so will adversely affect our community
 - c. High. There is an urgent need to address this issue immediately. Failing to do so will adversely impact our community (these impacts include financial loss, public safety risks, loss of access to services)

6. Do other work areas within Council consider this issue to be a priority?
 - a. No
 - b. Yes, but only those whose work is closely aligned with ours
 - c. Yes, the issue is understood by a number of work areas and key people and has been identified as a priority by the executive and/or Council

Mostly A's - Considered a Tier 3 Advocacy Campaign

Mostly B's - Considered a Tier 2 Advocacy Campaign

Mostly C's - Considered a Tier 1 Advocacy Campaign

See the Assessment Matrix Annexure B table below for suggested activities and approaches to execute Tier 1, 2 & 3 Advocacy Campaigns.

ASSESSMENT MATRIX ANNEXURE B

	Advocacy Campaign Characteristics	Suggested Advocacy activities	Potential advocates	Responsibility
Tier 1: Federal/ State/ Regional <i>(maximum of 2 campaigns to be run every two years in line with the election)</i>	Sustained, long-term campaign utilising multiple tactics and activities aimed to engage a broad range of constituent groups to target key decision makers	Research and polling Stakeholder briefings Campaign website / social media Advertising (print, cinema, billboards etc.) Forming alliances Engaging existing alliances (NGAA, Interface Councils, South East Councils) Printed collateral (brochures, fact sheets, posters) Messages on hold	Mayor Councillors CEO Business groups Peak bodies Content experts / academics Alliance groups (new or existing) Community groups /associations neighboring LGAs (if appropriate) Metro media	Mayor CEO

ASSESSMENT MATRIX ANNEXURE B continued

	Advocacy Campaign Characteristics	Suggested Advocacy activities	Potential advocates	Responsibility
Tier 2: State/ Regional/ Local	Sustained campaign using a range of tactics to engage relevant Constituents and groups to target key decision makers	Stakeholder briefings Dedicated online website (Casey conversations) Forming alliances Engaging existing alliances (NGAA, Interface Councils, South East Councils) Messages on hold Business forums (if relevant) Letter-writing campaigns Third party endorsement	Mayor Councilors CEO Business groups Community groups/ associations Content experts / academics Alliance groups Local media	Director of relevant area/ Councillor
Tier 3: State/ Local	Short-term, Council-led campaign targeted at key decision makers	Letters to decision makers Media release from Council Social Media posts Message on hold	Mayor, Councilors CEO, Directors, Senior Officers	Manager of relevant area/ Councilors

EVALUATION CRITERIA ANNEXURE C

A number of assessment criteria are used to evaluate the effectiveness of the Advocacy Framework:

Successes

- What number of Initiatives were successfully implemented using the Advocacy Framework?
- Council may rank Initiatives as *highly successful* if an Initiative was rolled out; *somewhat successful* if an Initiative was partially rolled-out; or *not successful* if an Initiative did not progress past the early stages.
- Of those Initiatives which did not progress to a full roll-out, why was this the case?

Priorities

- Have the Council's overarching priorities regarding what it is seeking to achieve for the Knox Community shifted within the last evaluation period?

Communication

- Have the communication channels resulted in effective community awareness and helped community acceptance through the reach of the Council's audiences?
- As a result of this communication, do Council stakeholders have a better understanding of the Council's initiatives?

Commitment

- Has there been an all-of-Council commitment to the Advocacy Framework?
- Has resourcing and the support of the Mayor, Councillors, or Council Executive been maintained on an ongoing basis?

Relationships

- To what extent have stakeholder relationships been maintained or strengthened as a result of the Council's advocacy efforts?
- What new relationships with key stakeholders have been created?
- Have stakeholders felt they have been included in developing Advocacy Initiatives?

Expectations

- Have Council's advocacy efforts and delivery of priorities aligned with community expectations?
- Have these expectations changed in anecdotal or material terms since the development of the advocacy planning stage?

Third Party Factors

- Has there been a change of government policy/funding (e.g. new infrastructure focus) in the area that no longer aligns with the Council's advocacy priorities?
- Is there an upcoming election that may result in funding opportunities that does not align with the Council's current advocacy pursuits?
- Has there been a recent lobbying campaign by third parties outside of Knox Council for project funding that does not align with the Council's current priorities?

STRATEGIC RELATIONSHIPS ANNEXURE D

Across different levels of advocacy, key strategic relationships can be developed with the following organisations:

Federal Level Advocacy

- Australian Local Government Association (ALGA);
- National Growth Areas Alliance (NGAA);
- Urban Development Institute of Australia (UDIA); and
- Local Federal Members of Parliament and their offices.

State Level Advocacy

- Melbourne Metropolitan Partnerships (Eastern Partnership);
- Victorian Location Governance Association (VLGA);
- Municipal Association of Victoria (MAV);
- Property Council of Australia (PCA);
- VicHealth;
- Victorian Chamber of Commerce and Industry;
- Victorian Multicultural Commission (Eastern Metropolitan);
- Sport and Recreation Victoria;
- Public Transport Users Association; and
- Local State Members of Parliament and their offices.

Local Level Advocacy

- Local health groups and general practitioners;
- Local branch of Victoria Police;
- Local resident associations;
- Local Chambers of Commerce;
- Local Landcare and environmental groups;
- Local aged care and community housing providers;
- Local Returned & Services Leagues (RSLs);
- Locally based and regional sporting clubs; and
- Other Local community groups

10.3 Minor Grants Program Applications 2018-19

SUMMARY: Governance Officer, Damian Watson

This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

RECOMMENDATION

That Council:

1. Approve the eight (8) recommended Minor Grants Program applications for a total of \$10,254.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Fijian Seniors Association	Funding for members of this organisation, based in Bayswater, to pay for the charter of a bus to attend a Cultural and Education event.	\$1,174.00	\$1,174.00
Knox Community Gardens	Funding to provide gardening and first aid sessions.	\$1,345.00	\$1,345.00
Templeton Orchards Pre-School	Funding to purchase a split system air-conditioner.	\$1,500.00	\$1,500.00
St Vincent De Paul Society – Boronia Conference	Funding to purchase 16 recycling bins to distribute to schools.	\$992.00	\$992.00
Australian Jazz Museum	Funding to stage a jazz touring exhibition around the Eastern Regional Libraries.	\$1,500.00	\$1,500.00
Wantirna Jetbacks Basketball Club	Funding to purchase bags to hold equipment for coaches.	\$1,500.00	\$1,500.00
Wantirna Tennis Club	Funding to purchase tennis equipment including tennis balls, net straps and brooms.	\$1,243.00	\$1,243.00
Goodwin Estate Pre-Kinder	Funding to purchase laptops for educators.	\$1,000.00	\$1,000.00
TOTAL		\$10,254.00	\$10,254.00

2. Note that one (1) Minor Grants Program application has been approved and paid under delegated authority for a total of \$500.00 as detailed below:

Applicant Name	Project Title	Amount Received
Upper Ferntree Gully Primary School Parents and Friends Association	Funding to provide free fruit each Friday to students.	\$500.00
TOTAL		\$500.00

3. Note that inclusive of the above grants, a total of \$154,649.74 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs. There is currently \$9,211.58 remaining in the budget for the Minor Grants Program in 2018-19 inclusive of the carry forward amount from the previous financial year and adjustment for GST.

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy (the Policy), effective from 25 July 2017.

The maximum limit for the Minor Grants Program applications was amended by Council at the Strategic Planning Committee Meeting held on 8 October 2018 to \$1,500.00.

Minor Grants applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$1,500.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;
- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

2. DISCUSSION

This report presents to Council recommended grant applications in accordance with the Policy.

Council established the Minor Grants Program to ensure that funding could be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 27 May 2019 Ordinary Council meeting. It recommends eight grants for Council's approval and approves one grant under delegated authority.

Applications under the Minor Grants Policy are limited to a maximum of \$1,500.00 until a review of the policy is completed. This change has been adopted as a measure of controlling the annual budget following a decision by Council at the Strategic Planning Committee Meeting on 8 October 2018.

3. CONSULTATION

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of minor grants is managed within Council's adopted budget.

6. SOCIAL IMPLICATIONS

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 6 - We are healthy, happy and well

Strategy 6.2 - Support the community to enable positive physical and mental health

Goal 7 - We are inclusive, feel a sense of belonging and value our identity

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Governance Officer, Damian Watson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

10. CONFIDENTIALITY

A confidential attachment has been circulated under a separate cover.

Report Prepared By: Governance Officer, Damian Watson

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

Nil

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Timmers-Leitch

That Council:

- 1. Note that an additional Minor Grant submission was received from St Paul's Anglican Church for funding to apply for a building permit to ensure their building is compliant with all regulations to be able to conduct Winter Sleep Over; and**

2. Approve the nine (9) recommended Minor Grants Program applications for a total of \$13,254.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Fijian Seniors Association	Funding for members of this organisation, based in Bayswater, to pay for the charter of a bus to attend a Cultural and Education event.	\$1,174.00	\$1,174.00
Knox Community Gardens	Funding to provide gardening and first aid sessions.	\$1,345.00	\$1,345.00
Templeton Orchards Pre-School	Funding to purchase a split system air-conditioner.	\$1,500.00	\$1,500.00
St Vincent De Paul Society - Boronia Conference	Funding to purchase 16 recycling bins to distribute to schools.	\$992.00	\$992.00
Australian Jazz Museum	Funding to stage a jazz touring exhibition around the Eastern Regional Libraries.	\$1,500.00	\$1,500.00
Wantirna Jetbacks Basketball Club	Funding to purchase bags to hold equipment for coaches.	\$1,500.00	\$1,500.00
Wantirna Tennis Club	Funding to purchase tennis equipment including tennis balls, net straps and brooms.	\$1,243.00	\$1,243.00
Goodwin Estate Pre-Kinder	Funding to purchase laptops for educators.	\$1,000.00	\$1,000.00
St Paul's Anglican Church, Boronia	Funding for building modifications and to apply for a building permit to ensure compliance to run the "Winter Sleep Over" event	\$3,000.00	\$3,000.00
TOTAL		\$13,254.00	\$13,254.00

3. Note that one (1) Minor Grants Program application has been approved and paid under delegated authority for a total of \$500.00 as detailed below:

Applicant Name	Project Title	Amount Received
Upper Ferntree Gully Primary School Parents and Friends Association	Funding to provide free fruit each Friday to students.	\$500.00
TOTAL		\$500.00

4. Note that inclusive of the above grants, a total of \$157,649.74 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs. There is currently \$6,211.58 remaining in the budget for the Minor Grants Program in 2018-19 inclusive of the carry forward amount from the previous financial year and adjustment for GST.

CARRIED

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Holland

That the following items:

- 11.1 Assemblies of Councillors
- 11.2 ICT Capital Works Program Report
- 11.3 Capital Works Program Works Report as at 30 May 2019

be moved en bloc as per the officers' recommendations outlined in the agenda

CARRIED

11 Items for Information

11.1 Assemblies of Councillors

SUMMARY: Manager, Governance and Strategy, Phil McQue

This report provides details of Assembly of Councillors for the period 14 May 2019 to 5 June 2019, as required under section 80A(2) of the Local Government Act.

RECOMMENDATION

That Council:

- 1. Note the written record of Assemblies of Councillors as attached to this report.**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Report Prepared By: Manager, Governance and Strategy, Phil McQue

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

- 1. Attachment 1 - Assemblies of Councillors [11.1.1 - 8 pages]**

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Holland

That Council:

- 1. Note the written record of Assemblies of Councillors as attached to this report.**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

CARRIED



Record of Assembly of Councillors
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 14/5/2019

Name of Committee or Group (if applicable): Youth Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Marcia Timmers-Leitch

Name of Members of Council Staff Attending:

Samuel Mepham

Tony Justice

Nicole Columbine

Matters Considered:

1. Knox Young Leaders' Program

Any conflict of interest disclosures made by a Councillor attending: Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Kelly Bartholomeusz

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 15/5/2019

Name of Committee or Group (if applicable): Environment Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr John Mortimore

Name of Members of Council Staff Attending:

Trish Winterling

Sam Sampanthar

Matters Considered:

1. Energy and Climate Change
2. Sustainable Building Policy Review
3. Emerging Issues
4. Knox Design and Development Excellence Awards
5. Community and Council Plan Mid Term Review - Update

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Sam Sampanthar

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 16/5/2019

Name of Committee or Group (if applicable): City Futures Advisory Committee

Time Meeting Commenced: 4.35pm

Name of Councillors Attending:

Cr Peter Lockwood, Deputy Mayor

Cr Darren Pearce

Name of Members of Council Staff Attending:

Anthony Petherbridge

Pip Smith

Kate Harris

Matters Considered:

1. Investment Focused Planning Service
2. Better Approvals Project
3. Additional Resourcing in Economic Development
4. Succession Planning for an Ageing Workforce

Any conflict of interest disclosures made by a Councillor attending: *

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Pip Smith

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 20/5/2019

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.32pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor	Cr Marcia Timmers-Leitch
Cr Peter Lockwood, Deputy Mayor	Cr Tony Holland
Cr John Mortimore	Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle	Andrew Dowling
Ian Bell	Darlene Swan (Item 1)
Steven Dickson	Pip Smith (Item 1)
Michael Fromberg	Anthony Petherbridge (Item 1)
Peter Gore	Misty Johannsen (Item 2)
Phil McQue	

Matters Considered:

1. Community and Council Plan – Draft Midterm Review Report
2. Waste Industry Issues and Opportunities

Any conflict of interest disclosures made by a Councillor attending: Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Joanne Ellis

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 30/5/2019

Name of Committee or Group (if applicable): Joint Advisory Committee

Time Meeting Commenced: 6.00pm

Name of Councillors Attending:

Cr Peter Lockwood, Deputy Mayor

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

Cr Marcia Timmers-Leitch

Name of Members of Council Staff Attending:

Phil McQue

Robyn Renkema

Andrew Dowling

Jane Kutchins

Bronwyn Commandeur

Sam Sampanthar

Deb Robert

Belinda Carney

Trish Winterling

Kelly Bartholomeusz

Stuart Ireland

Tony Justice

Joan Pepi

Kathy Parton

Tony Doyle

Anthony Petherbridge

Matters Considered:

1. Experience being on a Knox Advisory Committee
2. What Advisory Committees have been working on, including successes and challenges
3. What would you like to see your Advisory Committee do in the future?
4. What would you like to see at the next Joint Advisory Committee meeting?

Any conflict of interest disclosures made by a Councillor attending: Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Joanne Ellis

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 3/6/2019

Name of Committee or Group (if applicable): Proposed Budget 2019-20 Submissions Hearing

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Tony Holland

Cr Peter Lockwood, Deputy Mayor

Cr Darren Pearce

Cr John Mortimore

Cr Nicole Seymour

Cr Marcia Timmers-Leitch

Name of Members of Council Staff Attending:

Tony Doyle

Ian Bell

Tanya Clark

Michael Fromberg

Matt Kelleher

Phil McQue

James Morris

Matters Considered:

1. Reception of Written Submissions on Council's Proposed Budget 2019-20

Any conflict of interest disclosures made by a Councillor attending: Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: James Morris

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 3/6/2019

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.55pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Tony Holland

Cr Peter Lockwood, Deputy Mayor

Cr Darren Pearce

Cr John Mortimore

Cr Nicole Seymour

Cr Marcia Timmers-Leitch

Name of Members of Council Staff Attending:

Tony Doyle

Kathy Parton (Item 1)

Ian Bell

Linda Merlino (Item 1)

Tanya Clark

Emma Hayton (Item 1)

Michael Fromberg

Gerard Scholten (Item 2)

Matt Kelleher

Phil McQue

Matters Considered:

1. Millers Homestead Consultation
2. Advocacy Strategy
3. Forward Report Schedule

Any conflict of interest disclosures made by a Councillor attending: Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Joanne Ellis

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 5/6/2019

Name of Committee or Group (if applicable): Recreation and Leisure Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Marcia Timmers-Leitch

Cr Tony Holland

Name of Members of Council Staff Attending:

Peter Gore

John Salter

Suranga Dissakarunaratne

Kate Dunlop

Lisette Pine

Matters Considered:

1. Introduction of Cr Marcia Timmers-Leitch
2. Crime Prevention through Environmental Design
3. Review of the Draft Casual Use of Active Reserve Policy
4. Review of the Draft Guidelines for Use of Active Reserves and Public Open Space by Personal Trainers
5. Review of the Draft Breach of Tenancy Agreement for Sporting Clubs
6. Capital Works Update

Any conflict of interest disclosures made by a Councillor attending: Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **

Name of Person Completing Record: Suranga Dissakarunaratne

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

11.2 ICT Capital Works Program Report

SUMMARY: Business Engagement Lead, Ian Bertram

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 05 June 2019.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 05 June 2019.

1. INTRODUCTION

This report summarises Councils ICT Capital Works Program for the 2018/2019 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 05 June 2019 is attached as Attachment 1.

Highlights of the Works Report as at 05 June 2019 Include:

1242 - Website Channel Transformation

Project Initiation Document has been approved by May 19 ICT Governance Committee. Project is now collecting requirements to commence procurement of a Digital Agency to kick off design activities.

812 - Asset Management System

Project is tracking to plan. Project has opened the Request For Tender to preferred vendors following an earlier Request For Proposal process.

1036 – HR System Enhancement

Contract negotiations are in progress with preferred suppliers. Procurement report is scheduled to be presented to Strategic Planning Committee on 11 June for approval. Planned kick off for implementation is July 2019.

1034 - Business Intelligence

Project tracking to plan. Proof of Concept (PoC) is underway with 5 user group Sprints completed out of the 6 scheduled across departments. Preparation is now underway for the implementation model for Business Intelligence post learnings from the Proof of Concept.

1031 – ICT Spatial Capability

Project approach approved by Governance bodies in May 2019. Proceeding with Project Scoping and Due Diligence on the most effective approach (system uplift vs. replacement) to deliver required future state solution.

Report Prepared By: Business Engagement Lead, Ian Bertram

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - Project Status Report [**11.2.1 - 6 pages**]

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Holland

That Council receive and note the ICT Capital Works Report, as at 05 June 2019.

CARRIED

Knox City Council Project Status Report

05-Jun-2019

Project Number	Project Name
589	I.T. Knox Early Years (KEYS) Project
All Wards	Project Completed KEYS Proximity (Zone) changes implemented in May 2019 in readiness for 2020 enrolments
668	Knox Active Aging Management System (KAAMS)
All Wards	Project Completed
785	Printer Upgrade
All Wards	Multi Function Printer device rollout completed. Rollout of automated faxing capabilities awaiting scheduling
786	Microsoft Office Upgrade
All Wards	MS Office 365 rollout completed. Rollout of remaining Skype For Business and Yammer capabilities awaiting scheduling
788	Network Drive Migration
All Wards	Project scheduled to commence early June 2019
789	Facilities Booking Review/Upgrade
All Wards	Project on track. Request For Quotation (RFQ) to be distributed to select vendors in early June
793	Non Leased Software and Hardware
All Wards	Non leased hardware and software acquired as required throughout the year for new and replacement devices
794	Switch Replacement Program
All Wards	Switch Replacement program completed.
812	Asset Management System (ICT Roadmap #67,68,69,70)
All Wards	Project is tracking to plan. Project has opened the Request For Tender to preferred vendors following an earlier Request For Proposal process.
813	Information Architecture Design and Planning
All Wards	Project awaiting scheduling
814	Standard Operating Environment Upgrade
All Wards	MS Windows 10 is being rolled out, installed on new devices as existing devices reach End Of Lease

Knox City Council Project Status Report

05-Jun-2019

Project Number	Project Name
815	Pathway Smartclient implementation
All Wards	Project closed and being reported under #977
816	ePathway Payment Enhancements/Extension
All Wards	Project Closed and being reported under # 977
817	WAN Network Enhancements
All Wards	WAN environment upgrade rollout completed. Wantirna and Bayswater Community Hub WAN integration remains On Track and once done will complete WAN project.
818	DRP Update and full test
All Wards	Project completed. Relocation of Disaster Recovery Centre to NextDC (South Melbourne) completed. Full test of recovery capabilities completed
819	Security Framework Management & Penetration Testing
All Wards	Annual IT Security Penetration testing completed. Remediation actions categorised into four (4) Remediation Work Packages. Work Package 1 - Event Logging (Status - On Track) Critical, High and Medium issues mitigated, new Event Logging system being implemented. Work Package 2 - Patching (Status - Completed) Work Package 3 - Policy (Status - Completed) Work Package 4 - Connectivity (Status - Completed)
820	Security Framework Development
All Wards	Project awaiting scheduled commencement
822	Security, Email Filtering and Firewall
All Wards	Email filtering rollout completed. Rollout of remaining capabilities awaiting scheduling
823	DC1 - Server Room AC & UPS
All Wards	Civic Centre Computer room upgrade completed. Additional small enhancements awaiting scheduling.

Knox City Council Project Status Report

05-Jun-2019

Project Number	Project Name
825	Microsoft Licensing (True Up)
All Wards	Annual MS Software Licence "True Up" scheduled for May - Jun 2019. Project on track to complete June 19
826	Microsoft SQL Licence
All Wards	Additional and replacement MS SQL licences acquired as needed throughout the year.
827	ICT - Intranet Redevelopment eRIK
All Wards	Awaiting scheduling. Project is dependant on selection of Website development platform and is likely to be undertaken 2019/2020
975	AV Equipment Enhancements
All Wards	Project Completed
976	iChris - Chris21 Upgrade
All Wards	iChris (Payroll) upgrade project consolidated into project 1036 - HR System Enhancements "Program" of work
977	Pathway Program (ICT Roadmap #59,60,61,62,75,76,77,78,79,80,81,82)
All Wards	Pathway project is continuing to make good progress with operational activities, however a number of ICT Program activities (e.g. Road Opening Permits, Receipts/Shopping Cart, Building Requests for Further Information) will deliver later than planned. The Project Manager who has now returned from period of annual leave will prioritise required resolution.
978	Microsoft Exchange Upgrade
All Wards	MS Exchange (Cloud) rollout completed. Rollout of remaining smaller capabilities awaiting scheduling to complete project
979	GIS Phase 3
All Wards	Project on track. Preparation of Expression Of Interest (EOI) underway
981	Applications Support - Mobile Computing & Information Integrity (EFT)
All Wards	Project on track. Steff Device Strategy & Policy developed. Device trails completed. Preparations for device rollout underway.

Knox City Council Project Status Report

05-Jun-2019

Project Number	Project Name
1026	ICT - DRP Update and full test (Part of Project 818)
All Wards	Project consolidated with Project 818 (DR Update and full test)
1027	ICT - Agenda & Minutes Management
All Wards	Preferred solution provider identified by Councilors, solution being assessed for EMT and SMT
1031	Spatial Capability (ICT Roadmap #31,32,34,35,36,37)
All Wards	Project approach approved by Governance bodies in May 2019. Proceeding with Project Scoping and Due Diligence on the most effective approach (system uplift vs. replacement) to deliver required future state solution.
1032	CRM Citizen Portal for Web (ICT Roadmap #9,10,11)
All Wards	Project awaiting scheduling
1033	CMS - Integration and Portal (ICT Roadmap #6,7,8)
All Wards	Project awaiting scheduling
1034	Business Intelligence (ICT Roadmap #14,16,17,18,19)
All Wards	Project tracking to plan. Proof of Concept (PoC) is underway with 5 user group Sprints completed out of the 6 scheduled across departments. Preparation is now underway for the implementation model for Business Intelligence post learnings from the Proof of Concept.
1035	ICT - Payment Gateway
All Wards	Project awaiting scheduling
1036	HR System Enhancement (ICT Roadmap #84,85,86,98)
All Wards	Contract negotiations are in progress with preferred suppliers. Procurement report is scheduled to be presented to Strategic Planning Committee on 11 June for approval. Planned kick off for implementation is July 2019.
1037	ICT - Key Project Initiation Documentation
All Wards	Project awaiting scheduling
1038	ICT - Business Strategy and Benefits Identification
All Wards	Project Completed
1039	ICT - IT Network Security Evaluation and Upgrade
All Wards	Project consolidated with Project 819 (Security Framework Management & Penetration Testing)

Knox City Council Project Status Report

05-Jun-2019

Project Number	Project Name
1188	Office 365 Additional Licensing
All Wards	MS Office 365 additional licenses are purchased on an "As Needed" basis throughout the year as new and replacement devices are required.
1189	Knox Explorer - G Drive Decommission (Part of project 788)
All Wards	Project consolidated with Project 788 (Network drive migration)
1190	KX Integration to other Modules
All Wards	Project awaiting scheduling
1191	Security Framework Management & Penetration Testing (2)
All Wards	Project consolidated with Project 819 (Security Framework Management & Penetration Testing)
1192	Storage Solution - Production
All Wards	Additional storage installed at Civic Centre. Project on track to commission new storage at DR site next month
1193	Email Filtering Renewal
All Wards	Email filtering rollout completed.
1194	Digital/ICT Strategy Implementation
All Wards	Strategy on a Page activities continue to roll out. ICT Governance "immersion session" conducted on 10 May to brief Committee members on plan and project details. Portfolio Management tool vendor evaluation has resulted in a NIL award, due to costs above allocated budget or failure to meet technical requirements.
1239	Widen Utilisation of ION (ICT Roadmap #33)
All Wards	Project awaiting scheduling
1240	Master Data Management (ICT Roadmap #20,22)
All Wards	Project awaiting scheduling
1241	Intranet Redevelopment (ICT Roadmap #12)
All Wards	Project awaiting scheduling
1242	Website Channel Transformation (ICT Roadmap #3,4,5)
All Wards	Project Initiation Document has been approved by May 19 ICT Governance Committee. Project is now collecting requirements to commence procurement of a Digital Agency to kick off design activities.

Knox City Council Project Status Report

05-Jun-2019

Project Number	Project Name
1243	Website Channel Transformation (ICT Roadmap #1,2)
All Wards	Project awaiting scheduling
1245	ICT - Governance System (ICT Roadmap #46,47,48)
All Wards	Project awaiting scheduling
1250	ICT - Storage System - DR
All Wards	Project Completed
1254	ICT - Cloud Solutions
All Wards	Project awaiting scheduling
1255	ICT - Server Infrastructure Upgrade
All Wards	Project awaiting scheduling
1257	ICT - Project Management Office
All Wards	Project awaiting scheduling

11.3 Capital Works Program Works Report as at 30 May 2019.

SUMMARY: Coordinator, Capital Works (Gene Chiron)

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 30 May 2019.

RECOMMENDATION

That Council receive and note the Works Report, as at 30 May 2019.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2018/2019 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 30 May 2019, is attached as Appendix A.

Highlights of the Works Report as at 30 May 2019, include:

- Road Renewal Reconstruction Program – construction works completed.
- Lewis Park, Wantirna South Oval 1 Renewal – Works completed.
- Guy Turner Reserve, Bayswater Drainage Renewal – Works completed.
- Cricket Run Up and Goal Square Renewal Program – Projects at all sites completed.
- Oversowing of Sports Fields Renewal Program – Projects at all sites completed.
- Sporting Oval Fencing Renewals Program – Projects at all sites completed.
- Rowville (Seebeck) Reserve Safety Netting – Project completed.
- Rummann and Benedikt Reserve – Open Space upgrade works completed.
- Knox Regional Netball Centre, Ferntree Gully – Masterplan approved by Council.
Documentation for implantation in next year's program to proceed.
- The Basin Neighbourhood House Redevelopment – Installation of furniture, fit-out and equipment completed.
- Boronia Youth Hall Demolition and Pop Up Park – Demolition of building completed.

Report Prepared By: Coordinator, Capital Works, Gene Chiron

Report Authorised By: Director, Engineering and Infrastructure, Ian Bell

Attachments

1. Works report as at 30 May 2019 [**11.3.1 - 21 pages**]

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Holland

That Council receive and note the Works Report, as at 30 May 2019.

CARRIED

Knox City Council Project Status Report

30-May-2019

Project Number	Project Name	Total Approved Budget
1	Bridges Renewal Program	\$312,314
All Wards	Works in progress on shared path bridge along Blind Creek near High Street Road, Wantirna South and will complete the 2018/19 program.	
4	High Risk Road Failures	\$500,000
All Wards	Program for 2018/19 is nearing completion.	
7	Road Surface Renewal Program	\$4,250,000
All Wards	Asphalt resurfacing works are in progress at various locations, completing the 2018/19 program.	
8	Drainage Pit and Pipe Renewal Program	\$2,000,000
All Wards	Drainage renewal works are in progress at various locations, completing the 2018/19 program.	
9	Footpath Renewal Program	\$2,200,000
All Wards	Footpath renewal works are in progress at various locations, completing the 2018/19 program.	
10	Bicycle / Shared Path Renewal Program	\$540,000
All Wards	Program completed (2018/19).	
16	Building Renewal Program	\$5,468,310
All Wards	Program is 70% committed/expended. Works commencing or nearing completion over June include Civic Centre - ramp/airlock renewal works at North entry; Leisureworks - external painting and floor coverings/internal painting to gym; Kumala Road Scout Hall - demolition; Talaskia Pavilion - kitchen refit; Knox Netball Centre - accessible toilet refit (courtside); Ferntree Gully Library - staff toilet refit; Picketts Reserve - amenities refit; Carrington Park Leisure Centre - accessible toilet; Cooina Preschool - verandah roof replacement.	
17	Playground Renewal Program	\$1,767,181
All Wards	Tender for 2018/19 playground equipment is currently being evaluated. The tender for the playground construction works is currently open. Consultants are working on detailed design of Marie Wallace Playground upgrade.	
22	Fire Hydrant Replacement Program	\$130,000
All Wards	Program completed (2018/19).	
24	Carpark Renewal	\$700,000
All Wards	Carpark renewal works are in progress at various locations, completing the 2018/19 program.	

Knox City Council Project Status Report

30-May-2019

Project Number	Project Name	Total Approved Budget
25	Plant & Machinery Replacement Program	\$2,984,000
All Wards	Fleet Renewal Program 100% of funding committed.	
26	Street Tree Replacement Program	\$653,457
All Wards	Tree planting works are in progress.	
31	Stamford Park Redevelopment	\$7,734,149
Tirhatuan	Homestead - works complete and restaurant open. Homestead Gardens - works complete and in maintenance period. Parklands - landscape works in southern swale to be complete in June. Progressing with other parkland design works in preparation for planning application.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program progressing with 75% funding expended/committed.	
147	Energy & Greenhouse Program for Council Facilities	\$101,327
All Wards	Lighting trial to commence in the last week of May with the full implementation to be completed by June.	
229	Building Code Australia Compliance	\$100,000
All Wards	Program rollout is continuing over May/June with completion of all projects expected by end of June.	
345	Asbestos Removal	\$100,000
All Wards	Program of asbestos removal projects being undertaken over May/June include Aimee Seebeck Hall and Talaskia Pavilion.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Program for 2018/19 completed.	
409	Parks Furniture Renewal	\$67,000
All Wards	Program delayed due to late delivery of furniture items. It is estimated all works for the 2018/19 renewal program will be completed by early August 2019.	
410	Parks Signage Renewal	\$20,000
All Wards	Audits are continuing and installation of replacement signs is progressing on schedule.	

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Project Number	Project Name	Total Approved Budget
412	Water Sensitive Urban Design Renewal	\$432,663
All Wards	Waterford Valley Golf Course - Quotes review has been completed and works scheduled to occur in 2019/20. Knox Regional Sports Centre kerbcut renewals - construction underway, anticipated completion in June. Cashfues Penstock key renewals - anticipated completion in June.	
441	Tim Neville Arboretum Renewal	\$360,000
Dobson	Scoping of works in accordance with the Tim Neville Arboretum Masterplan is continuing. Proposed works to occur in the new financial year include turf renewal works, furniture installations and renewals, new BBQ shelters and renewal of Francis Crescent area.	
443	Reserves Paths Renewal	\$50,000
All Wards	Program nearing completion.	
492	Food Act Compliance - Kitchen Retrofitting	\$50,000
All Wards	Remaining installation at Talaskia Reserve Pavilion to be undertaken by the end of June.	
494	Cathies Lane - Landfill Rehabilitation Works	\$175,000
Scott	Audit report completed October 2018. Landfill gas monitoring detects exceedances to EPA guideline values, but has not triggered the need for further work. Monitoring of groundwater continues and to date has not triggered the need for additional leachate extraction.	
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$410,489
Tirhatuan	Works completed and practical completion arranged.	
536	Parkland Asset Renewal	\$65,000
All Wards	Program nearing completion.	
537	Bush Boulevard Renewal	\$61,506
All Wards	Works commenced and on schedule.	
543	Llewellyn Park - Landfill Rehabilitation Works	\$175,000
Scott	Audit report completed January. Risk based trigger levels for landfill gas to be defined in conjunction with auditor. Monitoring of groundwater continues and to date has not triggered the need for leachate extraction.	

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Project Number	Project Name	Total Approved Budget
566	Artwork Renewal	\$33,749
All Wards	Art Renewal budget is fully planned for the next three years. There will be carry over between the years but works have been allocated to fully expend the budgets.	
576	Emergency Warning Systems in Early Years Facilities	\$50,000
All Wards	Program for 2018/19 completed.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$472,867
Dobson	Draft detailed documentation supplied by Consultants. Liaising with Knox Construction on the draft drawings.	
593	Marie Wallace Reserve - Masterplan Implementation	\$952,383
Dinsdale	Bike training area - currently under maintenance period. Stage 3 Works - Consultants are working on detailed design. Pedestrian Bridges - Approval works have been arranged with Melbourne Water. Contractor to initially commence renewal works of existing bridge and follow with new bridge works with pre-fabrication of components already underway.	
607	Ashton Road, Ferntree Gully - Reconstruction	\$245,000
Friberg	Annual renewal program packaged as one contract. Works completed with practical completion inspection to be arranged.	
630	Early Years Hubs - Bayswater	\$8,529,851
Dinsdale	Early Years Hub - Construction completed and centre was opened on 23 April. Hub Carpark - works nearing completion.	
649	Scoresby (Exner) Reserve - Masterplan Implementation	\$10,000
Tirhatuan	Project completed.	
660	Mountain Highway, Bayswater - Drainage Improvements	\$20,000
Dinsdale	A report to VicRoads on three potential options to resolve flooding in this precinct is scheduled to be submitted in June. Subject to VicRoads' approval of design options, detailed design of preferred option scheduled to be commenced in 2019/20.	
664	Stormwater Harvesting Program Development	\$74,925
All Wards	Detailed designs for construction readiness are underway and due by 30 June, for a July 2019 construction start to rectify priority harvesting sites.	
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design	\$78,467
Chandler	Construction underway, anticipated completion in June.	

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Project Number	Project Name	Total Approved Budget
675	Public Art Project	\$166,081
All Wards	Public Art Projects budget is fully planned for the next three years. There will be carry over between the years but works have been allocated to fully expend the budgets.	
689	Lewis Park, Wantirna South Oval 1 Renewal	\$26,229
Dinsdale	Project completed.	
708	Cricket Run Up and Goal Square Renewal Works	\$48,000
All Wards	Program for 2018/19 has been completed.	
716	Early Years Hubs - Wantirna South	\$5,365,973
Scott	Project completed.	
717	Knox Central Package	\$8,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Detailed design completed. Awaiting confirmed start date from Westfield.	
725	Placemakers Site	\$195,903
Dobson	Construction has commenced and completion is expected late July/early August 2019.	
727	Knox Community Arts Centre - Furniture	\$9,517
Dinsdale	Minor purchases for the kitchen are scheduled for June.	
733	Preschool Office/Storage - Minor Works	\$50,000
All Wards	Remaining program of works to be undertaken over June school holidays.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
746	Revegetation Plan	\$100,000
All Wards	Planting scheduled for June.	

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Project Number	Project Name	Total Approved Budget
751 Dobson	Tim Neville Arboretum - Lake Structure Upgrade Project completed.	\$27,800
752 Friberg	Mountain Gate Shopping Centre Reserve - Implementation Footing preparation in progress. Lighting scheduled for installation in June.	\$240,894
755 Dobson	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Landscape planting works complete. 13 week maintenance for planting. Contractor awarded for play space upgrade, to be delivered in July 2019.	\$582,500
761 All Wards	Dandenong Creek Gateways - Strategic Road Corridors Revegetation Currently liaising with Passive Open Space/Parks team regarding tree planting in road reserves.	\$145,795
809 Dinsdale	Bayswater Activity Centre Streetscape Improvements Project completed.	\$741,536
833 Scott	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal Project completed.	\$282,157
834 All Wards	Oversowing of Sports Fields Program completed (2018/19).	\$40,000
837 Dinsdale	Westfield (Permanent) Library - Design Awaiting outcomes of discussions with Westfield.	\$200,000
838 Dinsdale	Bayswater Community Hub - Scoping A Multipurpose Community Facility review has been completed identifying service demand/needs analysis and functional space requirements for a community hub facility within the Bayswater Activity Centre. A Strategic Asset Investment strategy will commence shortly to evaluate key site opportunities in Bayswater.	\$120,000
842 Friberg	Knox Athletics - Hammer Throw Cage Upgrade Project completed.	\$105,728
844 All Wards	Score Boards - Design and Installation Works complete/nearing completion at all 8 designated sites. Remaining works will carry into the next financial year.	\$396,194

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Project Number	Project Name	Total Approved Budget
849	Repurposing Scoping of Facilities from Hub Projects.	\$56,454
All Wards	Officers continue to work through actions from November 2018 Council meeting. Relevant projects have been included in the Draft 2019/20 Capital Works Program. Rezoning of early years facilities to occur throughout 2019/20. Project to be carried forward into 2019/20 to complete facility scope/repurpose work.	
853	Aimee Seebeck Hall, Amenities Upgrade	\$242,000
Taylor	Contractor appointed. Works expected to commence mid-June.	
862	Burwood Highway Shared Path - Traydal Close to Knox School	\$52,162
Collier	Project completed.	
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan	\$110,984
Dobson	Masterplan approved by Council. Documentation for implementation currently being prepared.	
868	H V Jones, Ferntree Gully - Masterplan Implementation	\$181,560
Friberg	Draft documentation drawings in progress.	
869	Gilbert Park, Knoxfield - Masterplan Implementation	\$249,722
Friberg	Draft documentation drawings in progress.	
871	Energy Performance Audit for Community Buildings	\$1,149,291
All Wards	The decision to implement the opportunities identified in the Detailed Facility Study under an Energy Performance Contract will be presented to Council in June.	
875	Parkhurst Drive, Knoxfield Reconstruction	\$1,250,000
Dinsdale	Annual renewal program packaged as one contract. Works completed with practical completion inspection to be arranged.	
876	Eastgate Court, Wantirna South Reconstruction	\$162,904
Dinsdale	Project completed and practical completion arranged.	
889	Wally Tew Reserve, Ferntree Gully - Floodlighting Upgrade	\$54,265
Dobson	Currently liaising with Federal Government to seek approval to expend surplus funds on other projects at the reserve. Quotes for additional items have been submitted for approval.	

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Project Number	Project Name	Total Approved Budget
891	Henderson Road Bridge, Rowville	\$6,960,625
Friberg	Bridge works - piling for the bridge is complete. Culverts for the shared path underpass and floodway to be placed in coming weeks. Valleyview Drive LATM - works completed.	
907	JW Manson Reserve WSUD - Construction	\$326,001
Collier	Tender evaluations completed. The quotes received have been in excess of the project budget. Some alterations to design are currently underway to reduce the overall project cost. Construction works will be carried forward into 2019/20.	
924	Cherrington Square, Wantirna Reconstruction	\$235,000
Collier	Annual renewal program packaged as one contract. Works completed with practical completion inspection to be arranged.	
927	Selman Avenue, Ferntree Gully Reconstruction	\$265,000
Dobson	Annual renewal program packaged as one contract. Works completed with practical completion inspection to be arranged.	
929	Albert Avenue, Boronia Stage 1 Reconstruction	\$535,000
Chandler	Annual renewal program packaged as one contract. Works completed and practical completion certificate issued.	
930	Forest Road, Ferntree Gully - Design	\$40,000
Dobson	Design completed - final review to follow. Included as part of local road renewal contract package advertised from 20 May with tenders closing on 11 June.	
931	Underwood Road, Ferntree Gully Reconstruction	\$380,000
Dobson	Annual renewal program packaged as one contract. Works completed with practical completion inspection to be arranged.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$200,650
Tirhatuan	Project completed.	
936	Carrington Park Reserve - Tennis Court Renewals	\$75,000
Friberg	Project completed.	
937	Kings Park Baseball Diamond - Safety Fencing	\$31,979
Dobson	Project completed.	

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Project Number	Project Name	Total Approved Budget
939	Millers Reserve, Boronia Oval Renewal	\$850,000
Chandler	Project nearing completion.	
940	Wally Tew Reserve, FTG - Cricket Net Renewals	\$225,000
Dobson	Project completed.	
941	Knox Regional Netball Centre - Court Renewals	\$80,000
Dobson	Painting works are scheduled to occur next, to complete works.	
942	Tree Management	\$99,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Operations Centre Relocation)	\$8,077,040
Dinsdale	Operations Centre - Civil works and in-ground services are underway on Henderson Road site. Remediation works at the current Operations Centre are progressing. Mulch area, west of Knox Regional Sports Park, off High Street Road - Geotechnical advice received with project deferred until further notice.	
946	Boronia Precinct Planning	\$498,693
Baird	A final draft Renewal Strategy 2019 and proposed planning scheme amendment is being progressed to presentation to Council.	
948	Modular Building Program (Modern Construction Systems)	\$3,013,459
All Wards	Contractor has been appointed for Stage 2 projects - Wally Tew Reserve and Colchester Reserve pavilions. Offsite manufacturing expected to commence by early June.	
949	The Basin Neighbourhood House Redevelopment	\$500,000
Chandler	Project completed.	
950	Family & Childrens Services Buildings & Facilities	\$270,000
All Wards	Additional works (pathway/access) have been identified to complete works at Mariemont over June/July 2019 holidays.	
951	Community Toilet Replacement Program	\$365,732
All Wards	Wally Tew Reserve detailed design is complete and construction is expected to commence in June. Wicks Reserve detailed design is expected by early June with construction to commence early July 2019.	

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Project Number	Project Name	Total Approved Budget
952	HV Jones Reserve Floodlighting Upgrade Friberg Project completed.	\$11,080
954	Knox BMX Track - New Storage & Start Gate Structure Friberg Contractor has been appointed and is expected to commence in early June. The construction period will extend into early August 2019.	\$154,365
956	Knox Athletics Track - Discus Cage Upgrade Friberg Project completed.	\$92,000
957	Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2) Dobson Construction nearing completion. Expected by early June.	\$250,000
958	Liberty Avenue Reserve, Rowville - New Floodlighting Taylor Construction nearing completion with project expected to be completed by early June.	\$250,000
959	Rowville Community Centre - Lighting Upgrade Taylor Project completed.	\$19,656
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8 Dobson Carry forward for masterplan works.	\$198,130
962	Knox Regional Sports Park Signage Scott Project on hold pending future Knox Regional Sports Park development outcomes.	\$124,973
963	Family & Children Services - Site Master Plans - Stages 1 & 2 All Wards Project completed.	\$50,000
964	Relocate Preschool Bag Lockers All Wards Project completed.	\$19,000
965	Billoo Park Preschool - Toilet and Storage Upgrade Design Collier Project completed (design).	\$10,000
966	Alexander Magit Preschool - Verandah Replacement Friberg Project completed.	\$82,200

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Project Number	Project Name	Total Approved Budget
969	Orana Neighbourhood House Kitchen Upgrade	\$25,000
Dinsdale	Project was unsuccessful in receiving grant funding. Project on hold until further funding is sourced to complete the required works.	
982	Anne Road, Knoxfield LATM Stage 1	\$166,140
Friberg	Currently undertaking construction works.	
983	Stewart Street, Boronia LATM	\$55,000
Chandler	Project completed.	
984	Napoleon Road, Lysterfield Shared Path	\$11,712
Dobson	Project completed.	
994	Picketts Reserve, Ferntree Gully Masterplan Implementation	\$30,000
Baird	Draft documentation drawings in progress,	
995	Peregrine Reserve, Rowville - Masterplan Implementation	\$123,804
Taylor	Consultants are working on detailed design documentation.	
996	Arcadia Reserve, Rowville - Masterplan Implementation Stage 3	\$100,000
Tirhatuan	Concrete pad poured, installation of skate equipment scheduled for mid-July 2019.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$128,000
Scott	Gate renewal works scheduled for June. Seeking quotes for new toilet and shelter structure.	
998	Templeton Reserve, Wantirna - Masterplan Implementation	\$400,000
Collier	Planting works are due to commence in June.	
999	Lewis Park, Wantirna South - Masterplan Implementation	\$142,379
Dinsdale	Project completed (2018/19).	
1000	Stud Park Reserve, Rowville - Masterplan Implementation	\$390,000
Tirhatuan	Construction is underway with completion of Stage 2 works scheduled for the end of June.	
1001	Scoresby Village Reserve - Masterplan	\$32,500
Tirhatuan	Consultants preparing detailed design and documentation drawings.	

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Project Number	Project Name	Total Approved Budget
1002	RD Egan Lee Reserve, Knoxfield - Masterplan	\$16,433
Scott	Masterplan approved by Council. Documentation for implementation currently being prepared.	
1003	Wantirna Reserve - Masterplan	\$26,944
Collier	This project is on hold while Council investigates past land use and waste issues.	
1005	Neighbourhood Green Streets	\$100,000
All Wards	Project on hold following unavailability of stock. New plant order to be placed next financial year.	
1006	Bush Boulevards	\$100,000
All Wards	Project on hold following unavailability of stock. New plant order to be placed next financial year.	
1007	Koolunga Reserve (Catchment 910) - Feasibility	\$12,100
Dobson	Migrated to Project 1180 - Forest Road to Koolunga Reserve, Ferntree Gully Integrated Stormwater Solution.	
1008	Mont Albert to Forest Road, Ferntree Gully - Drainage improvements	\$80,194
Dobson	Investigation by consultant has clarified that the area delineated in principle by Parks Victoria is not large enough to have a cost effective flood mitigation impact on the downstream catchment. Remaining funds transferred to Talking Tanks Initiative, Project No.1009.	
1009	Talking Tanks Initiative - Flood Protection	\$179,568
All Wards	Proof of concept and catchment modelling and analyses completed. Future years will require agreement with South East Water to co-fund tank implementation following rollout of a Communications Plan (2019-20).	
1016	Kings Park Solar Panel Installation	\$9,091
Dobson	Works nearing completion.	
1040	Dandenong Creek Amenity Improvements	\$36,196
All Wards	Water service has been connected and the concrete pad constructed. The drinking fountain is scheduled to be installed and connected in June.	
1045	Egan Lee Reserve - Pavilion Upgrades (Female Friendly)	\$250,000
Scott	Construction is nearing completion. Expected by mid-June.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$57,387
Scott	Committee of Management for Rowville Reserve has now been established. Works for relocating VARMS to this site can proceed. Design work to be completed while funding options are determined.	

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Project Number	Project Name	Total Approved Budget
1068	Rowville (Seebeck) Reserve - Multipurpose Community Workshop	\$346,528
Taylor	Costings for the Multipurpose Community Workshop including a Men's Shed facility have been provided. Council and stakeholders to review and finalise scope.	
1097	Wally Tew Reserve - Changing Places Facility	\$200,000
Dobson	The changing places installation is complete. Storage area for Events is to be relocated into the Modular Secondary Changeroom at Wally Tew Reserve.	
1098	Batterham Reserve, The Basin Oval 2 - Floodlighting Relocation	\$75,000
Chandler	Project completed.	
1101	Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Design	\$27,000
Collier	Geotechnical investigation and survey completed. Detailed design due to commence in July 2019.	
1102	Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Design	\$28,000
Friberg	Geotechnical investigation and survey completed. Detailed design underway and approximately 50% complete.	
1103	Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Design	\$30,000
Tirhatuan	Geotechnical investigation and initial survey completed. Survey scope to be extended and detailed design due to commence in July 2019.	
1104	Boronia CCTV System Installation	\$39,200
Baird	Project completed.	
1105	Batterham Reserve, The Basin - Cricket Nets Replacement	\$251,500
Chandler	Design for netting structure being finalised with lighting design being followed up as a result. Initial quote for net structure received with pricing clarification to be sought through Knox Construction. Lighting design needs to be reviewed following clearance issue with over-hanging tree limbs. Once this is completed lighting install quotes will then be sought.	
1106	Batterham Reserve - Pavilion Extension for Female Change Facility	\$220,000
Chandler	Tender submissions are currently being assessed with contractor expected to be appointed by Early June with construction to commence mid-June.	
1107	Batterham Reserve, The Basin - All Ability Footpath Network	\$235,000
Chandler	The majority of footpath network is completed with final section underway. A short section remains incomplete as it is tied in with the cricket net project. Project scope extended to include pathway connection to Right of Way west side of reserve.	

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Project Number	Project Name	Total Approved Budget
1113	Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Design	\$20,000
Baird	Geotechnical investigation and survey completed. Detailed design due to commence in June.	
1114	Studfield Shopping Centre Renewal - Design	\$35,000
Dinsdale	Survey partially complete. Assessment of CCTV footage for adjacent drainage to be undertaken.	
1115	Milpera Reserve, Wantirna - Oval Renewal - Design	\$15,000
Friberg	Designs reviewed and approved with minor changes.	
1116	Guy Turner Reserve, Bayswater - Drainage Renewal	\$150,000
Dinsdale	Project completed.	
1117	Batterham Reserve, The Basin - Tennis Court Renewals	\$100,000
Chandler	Project on hold while scoping discussions are held with Leisure and Tennis Club. This is likely to lead to scope change and a report to Council - waiting on confirmation of this from Leisure.	
1118	Wantirna Reserve, Wantirna - Cricket Net Renewals	\$30,000
Collier	All work on site on hold pending investigation on soil conditions.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$200,000
Collier	Scoping discussions have been held with Leisure and the Tennis Club. The design for Stage 1 has commenced and is expected to be nearing completion by late June. Design for final stage is dependent on outcome of soil geotechnical investigations, adoption of masterplan and lease agreement discussions with Parks Victoria.	
1120	Templeton Reserve, Wantirna - Tennis Court Renewals	\$250,000
Collier	Survey complete and scope discussions held with Leisure and the Tennis Club. The design is progressing and is expected to be completed by mid-June.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$10,000
Taylor	Design scheduled to occur in July 2019.	
1122	Knox Regional Sports Park - Soccer Cages Renewal	\$20,000
Scott	Boards scheduled to be installed in the next financial year.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$150,000
All Wards	Kathryn Road expected to be completed by the end of June. Flamingo Reserve has also commenced.	

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Project Number	Project Name	Total Approved Budget
1124	Sporting Oval Fencing Renewals All Wards Project completed.	\$100,000
1125	Stormwater Harvesting Infrastructure Renewal All Wards Upgrade works progressing with central controller roll out continuing.	\$50,000
1126	Knox Skate & BMX Park – New Youth Pavilion (Design) Friberg Concept design nearing completion. Remaining funds to be carried forward for design/construct 2019/20.	\$75,000
1128	Gilbert Park Reserve, Knoxfield - New Drainage Friberg Drainage works to extend to entire field. Project will carry forward into 2019/20.	\$100,000
1129	Picketts Reserve, Ferntree Gully - Floodlighting Upgrade Baird Concept design completed. Grant obtained for 2019/20 construction.	\$0
1130	Wantirna Reserve, Wantirna - Floodlighting and Security Lighting Collier Concept design completed. Grant obtained for 2019/20 construction.	\$0
1131	Carrington Park Reserve, Knoxfield - Floodlighting Upgrade Friberg Concept design completed. Grant obtained for 2019/20 construction.	\$0
1132	Arcadia Reserve (Scouts), Rowville - Carpark Design Tirhatuan Feedback received from Scout Group to inform scope of works. Due to commence design in July 2019.	\$8,000
1133	Arts Facility Planning Documentation All Wards Upgrades to cultural venues equipment to ensure safe operating assets scheduled for completion by the end of June.	\$50,000
1134	Ferntree Gully Arts Centre & Library Deck Enclosure Dobson Quotes expected by end of June for construction in 2019/20. Project will be carried forward in to the next financial year.	\$50,000
1135	Knox Community Arts Centre - Theatre Lighting Upgrade Dinsdale Works have been scheduled for mid-June with completion expected by end of June.	\$30,000

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Project Number	Project Name	Total Approved Budget
1136	Arts Facility Upgrades	\$80,000
All Wards	Works for cladding and painting of internal/external brick walls expected to be completed by the end of June.	
1137	Knox Leisureworks UV for 50m Indoor Pool	\$60,000
Baird	Project completed.	
1138	Knox Regional Sporting Centre Funnel and Overhead Fencing	\$110,000
Scott	Project not going ahead due to masterplan of Knox Regional Sports Park.	
1140	Community Facility Signage Upgrade	\$2,500
All Wards	Project expected to be complete by the end of June.	
1141	Stud Road, Scoresby (786 to 804 Stud Road) - Footpath 1	\$65,000
Tirhatuan	Project completed.	
1142	Albert Street, UFTG (Ferndale Rd to 14-18 Albert St) - Footpath 1	\$68,000
Dobson	Footpath works to be undertaken with future road works at this site. Funds have been reallocated to the next priority footpath project within the footpath program - Maryborough Road, Boronia (refer to project 1224).	
1143	Burwood Hwy, UFTG (opposite Dawson St) - Footpath 3	\$47,000
Dobson	Project completed.	
1144	Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath 1 - Design	\$10,000
Dinsdale	Consultation with residents and VicRoads required.	
1145	Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath	\$85,000
Dobson	Detailed design due to be completed for review by mid-June. Clarify pit alteration issues with Telstra and design impact on vegetation with Parks.	
1146	Wellington Road, Rowville (Straughan Close to Napoleon Road) - Footpath - Design	\$5,000
Taylor	Consultant has been engaged to complete the design.	
1147	Wantirna Road, Wantirna (Ashley St to 699 Boronia Rd) - Footpath	\$40,000
Collier	Project completed.	

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Project Number	Project Name	Total Approved Budget
1148	Montana Avenue, Boronia - Footpath	\$85,000
Chandler	Functional design complete. Detailed design to be finalised.	
1149	London Drive, Bayswater (southern side) - Footpath	\$51,000
Baird	Project completed.	
1150	Knoxfield LATM Stage 2 - Kathryn Road	\$20,000
Scott	Design completed. Assessing road safety audit.	
1151	Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program	\$125,000
Dobson	Preliminary works are being undertaken.	
1152	Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Design)	\$20,000
Dobson	On hold pending result of Burwood Hwy Shared Path Overpass Bridge feasibility study.	
1153	Napoleon Rd, Lysterfield (Kelletts Rd to Anthony Dr) - Shared Path 1 Design	\$23,000
Dobson	Survey completed along with site inspection with key internal stakeholders. Design due to be completed by July 2019.	
1154	Mountain Highway, Wantirna (Pedestrian Crossing to Eastlink) - Shared Path 1	\$182,000
Collier	Initial section of shared path has been completed. The remaining section of works can now proceed following final approval provided by VicRoads in late May.	
1155	Kelletts Road, Rowville (Stud Rd to Taylors Ln) - Shared Path 1	\$25,000
Taylor	Consultant has been engaged to complete the design.	
1156	Kelletts Road, Rowville (Jacob Rd to Napoleon Rd) - Shared Path 2	\$20,000
Friberg	Contractor engaged to deliver project.	
1157	Lewis Reserve, Wantirna South - Bicycle Repair Station	\$7,000
Dinsdale	Project completed.	
1158	Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade	\$21,000
Scott	Structural engineering report has been completed.	
1159	Burwood Highway Underpass (near Stud Rd) - Solar Lighting Upgrade	\$25,000
Scott	Project completed.	

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Project Number	Project Name	Total Approved Budget
1160 Friberg	Carrington Park to Henderson Road, Rowville - Wayfinding and Linemarking Contractor engaged for installation.	\$4,000
1161 Dobson	Wally Tew Reserve, Ferntree Gully - Bicycle Repair Station Project completed.	\$7,000
1162 Collier	Templeton Street, Wantirna - Linemarking and Intersection Treatments (Design) Design scheduled to be completed in August 2019.	\$70,000
1163 Collier	Renou Road, Wantirna South - Intersection Treatments Design Design scheduled to be completed in August 2019.	\$20,000
1164 Dinsdale	Coleman Road, Boronia - Linemarking and Sharrows Design scheduled to be completed in August 2019.	\$45,000
1165 Scott	Mowbray Drive, Wantirna South - Parking and Intersection Treatments Design scheduled to be completed in August 2019.	\$20,000
1166 Scott	Timothy Drive, Wantirna South - Intersection Treatments Quotations for survey and design received from consultants.	\$35,000
1167 Taylor	Bergins Road, Rowville - Kerb & Channel Project completed.	\$20,000
1168 Chandler	Liverpool Rd, The Basin - Dynamic School Speed Zone Signs Project completed.	\$55,000
1169 Taylor	Stud Road, Rowville - Footpath Connection Design scheduled to be completed in August 2019.	\$20,000
1170 Baird	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4 Seeking licensing agreement with private property.	\$80,000
1171 Baird	Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 2 Daylighting of Blind Creek has commenced and will take up to six months to complete. Planting to take place Autumn 2020. Carpark - Survey completed. Design on hold pending clarification of scope for building works following Federal funding proposal.	\$420,000

Knox City Council Project Status Report

30-May-2019

Project Number	Project Name	Total Approved Budget
1172	Tormore Reserve, Boronia - Masterplan Implementation Stage 3	\$400,000
Baird	Construction is underway with completion of Stage 1 works scheduled for the end of June.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 5	\$900,000
Dobson	Masterplan works - Consultants are working on detailed design. Security Fencing - Preparation of tender documentation of perimeter fencing is complete. Vegetation assessment has been prepared and vegetation and planning permits being sought. Awaiting approval prior to advertising fencing contract.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$40,000
Chandler	Project on hold following unavailability of stock. New plant order to be placed next financial year.	
1175	Orson Street, Scoresby - Retarding Basin Improvements	\$20,000
Tirhatuan	Concept design complete. CCTV investigation of pipe network anticipated to be completed in June.	
1176	Solar in Community Facilities	\$40,000
All Wards	Quotes currently being sought.	
1177	Electric Vehicle Charging Stations - Civic Centre	\$25,000
Dinsdale	Project completed.	
1178	Knox Gardens Reserve, Wantirna South - Stormwater Harvesting	\$20,000
Scott	Project combined with Projects 664 and 1179, Stormwater Harvesting Program Development. Refer to Project 664 for latest project update.	
1179	Eildon Park Reserve, Rowville - Water Harvesting	\$20,000
Taylor	Project combined with Projects 664 and 1178, Stormwater Harvesting Program Development. Refer to Project 664 for latest project update.	
1180	Forest Road to Koolunga Reserve, FTG - Integrated Stormwater Solution	\$40,000
Chandler	Survey and geotechnical analyses completed. Detailed design will be completed by end of June.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$40,000
Baird	Awaiting developer response to Council comments on submitted Stormwater Quality Management Plan, prior to approval.	

Knox City Council Project Status Report

30-May-2019

Project Number	Project Name	Total Approved Budget
1183	Peregrine Reserve, Rowville - Treatment Wetlands	\$20,000
Taylor	Survey and geotechnical analyses completed. Scoping report will be completed by end of June in readiness for the detailed design phase in 2019/20.	
1184	Egan Lee Reserve, Knoxfield - Treatment Wetlands	\$20,000
Scott	Survey and geotechnical analyses completed. Scoping report will be completed by end of June in readiness for the detailed design phase in 2019/20.	
1185	Lewis Road Reserve, Wantirna South - Wetlands and Stormwater Harvesting	\$20,000
Dinsdale	Masterplan approved by Council. Delivery scheduled for next year.	
1186	Wantirna Reserve, Wantirna - Treatment Wetlands	\$20,000
Collier	On hold pending further investigation through masterplan development.	
1187	David Cooper Park, Jenola Parade, Wantirna South - Wetlands	\$20,000
Scott	Subject to future review of existing masterplan.	
1195	Boronia Safer Communities	\$105,750
Baird	A geotechnical report is being prepared to inform conditions and final location for proposed footings/lights. A concept plan is currently being prepared for review.	
1197	Tim Neville Arboretum - Memorial Pathway	\$112,762
Dobson	Project completed.	
1206	Brenock Park Drive School Crossing Relocation	\$70,000
Dobson	Project completed.	
1217	Boronia Activity Centre and Station Precinct Renewal Project	\$95,000
Baird	Project scope to be confirmed and inter-agency working group is being established. Key directions strategy being developed.	
1218	Eildon Park Tennis Club - Lighting Repairs	\$33,600
Taylor	Project completed.	
1222	Ramon Cowling Bushland Reserve - New Walkway	\$70,850
Chandler	Contract awarded. Initial works to commence in June.	

Knox City Council Project Status Report

30-May-2019

Project Number	Project Name	Total Approved Budget
1223	Rowville (Seebeck) Reserve Safety Netting	\$40,000
Taylor	Project completed.	
1224	Maryborough Road, Boronia (Springfield Rd to Woodvale Road) - Footpath	\$68,000
Baird	Project completed.	
1247	Boronia Youth Hall Demolition and Pop Up Park	\$65,000
Baird	Demolition of building completed.	
		Total: \$96,452,570

12 Motions for Which Notice has Previously Been Given

12.1 Notice of Motion No 91 - Request for Report on Live Streaming of Council Meetings

RESOLUTION

MOVED: Councillor Holland

SECONDED: Councillor Timmers-Leitch

That Council request officers to present a report to the September 2019 Council meeting investigating the most cost effective means to implement live streaming for Council Meetings, inclusive of a timeline for implementation in the event that Council resolve to proceed with this initiative

CARRIED

Councillors requested the Minutes reflect the motion was passed unanimously

13 Supplementary Items

Nil.

14 Urgent Business

14.1 Urgent Business

Nil.

14.2 Call Up Items

14.2.1 Call Up Item – Suburban Rail Loop

RESOLUTION

<u>MOVED:</u>	Councillor Lockwood
<u>SECONDED:</u>	Councillor Seymour

That Council receives a report at an available Confidential Issues briefing within the next 3 months on Council's position on the Suburban Rail Loop including its impact on two of Council's major Public Transport advocacy priorities, being Rowville Rail (currently described by governments as Monash Rail) and the light rail to Upper Ferntree Gully.

CARRIED

14.2.2 Call Up Item – Healesville Freeway Reservation

RESOLUTION

<u>MOVED:</u>	Councillor Lockwood
<u>SECONDED:</u>	Councillor Timmers-Leitch

That Council receives a report at the September Ordinary Meeting of Council outlining key requirements for Council to negotiate with VicRoads to obtain the unused Healesville Freeway Reservation within Knox for the purpose of extending its own open space network, planting 100,000 trees and allowing for expansion and access to JW Manson Reserve.

CARRIED

15 Questions Without Notice
Nil.

16 Confidential Items

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

That in accordance with Sections 89 (2) of the Local Government Act, 1989, the Meeting be closed to members of the public to consider Item 16.1 – Collaborative Procurement for Advanced Waste Processing Solutions – because it relates to a contractual matter and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 8.37pm

16.1 Collaborative Procurement for Advanced Waste Processing Solutions

A confidential report was discussed and resolved upon in camera.

MOVED: Councillor Pearce

SECONDED: Councillor Lockwood

That the meeting reopen to the public

CARRIED

THE MEETING WAS REOPENED TO THE PUBLIC AT 8.41pm

MEETING CLOSED AT 8.41pm

Minutes of Meeting confirmed at the
Ordinary Meeting of Council
held on Monday, 22 July 2019

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Chairperson